

Irving Arts Center
ARTS FINANCIAL ASSISTANCE PROGRAM

APPLICATION INSTRUCTIONS
FY2011-12

Grants are for activities occurring during the period beginning Oct. 1 and concluding on Sept. 30 -- a 12-month time-period that coincides with the Irving Arts Center's Fiscal Year.

Application Information

5. Indicate the fiscal year for the applicant organization.
6. Insert the total of "a" and "b" below.
 - a. Direct participants - include estimated total number of people who directly participated in activities (i.e. # of performers, event attendees, # of volunteers, etc.)
 - b. Indirect participants include those reached through TV or radio broadcasts of a program.
 - c. Paid Personnel – include any person receiving payment, including honorariums as part of the grant proposal.
 - d. Artist volunteers – list any professional artists working as volunteers.

Financial Summary – Revenue and Expenditures

NOTE: If completing the form as provided by the Irving Arts Center in an electronic format, #7-13 and 54-56 will automatically be filled in after completion of the budget forms on page 4 & 5.

7. Earned Income – insert the number from page 4, Proposed Income column, box 24.
8. Unearned Income– insert the number from page 4, Proposed Income column, box 30.
9. In-Kind – insert the number that appears on page 4, Proposed Income column, box 28 which will match the number on page 5 in the Proposed Expenditures column, box 51. The number should also match the Total of all In-Kind contributions as listed on Attachment A on page 7.
10. IAB Grant request - the total amount requested from the Arts Board in this application as listed on page 4, Proposed column box 25.
11. Organizational Revenue – insert the number from page 4, Proposed column, box 31. **This number should not include any funding requested from the Irving Arts Board or received from the Arts Center for other purposes.**
12. Total Application Revenue – include organizational revenue total plus IAB Request (box 10 + box 11).

13. Total Application Expenditures – insert the number from page 5, Proposed Column box

Essay Questions (do not attach additional pages)

14. Summarize the mission of the applicant organization.
15. Narrative Description
16. Describe the activities planned during the period for which support is requested. Explain how this application addresses the following criteria:
- a. Quality as determined by an advisory grant review panel considering:
Involvement of professional artists and other personnel in the event as directors, performers, speakers, writers and in the planning and implementation of the program Reviews, site visits and other support materials Innovation and creativity in the programming and artistic content ability of the activity to further the applicant's stated mission.
 - b. Community involvement, outreach efforts and accessibility as determined by:
 - Evidence of the organization's attempts to provide public awareness and visibility of the arts by participating in advocacy efforts;
 - Evidence of minority involvement on artistic, policy and audience levels;
 - Efforts to collaborate with other groups to expand audiences and improve program accessibility,
 - Compliance with the American with Disabilities Act of 1990.
 - c. Management Capability of Board and Staff as determined by:
 - Qualifications and background of staff/contract personnel;
 - Evidence that the Board is active in setting policy and fund raising;
 - Evidence that the organization has a continuing history of growth, stability and vision;
 - Evidence of effective Board and Staff interaction;
 - Administration of previous grants, if applicable;
 - Evidence of ability to deliver services and programs effectively.
 - d. Fiscal Soundness and Integrity of the organization as determined by:
 - Presence of an active fundraising program;
 - Accuracy and completeness of financial reporting;
 - Existence of a balanced budget and plans for long-range financial growth or stability;
 - A diverse base of financial support through earned income, private giving and public funding;
 - Growth or stability of financial support from the community.

Financial Detail

Revenue is defined as those moneys received in the name of the applicant organization during the course of a given fiscal year.

Earned Revenue

17. a. Ticket Sales - Sales receipts for all tickets sold.
 - b. Contract Services- Fees obtained for providing contract services and/or performances.
18. Interest Income - Moneys earned on investments and bank accounts.
19. Memberships - Moneys paid by individuals or corporations in order to become associated with the applicant organization in exchange for exclusive benefits.
20. Non-Irving Revenue- Fees obtained for providing contract services and/or performances outside of Irving. NOTE: Funds derived under the auspices of a different name or earned for activities performed outside the City of Irving must be included under “Non-Irving” revenue and a separate schedule attached listing amounts and sources of funds. “Non-Irving” revenue earned under a different trade name or d.b.a. or using a different organizational identity will not be counted toward the matching requirements for an organizational assistance grant.
21. Concessions - Revenue received from food and beverage concession sales, sale of novelty items and merchandise.
Tuition/Workshop/Class Revenue - Monies earned from tuition, classes or workshops.
23. Other - Any other form of earned revenue received and not mentioned in the above categories (program ad sales, etc.)
24. Total of all Earned Revenue - Total of all boxes: box 17 through box 23.

Unearned Revenue

25. IAB Grant Amount/Request – Total request for this application from the Irving Arts Board.
26. Contributions from all sources
 - a. Auxiliary or Guild contributions
 - b. Individuals (include only those contributions NOT associated with memberships listed in box 19 above)
 - c. Corporate –gifts, sponsorships and grants made by a business (include only those contributions NOT associated with memberships listed in box 19 above)

- d. Foundations
- e. Government
 - 1. Federal – NEA or other
 - 2. State – TCA or other
 - 3. Other Local – other City of Irving funds, County or other Cash from reserves that will actually be used transferred to an operating account to complete the proposed activity.

- 27. Cash from reserves – List any cash to be used from prior year reserve account.
- 28. In-Kind goods & Services - In-kind donations include goods, services and/ or supplies for which an organization may normally have to pay to meet its mission. In-kind donations must be valued at the fair market rate established for the specialized skills or actual cost of items required and must be itemized on page 7–Attachment A. No more than 30% of the total proposed revenues (box 31a) may be used as an in-kind match for this application request. If amount is listed here, it must also appear on line #51.
- 29. Other - Any other form of unearned revenue received and not mentioned in the above categories.
- 30. Total Unearned Revenue – Total of all boxes: box 26 through box 29 (Please do not include Arts Board grant request).
- 31a. Total Organizational Revenue – add box 24 & box 30. Please do not include Arts Board grant request.
- 31b. Total Application Revenue – total of box 25 + box 31a.

Financial Detail - Expenditures

Expenditures are defined as those moneys expended in the name of the applicant organization during the course of a given fiscal year. **NOTE: Expenditures incurred under the auspices of a different name or spent for activities performed outside the City of Irving or incurred under a different trade name or “dba” or using a different organizational identity may not be included in this application.**

- 32. Staff salaries and Benefits - Those funds paid to employees of applicant organization or on behalf of an employee of the organization. (Do not include independent contractors in this line.)
- 33. Professional Services - Funds paid for professional services rendered.
 - a. Artistic - Fees paid for contractual services of artistic personnel (designers, musicians, artists, directors, actors, composers, conductors, choreographers, etc.)
 - b. Technical - Fees paid for contractual services of technical personnel (stagehands, stage managers, fly men, etc.)

34. Other Contractual Services - contracted services including legal, accountant/audit, clerical, administrative, and other professional services not covered above.
35. Rental Equipment - Equipment rented for production purposes only (list copy machine and other administrative rental costs in box 44.a.)
36. Other production expenditures - All other expenditures associated with producing the actual performance, exhibit or activity (scenery, costumes, special effects, materials for framing, displays, and graphic and signage requirements, art supplies, and properties, etc.)
37. Advertising
 - a. Paid media - All costs associated with buying radio, TV, outdoor, print or transit advertising, including graphic design services
 - b. Publicity - All costs associated with generating non-paid press coverage of events and activities (calendar briefings, PSA and Press Release distribution and postage required for distribution)
38. Direct Mail
 - a. Printing – costs to design and produce any material to be mailed directly to consumers (season brochures, flyers, postcards, newsletters) Do not include press releases or calendar briefings, posters or flyers that are distributed by mail in this line.
 - b. Postage – actual postage, mailing list purchase and mail house costs if applicable
39. Promotion – merchandise used for promotional purposes such as t-shirts, balloons, mugs, magnets and other items that are not sold, costs to participate in community promotional fairs, festivals, and special events
40. Program and Playbill printing – include printing and design costs only
41. Other printing - Cost of printing and designing tickets, newsletters, catalogues, prospectuses, etc.
42. Royalties – fees paid for the rights to specific scripts and performances
43. Music Rental – fees paid for rental of music and scores
44. Facilities Rental
 - a. Administrative - Rental of facilities and equipment used throughout the fiscal year for office space & administrative functions.
 - b. Production - Rental of facilities used throughout the fiscal year for such things as performances and rehearsals and other production costs.
45. Insurance costs - fees paid for insurance coverage

46. Administrative postage - includes postage costs for administrative postage and delivery services and items not related to advertising in box 37b or direct mail in box 38b.
47. Receptions - Cost of all food and beverage, related rental costs of dishes, tables, decorations and any other fees paid to caterers or contractors and entertainers who have been hired for a reception.
48. Travel and Transportation - Costs for both salaried staff and contract professionals (these costs include items such as airfare, taxi cabs, limousines, bus fare, reimbursement of gas expense, lodging, and food) in addition to all related costs (i.e. labor setup) involved with transporting physical property.
49. Financial Review/Audit - Cost of the yearly review/audit (review must be performed by a firm independent of the organization).
50. Miscellaneous - All expenditures not listed above (must be specific in detail such as depreciation expense, damage, etc.)
51. In-Kind goods & Services - In-kind donations include goods, services and/or supplies for which an organization may normally have to pay to meet its mission. In-kind donations must be valued at the fair market rate established for the specialized skills or actual cost of items required and must be itemized on Attachment A on page 7. No more than 30% of the total application revenue (box 31b) may be used as an in-kind match for this application request, even if the total amount of in-kind contributions may be greater than 30%. Amount must also be listed on line #28.
52. Total non-Irving Expenditures – all organizational expenditures related to activities occurring outside of the city of Irving.
53. Total Expenditures – the total of all items in the proposed expense column box 32 through box 52.
- 54-56. NOTE:
If completing the form as provided by the Irving Arts Center in an electronic format, the numbers in this section will automatically be calculated from the budget form on page 4 & 5 after completion.
57. Ending Reserve Fund Balance – indicate the ending reserve fund balance (found on the organizational statement of Assets and Liabilities generally part of a financial statement).
58. If a deficit is indicated, indicate how the issue will be addressed.

59. Required Attachment Checklist – Please submit all documents in order for the application to be considered complete.
60. Signatures – The application must be signed by the appropriate persons in order to be considered complete.

DEADLINE:

The complete application and all required attachments must be submitted to the Arts Center offices, 3333 N. MacArthur Blvd., Irving, TX 75062 **by April 1 or the next business day by 5PM.**