

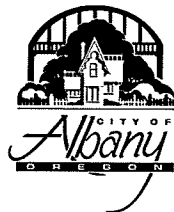


NOTICE OF PUBLIC MEETING
CITY OF ALBANY
ALBANY ARTS COMMISSION
City Hall, Calapooia Room
Tuesday, January 10, 2012
3:30 pm

AGENDA

1. ROLL CALL
2. APPROVAL OF December 2011 MINUTES
3. BUSINESS FROM THE PUBLIC
4. DISCUSSION ITEMS
 - a. Teen Art Show- sponsors
 - b. New Officers
 - c. Commission goal/fundraising
 - d. Grant Opportunity
 - e. Fundraiser for East Thornton Lake Natural Area
5. EXHIBITS— approve submissions (if any)
6. BUSINESS FROM THE COMMISSION
7. NEXT MEETING DATE
The next regularly scheduled meeting is Tuesday, February 14, 2012

The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation, advance notice is requested by calling 541-917-7506.



**CITY OF ALBANY
ARTS COMMISSION
Calapooia Room, Albany City Hall
Tuesday, December 13, 2011
3:30 p.m.**

MINUTES

Commission members present: Glenda Fleming (Chair), Melissa Babcock Saylor, Chuck Leland, Billie Moore, Linda Herd

Commission members absent: Liz Montague, Lynn Whitacre

Staff present: Ed Hodney, Albany Parks & Recreation Director; Debbie Little, Administrative Assistant

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m.

2. APPROVALS OF MINUTES

MOTION: Chuck Leland moved to approve the November 8, 2011 minutes as presented. Melissa Babcock Saylor seconded the motion, and it **passed** unanimously.

3. BUSINESS FROM THE PUBLIC

None

4. DISCUSSION ITEMS

a. Teen Art Show

The Commission reviewed draft prospectus.

MOTION: Melissa Babcock Saylor moved to approve the prospectus with current dates and spelling correction. Linda Herd seconded the motion, and it **passed** unanimously.

The Commission decided to hold the reception May 3, 2012, 6:00 – 9:00 p.m. Drop-off location will be City Hall 4/26, 4/27 from 8:30 a.m. – 5:00 p.m. and 4/28 from 8:00 a.m. - noon. Submissions from the students at the juvenile corrections facility will be the week prior, allowing more time for The Frame House to mat them.

Billie provided information on the Benton County Historical Society & Museum's art completion and requested a link from the Arts Commission web page to Benton County's site.

ACTION ITEMS:

- Debbie will get documents updated and sent out to schools
- Debbie will request a link from Arts Commission web page to Benton County Historical Society & Museum site
- Debbie will reserve display cases in City Hall

b. Art display locations

Chuck updated the Commission on his discussion with the owner of Riley's. The owner is interested in becoming a location for displaying public art, but is not willing to incur any financial responsibility. There are a number of locations in the facility.

Chuck has contacted the CARA Board members about the possibility of funding assistance.

A brief discussion followed about what materials would be needed to properly and securely display the art. Parks & Recreation's Maintenance Division may be able to assist with building a portable display case. All materials would have to be paid for through other resources.

The Commission identified several locations where they would like to see art displayed using a map of the downtown area and the City of Albany.

ACTION ITEMS:

- Glenda and Billie will visit Riley's and decide the best location to focus on for displaying art.
- Ed will contact Sid Stevens about display options at his location.

c. Commission goals

The Commission brainstormed several possible goals:

- sculpture walk
- art work in every park
- installation stations on the Promenade
- large scale piece at Timber Linn

5. **EXHIBITS**

Donna Lee displayed her art work previously at City Hall and has submitted a new application to display in 2012.

The Albany Peace Seekers have inquired about displaying a visual representation of "MLK: Visualize the Dream" in connection with Black History Month (Feb). February is currently scheduled but the Commission agreed that if the current artist is willing to reschedule the Albany Peace Seekers will be able to display during February.

ACTION ITEMS:

- Melissa will contact Donna for scheduling and the current artist scheduled for February about rescheduling to a later month in 2012.

6. **BUSINESS FROM THE COMMISSION**

Ed provided a budget report

Melissa contacted the *Democrat-Herald* and art show information will now be listed in the *Democrat-Herald* and the *Entertainer*.

Agenda Build - Discussion Items for Next Meeting

- a. Display locations
- b. Riley's

7. NEXT MEETING

The next regularly-scheduled meeting is January 10, 2012 at 3:30 p.m. in the Calapooia Room in City Hall.

The meeting was adjourned at approximately 5:15 p.m.

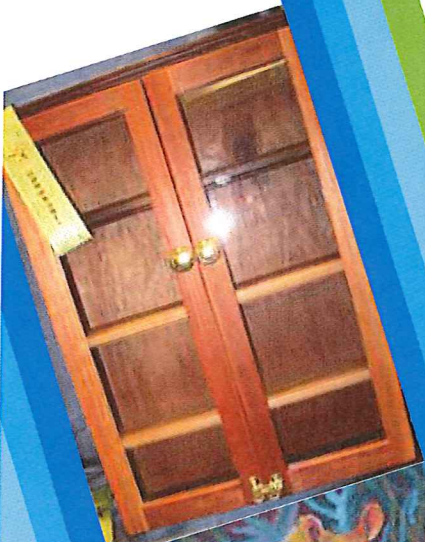
Respectfully submitted,

Debbie Little, Administrative Assistant, Albany Parks & Recreation

7th ANNUAL ALBANY ART SHOW

SPONSORED BY THE ALBANY ARTS COMMISSION

Cash prizes
awarded
in both
2-D & 3-D
categories.



Art will be displayed
at Albany City Hall
during May 2012.

Artist Reception:
Wednesday, May 3

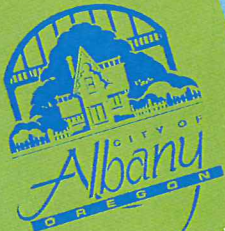
Open to high school
aged teens who
reside in the
Greater Albany
Public Schools area

Submit your work:

City Hall, First Floor,
Parks & Recreation;

Thursday, April 26 &
Friday, April 27,
8:30am-5pm;

Saturday, April 28,
8am-Noon



For more information:
www.cityofalbany.net
or 541-917-7778



OREGON ARTS
COMMISSION

Cultural Tourism Grant Guidelines

For activity occurring between March 1, 2012 – February 28, 2013

Electronic Application Deadline: 5:00 pm, January 31, 2012

Oregon Arts Commission: Vision and Goals

The arts and culture are touchstones of community and civic life and it is essential to preserve, stabilize and develop their central role to benefit Oregonians and Oregon's quality of life. The Oregon Arts Commission believes:

- The arts help us discover who we are.
- The arts bring people together, strengthening communities.
- The arts are critical for our students.
- The arts add value to Oregon's economy.

The Commission's grants, programs and services work to encourage that:

1. Oregonians have wide access to the arts and their intrinsic and extrinsic benefits.
2. Oregon arts organizations have the skills and resources to offer high quality programs throughout the state.
3. Public and private support for arts and culture is increased and leveraged.
4. Oregonians have access to quality arts learning opportunities.
5. Oregon artists create work of acknowledged high quality.

Purpose of the Cultural Tourism Grants

The Oregon Arts Commission established the Cultural Tourism Grants to support projects and partnerships that positively impact **arts-based** cultural tourism activities. This effort advances the Commission's long-range plan calling for stronger links between the arts, culture, the tourism industry and local economic development. This grant program supports activities undertaken by arts or tourism groups – and especially projects in which both groups collaborate – designed to increase tourism motivated entirely or in part by the arts-related offerings of a community or region.

The Oregon Arts Commission's Cultural Tourism Grants support **arts-centered** projects designed to address one or more of the following goals. Projects should

- Increase cultural tourism by non-residents thereby increasing the economic impact to communities, regions and the state;
- Increase cultural tourism by Oregonians thereby increasing the economic impact to communities, regions and the state;
- Enhance an existing cultural tourism product in order to significantly increase the economic impact to communities, regions and the state.

Cultural Tourism Grants may be used to implement cultural tourism projects designed to attract cultural tourists and have a measurable economic impact. Grants may support the following:

- target marketing for arts and cultural events and activities designed to attract visitors;
- the development of packages or special promotions for arts and cultural tourism activities;
- the development of new uses of media and technology for arts and cultural tourism activities.

Funding Priorities

In selecting groups for Cultural Tourism funding, the Arts Commission gives priority to proposals that are aligned with the goals of Travel Oregon's strategic plan and the applicant's Regional Cooperative Marketing Program. Refer to the online links on page 6.

Eligibility

Applicants must meet the following eligibility criteria for Cultural Tourism grant funding:

- have IRS 501(c)(3) federal tax-exempt status and corporate non-profit status in the state of Oregon; **or**
- be a unit of local government (including libraries, schools and Tribal governments);
- demonstrate responsible management;
- have been in existence for a minimum of two years;
- be current with all reports if a prior or current Oregon Arts Commission grantee.

Access Compliance

Any entity that provides services to the public must comply with the Americans with Disabilities Act. Arts organizations specifically must be familiar with section 504. The Arts Commission provides assistance to Oregon arts groups on issues of access. Contact Shannon Planchon, Assistant Director, (503) 229-6062 or shannon.planchon@state.or.us. TDD Assistance is available at (800) 735-2900.

Limitations

Cultural Tourism Grants will not fund:

- Capital construction;
- Tuition assistance for college, university, or other formal courses of study;
- Projects that have already been completed (new strategies for existing events are eligible);
- Events whose primary focus is to raise funds for a non-arts purpose.

Review Criteria

The following criteria will be used to evaluate Cultural Tourism Grant applications:

- **Quality of services and outcomes (25 points)** The quality of the arts and cultural tourism activities proposed; the degree to which the proposed activities relate to statewide and regional tourism strategic plans; the potential for the proposed activities to increase arts and cultural tourism and/or to enhance an existing cultural tourism product.
- **Quality of marketing/outreach strategy (25 points)** The quality of the marketing/outreach activities and their potential to increase targeted participation by visitors.
- **Organizational capacity (20 points)** The applicant's ability to initiate, manage and sustain programs; key accomplishments in the organization's history; the skills and capacity of paid professional staff.
- **Resource development (15 points)** Resources and/or partnerships that have been developed to support and sustain the activities proposed and/or delivered.
- **Evaluation (15 points)** The degree to which the applicant clearly states the desired outcomes of the proposed activities and outlines a plan for measurement.

Grant Amounts

The Arts Commission has \$70,000 for investment in the Cultural Tourism Grant program during fiscal year 2012 (July 1, 2011-June 30, 2012). Applicants may request up to \$10,000 in grant funds with a limit of one grant project request per cycle.

The Commission strongly encourages potential grant applicants to submit a brief, 1-2 paragraph description of their proposed grant project by e-mail to oregonartscomm@state.or.us before they begin work on the grant application. There are limited resources, and not all projects of merit will receive funding. A priority will be made for organizations that have not received funding in this category in the prior year.

Matching Requirements

Oregon Arts Commission grants must be matched at least dollar-for-dollar with earned, contributed or in-kind support. The most competitive applications demonstrate cash match committed by other funders.

Deadline

All applications for Cultural Tourism Grants must be submitted on-line no later than 5:00 pm, January 31, 2012 at <http://oregon.culturegrants.org/>.

Technical Assistance

Assistance from the Arts Commission staff is available to applicants. Contact the Oregon Arts Commission office at (503) 986-0082 oregon.artscomm@state.or.us with questions. Copies of these guidelines are available from the Arts Commission or on-line at the Commission website www.oregonartscommission.org.

Application Review Process

Arts Commission staff will review submitted applications for eligibility, completeness and budget accuracy. An independent panel of arts, marketing, and tourism specialists will evaluate each eligible application. Panel meetings are open to the public and all applicants will receive advance notice of the meeting time and place. The panel reviews and rates each application, providing scores to the full Arts Commission, which will consider the rankings as well as the geographic and programmatic services provided when making grant awards. Applicants are notified of the Commission's funding decisions by mail following the Commission meetings.

Final Reports

Because the Oregon Arts Commission tracks the effectiveness of its grants and programs, organizations receiving grants must complete a final expense and narrative report. Final financial reports must reflect the application budget as submitted or revised to the Arts Commission. Grant reports must be submitted within thirty (30) days of the completion of the grant period. All grantees are subject to periodic monitoring by the Oregon Arts Commission and must retain fiscal records for a period of three (3) years following completion of the grant period.

Organizations that have been previously funded by the Arts Commission must fulfill final reporting obligations before new grant funds will be distributed. Grant funds will be withheld until outstanding prior final evaluations have been completed and filed with the Commission.

APPLICATION INFORMATION

Organizations will complete a profile in the Grants Online system <http://oregon.culturegrants.org/> then complete the online application which includes answering the following questions, completing an on-line project budget form and uploading the support material. The application will not be available after 5:00 pm, January 31, 2012. To avoid the possibility of technical problems, do not delay your application process. It is possible that the server will slow down due to increased demand.

Prepare your responses in a word processing program, and use the character count, including punctuation and spaces, to determine the length of your response.

NARRATIVE

1. **Summary:** [500 characters] Briefly summarize the arts and cultural tourism activities proposed to be undertaken by your organization. Specify how Arts Commission funds will be used.
2. **Project Narrative:** [3000 characters]
 - a. Briefly describe the project for which support is requested.
 - b. Identify what qualities of this project make it a cultural tourism project.
 - c. What are the primary goals and objectives of the project? What's your long-term sustainability plan for the project? (i.e. how will you fund future brochure re-prints; maintain signs that become damaged; keep a website updated with current information, etc.)
 - d. Describe the need for the project.
 - e. Describe how this project complements and is consistent with:
 - i. Current community and regional current strategic plans, if appropriate
 - ii. The Regional Cooperative Marketing Program (RCMP) plan (<http://industry.traveloregon.com/Departments/Domestic-Consumer-Marketing/Regional-Cooperative-Marketing-Program.aspx> - see your region's plan)
 - iii. Travel Oregon's Strategic Plan (<http://industry.traveloregon.com/upload/otc/departments/final201113strategicplan.pdf>)
3. **Organizational Narrative:** [1500 characters]
 - a. Describe your organizational structure (board, staff, and members) and summarize your organization's background and experience in the area for which funds are sought.
4. **Project Management:** [1500 characters]
 - a. Who will be the project manager?
 - b. Briefly describe his/her related experience.
5. **Long-Term Benefits:** [1500 characters]
 - a. What are the long-term benefits of this project?
 - b. Is this project sustainable?
6. **Links to Other Projects:** [1500 characters] How is this project linked to any specific tourism planning, marketing efforts or other development efforts in your area?
7. **Community Support:** [1000 characters]
 - a. Demonstrate how the project has the support and involvement of the community.
 - b. List partners, sponsors, volunteers and their contributions and/or activities.

8. **Economic Development Focus:** [1000 characters]
 - a. How does this project clearly target tourism development, promotion or marketing?
 - b. In what ways is this project an integral part of economic development in your area?
9. **Financial Need:** [500 characters] Demonstrate your organization's financial need for Cultural Tourism grant funds.
10. **Readiness to Proceed:** [1000 characters]
 - a. What is your timeline?
 - b. Are you ready to proceed?
 - c. What else needs to be done in order to start on the project?
11. **Measuring Success:** [1500 characters]
 - a. How will you measure the success of this project, in the short-term and in the long-term?
 - b. What will be measured? What information will be collected?

Additional Support Material:

Upload within the application

- Resumes (no more than 2 pages) or biographical information of key participants
- Audited financial statements from the applicant's last full fiscal year or a board-approved year-end financial statement from the last full fiscal year, including a balance sheet and an itemized profit and loss statement.



OREGON ARTS
COMMISSION

Arts Build Communities Grant Guidelines

For projects occurring between January 1, 2012 – December 31, 2012

Deadline: October 3, 2011

Oregon Arts Commission: Values Statement

The arts and culture are touchstones of community and civic life and it is essential to preserve, stabilize and develop their central role to benefit Oregonians and Oregon's quality of life. The Oregon Arts Commission believes:

- Art brings people together, strengthening communities.
- Art is critical for our students.
- Art adds value to Oregon's economy.
- Art is fundamental to a healthy society.

The Commission's role is:

- To lead through advocacy, policy development and planning.
- To seek funding for and make grants to arts organizations and artists.
- To build coalitions and encourage collaborations among the public and private sectors, arts and culture organizations, and artists.
- To ensure the arts touch the lives of all Oregonians.

Goals To ensure that:

- Oregonians have wide access to the arts.
- Oregon arts organizations across the State have the skills and resources to offer high quality programs.
- Public and private support for arts and culture is increased and leveraged.
- Oregonians have access to quality arts learning opportunities.
- Oregon artists are supported in creating work of acknowledged high quality.

Purpose of the Arts Build Communities Grants

Arts Build Communities grants support the arts in local communities and the involvement of the arts and artists in community development. The grants recognize the expanding role that arts organizations play in the broader, cultural, social, educational and economic areas of community life. Support is provided to arts and other community-based organizations to form alliances and partnerships to strengthen communities through projects that connect the arts with local issues and opportunities.

Projects from communities that are underserved by arts services will receive priority for funding. Underserved communities include communities whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.

Successful community arts projects connect with broader community development issues and goals. The most competitive Arts Build Communities grant projects illustrate the connection between artists, local arts resources, and community development.

775 Summer Street NE, Suite 200
Salem, Oregon 97301-1280
(503) 986-0082
www.oregonartscommission.org

Solid arts and community development projects reflect local partnerships, local impact, and careful project management. While projects may access resources outside the community, this program's emphasis is on building local capacity to strengthen the arts in a community. The ABC Grant program is broader than an arts project grant program. It is committed to fostering partnerships and strengthening the arts in communities across the state.

Projects must support the integration of the arts and artists with community goals and may include new initiatives, new program development, or the expansion of an existing arts and community development project.

This program will not support the construction, purchase, or renovation of facilities. However, pre-development, design fees and community planning activities are eligible for support.

Examples of Recent Successful Arts Build Communities Projects:

- The Arts Center of Corvallis and Samaritan Health Services developed a partnership to create a replicable curriculum for training and certification of professional artists and musicians to work in rural health care settings. The resulting curriculum trains and certifies a new cadre of artists making them eligible for employment in five regional SHS hospitals and related health care facilities.
- Crows Shadow Institute developed a series of programs focused on traditional horse regalia in partnership with the Fort Walla Walla Museum. Close to 40 people participated in a series of workshops taught by highly experienced instructors, with finished works exhibited and used in a major ceremonial horse parade.
- Teatro Milagro's presented "Journeys", the theatre's bilingual Puentes residency program, in Redmond. Using a partnership with Obsidian Middle School and area social service agencies, the theatre introduced an anti-bullying curriculum to schools and community groups. Milagro also shared curriculum through an educator in-service, a bilingual workbook for community leaders and educators, and classroom visits to the participating schools.
- The Jordan Schnitzer Museum of Art at the University of Oregon strengthened relationships with Lane County's growing Latin American, Asian, and Asian-American communities by translating its marketing and educational material and portions of its website into Spanish, Japanese, Korean, and Mandarin Chinese to increase awareness of its collections and offer programs to new audiences.
- The Oregon Shakespeare Festival created "Culture Fest," to reach out to the Rogue Valley's diverse communities through employment recruitment, education programs and audience development activities including translated performances, bilingual services and public events. The program worked to build awareness among new and infrequent playgoers, raise consciousness within the OSF company and create dialogue and partnerships with multilingual, multicultural and multigenerational communities.
- The Falls City Arts Council increased community access to art programs by outfitting a van to serve as a mobile art vehicle and as a portable storage facility for the group's art making materials.
- The Powers Action Team developed "Art Along the River," an arts education project that was a partnership of the Powers Action Team, Powers School District and the Powers Ranger District to offer a series of nature-based art apprentice opportunities to local low- and middle-income youth.

- The Friends of Latimer Quilt & Textile Center created the “Tillamook County Quilt Trail: Preserving and Promoting our Rural Heritage” project which placed quilt images on the sides of farm structures. The buildings functioned as “canvases” to promote the area’s quilting and agrarian heritage.
- In partnership with the regional arts council Arts Central, the Museum at Warm Springs designed and developed an arts learning class associated with its *Art Through Ancestry* exhibition. The program allowed students to experience, and be inspired by, contemporary Native American art and traditional artifacts from the Museum’s collection,

Eligibility

Applicants for Arts Build Communities grants must meet the following eligibility criteria:

- be a unit of local government (including libraries, schools and Tribal governments); or
- have IRS 501(c)(3) federal tax-exempt status (organizations using a fiscal sponsorship are not eligible to apply)
 - **a 501(c)(3) non-profit must have**
 - corporate, non-profit status in the state of Oregon;
 - demonstrate a history of effective management practices;
 - have submitted all Oregon Arts Commission final reports for any previous grants awarded.

Limitations

Arts Build Communities Grants will not fund:

- Indirect costs
- Capital construction
- Tuition assistance or scholarships for college, university or other formal courses of study
- Projects that have already been completed
- Offset of previous operating or project deficits
- Events whose primary focus is to raise funds for a non-arts purpose.

Review Criteria:

The following criteria will be used to evaluate Arts Build Communities Grants:

- **Project Excellence (20 points)**
How the project involves both community process (the interaction of people) and product (meeting project outcomes.) What process is in place to develop community relationships to connect the arts with other areas of community life? Knowledge and experience of project artists.
- **Partners and Collaborators (15 points)**
Project partners and collaborators and their involvement in the project. How the project was planned and how artists, partners, and others were involved in that planning.
- **Project Outcomes (30 points)**
How the project will strengthen the arts and strengthen the community through the arts. How communities and populations will be served through the project, and how the project will address critical issues and opportunities within the community.
- **Organizational Capacity (15 points)**
The mission and purpose of the applicant organization and how the project proposes to advance the mission. The management and fiscal capacity of the organization to manage the project to successful completion. A budget that is accurate and clear.
- **Access (10 points)**
How the project proposes to involve participation of persons across areas of ethnic background, disability, age, gender, sexual orientation, and socio-economic status. If the project serves a special population (such as residents of a housing authority), how will all people within that group be ensured access to the project?

- **Evaluation (10 points)**

How the success and impact of the project process and outcomes are measured.

Grant Awards

Arts Build Communities grants will generally range from \$3,000 to \$ 7,000. The Arts Commission has limited resources, and not all eligible applicants will receive funding. **Priority will be given to projects that have not previously received funding.**

Matching Requirements

Arts Build Communities grants must be matched at least dollar-for-dollar with earned, contributed or in-kind support. The most competitive projects demonstrate some cash match committed by other funders.

Deadline

Completed applications **must be submitted through the online grant system no later than 10:00 pm October 3, 2011.** Applications received after the deadline will not be considered.

Access Compliance

Any entity that provides services to the public must comply with the Americans with Disabilities Act. Arts organizations specifically must be familiar with section 504. The Arts Commission provides assistance to Oregon arts groups on issues of access. Contact Shannon Planchon, Assistant Director, (503) 229-6062 or shannon.planchon@state.or.us. TDD Assistance is available at (800) 735-2900.

Assistance

Assistance from the Arts Commission staff is available to applicants prior to the application deadline. Contact Brian Wagner, Community Arts Coordinator, (503) 986-0083 or brian.wagner@state.or.us with questions.

Application Review Process

Arts Commission staff reviews submitted applications for eligibility, completeness, and budget accuracy. A panel of arts professionals reviews each eligible application in an open meeting process.

Panel meetings are open to the public and all applicants will receive advance notice of the meeting time and place. The panels review and rate each application. Scores are provided to the full Commission, which will consider the panel ranking as well as the geographic and programmatic services provided when making its grant awards. Applicants are notified of the Commission's decision by mail following the Commission meeting.

Final Reports

The Arts Commission documents the impact of the arts in Oregon. Arts organizations receiving grants must complete a final narrative and budget report. Final financial reports must reflect the application budget as submitted or revised to the Arts Commission. Grant reports must be submitted within thirty (30) days of the completion of the grant period. All grantees are subject to periodic monitoring by the Oregon Arts Commission and must retain fiscal records for a period of three (3) years following completion of the grant period.

Organizations that have been previously funded by the Arts Commission must fulfill final reporting obligations before new grant funds will be distributed.

Documentation

The Oregon Arts Commission uses electronic images for web and print-based publications. If your project is awarded Commission funding please remember to take and save digital images of your project activities as they occur. At the completion of your project, please provide at least three high-resolution electronic images (JPG or GIF, 2 megabyte minimum). Include a list of captions and photo-credits for each image.

These following questions will be completed on line. You may prepare the answers in a word processing program, and count the characters before you paste into the online form. Keep in mind that character counts vary from program to program, and the count that is in the online system is the one that we are using.

Project Summary

Summarize what the proposed project will achieve, how this will be accomplished and how Arts Commission funds will be used. Refer to the examples of Project Summaries in the Program Guidelines. [500 characters]

Project Excellence (20 points)

Community arts projects frequently focus on both community process (the interaction of people) and product (meeting project outcomes.) How will your project strive for excellence in both of these areas? How will you develop a high quality community process that builds relationships and continues to connect the arts with other areas of community life? Are project artists knowledgeable and experienced in the appropriate areas? Attach, as optional supplemental support materials, photos or written documentation of the work of artists that you plan to involve in this project. [3500 characters]

Partners and Collaborators (15 points)

Identify project partners and collaborators and their involvement in the project. Describe how the project was planned and how artists, partners, and others were involved in that planning. [2500 characters]

Project Outcomes (30 points)

Describe the project and how the project will strengthen the arts and strengthen the community through the arts. Describe the communities and populations this project will serve and how this project will address critical issues and opportunities specific to communities served. Specifically address project outcomes. [3000 characters]

Organizational Capacity (15 points)

Describe the mission and purpose of your organization. How does the project fit with the mission of your organization? Describe the management and fiscal capacity of your organization to manage this project to successful completion. Make sure that your budget is accurate and clear. [3000 characters]

Access (10 points)

How will your project seek participation of persons across areas of ethnic background, disability, age, gender, sexual orientation, and socio-economic status? If the project serves a special population (such as residents of a housing authority), how will all people within that group be ensured access to participate in the project? [1500 characters]

Evaluation (10 points)

How will you know if your project is continually on-track? How will you measure the success and impact of project process and outcomes? Who will be involved in the evaluation? What criteria/methodology will be used? 1500 characters]

Additional Information Required from Applicants:

Documents will be uploaded into the application, through the "portfolio".

- Biographical summary for key management
- Brief artistic resumes as necessary to support application
- Letter(s) of support from partner organization(s)
- List of names, addresses and affiliations of current board members

- If the ABC project proposal includes a public mural, provide local public art regulations and a letter of support.
- Certified audit, or board-approved financial statement for most recently completed fiscal year
- Supplementary material
 - Self-addressed stamped envelope for return of supplementary material
 - Copies of relevant, recent (past two years) press clippings or arts reviews [no more than six (6)]