

**MUNICIPALITY OF ANCHORAGE
ARTS ADVISORY COMMISSION
2016 ARTS GRANTS APPLICATION GUIDELINES**

We fund presenters, producers, and community-based arts organizations that are 501(c)(3) nonprofits and that offer visual art, theater, dance, music, and poetry in Anchorage, Alaska.

Our priorities and values

1. We value organizations that serve residents of the Municipality and that have offices here.
2. We value programming, performances, and performers that reflect the rich diversity of Anchorage's audiences.
3. We value organizations that promote their programs and bring in audiences.
4. We place priority on stable organizations that can demonstrate leverage of Municipal funding.
5. We do not fund proposals that do not meet threshold requirements.
6. We do not fund public school-based programs.

GENERAL INFORMATION

1. The Municipality of Anchorage Arts Advisory Commission is established by the Municipal Code, Chapter 4.60.150 to perform the following functions:
 - A. Advise the Mayor and Assembly concerning all matters pertaining to municipal involvement in the arts in the community;
 - B. Receive requests for funds from community arts organizations and recommend to the Mayor and Assembly those organizations which should receive municipal funding; and
 - C. Promote public and private cooperation in support of the arts.
2. The Arts Advisory Commission receives grant applications from nonprofit arts organizations in the Municipality of Anchorage for operational support and makes recommendations to the Mayor and Assembly for arts grants funding.
3. The Municipality operates on a calendar year (CY) fiscal basis, and funds appropriated for arts groups by the Anchorage Assembly for a given calendar year must be spent during that year. Organizations operating on a non-calendar fiscal year (FY) basis may complete one application using their fiscal year, but must spend appropriated funds during the 2016 calendar year.
4. If an organization is funded, several tasks are required to be performed:
 - A. A grant contract is prepared. The contract must be signed by an authorized official of the organization, notarized, and returned to the MOA Staff personnel for the Arts Advisory Commission.
 - B. Credit must be given to the Municipality of Anchorage in brochures, news releases, programs, publications, and other printed materials. When no printed material is used, verbal credit shall be given prior to each performance or presentation.
 - C. All 2016 grant recipients **must** submit a Final Accounting and Evaluation Report, to the Municipality, within sixty days from the end of their fiscal year, but no later

than March 1, 2017.

5. Funds will not be distributed to any organization that has failed to file the Final Accounting and Evaluation Report for the previous fiscal year with the Municipality of Anchorage. This does not apply to organizations that did not receive municipal funding the previous year. Deadline for 2015 Final Reports is March 1, 2016.

ELIGIBILITY

There are three general eligibility criteria:

1. Only community arts organizations within the Municipality of Anchorage are eligible for funding. Specifically, an eligible organization is one whose primary purpose is to produce arts events, projects, and services within the Municipality of Anchorage. An eligible organization must have a physical office in the Municipality of Anchorage.
2. The organization must have articles of incorporation and by-laws filed with the State of Alaska or be a recognized chapter of a national organization. First-time applicants and those with a status change must provide proof of IRS nonprofit status.
3. The organization must have an Anchorage-based volunteer board of directors comprised of at least five members.

LIMITATIONS

1. The Arts Advisory Commission will not recommend for any group a funding level in excess of 15% of the Municipality's arts grants funds or a funding level in excess of 15% of the organization's annual operating budget. The anticipated arts grants funds available for 2016 are \$137,500.
2. The Commission will not recommend funding for the following:
 - A. Organizations incorporated for less than one year;
 - B. Expenses or obligations incurred by the organization before January 1, 2016;
 - C. Construction and/or purchase of real property; or
 - D. Purchase of automobiles, vans, buses, or similar transportation equipment.

APPLICATION DEADLINE

Friday, December 4, 2015, 5:00 PM is the application deadline for funding year 2016. All applications must be submitted online in Adobe pdf file format. Email application to MorseEP@muni.org and request a delivery receipt with the submission.

TO APPLY

1. Please read these application guidelines carefully before filling out the application. Failure to complete any part of the application may delay consideration or disqualify your request.
2. Application must be made on the online form provided by the Municipality of Anchorage. Any attached budget documents shall be formatted in not less than size 11 font using a

clearly legible font.

3. Enter the information into the provided spaces in the application form. This will ensure each applicant strictly adheres to word limits.
4. Double check information against the Application Check List at the end of these guidelines.
5. **DO NOT** include any other support materials, flyers, brochures, or programs with the application or bring additional material to the application public presentation meeting. This material will not be considered during the application review process and will be discarded.

APPLICATION GUIDELINE, ITEM BY ITEM CLARIFICATIONS

The following items correspond to Section B of the grant application form. Please follow the word limitations on the grant form.

1. The applicant inserts the organization's mission statement.
2. The applicant inserts a short history of the organization.
3. The applicant inserts a short description of the artists, classes, and events that the organization will provide during its 2015-2016 season. This is a narrative description of work the organization plans to accomplish.
4. The applicant discusses how the organization satisfies the Commission Review Guidelines in this document.
5. The numbers of persons affected by the organization's programs should be based on realistic numbers, i.e. total number of seats sold and available, anticipated attendance based on historic data, etc. Please note that the total cash donations by the board of directors are requested. Directors' in-kind donations of property, services, and other noncash items are included on question 7. Please enter "NA" on a line that does not apply to your organization.
6. The applicant provides information on the organization's assets. Please discuss assets held by the applicant or assets held by another organization for the applicant's benefit. This includes assets from any foundation established to provide financial assistance to the applicant.
7. The applicant lists all in-kind donations of \$500 or more received during CY14 or FY13-14, whichever is applicable. This question applies to property items, rent reductions, etc. that are not made in cash. This may include donated professional services, i.e. auditing, tax preparation, legal work, etc. This question does not include volunteer and board hours or board cash donations, which are included on question 5.
8. The applicant submits the organization's budgets-to-actuals comparisons for the previous two years and budgets for the current year. Actuals and budgets are submitted in the format approved by the organization's board of directors. Organizations are

encouraged to submit detailed actuals and budgets.

9. The applicant provides the organization's projected budget for CY16 or FY15-16, whichever is applicable. The budget is submitted in the format approved by the organization's board of directors. Organizations are encouraged to submit detailed budgets. The applicant must provide additional clarification for any line item that shows a variation of 10% or more compared to the same line in the previous year's budget.
10. The applicant provides a copy of the organization's most current balance sheet. Organizations are encouraged to submit a detailed balance sheet.
11. The applicant provides a list of the organization's board members and their addresses. Clearly identify which board members are officers and which positions they hold. Please include business affiliations where applicable.
12. The applicant provides a scanned page from the State of Alaska web site showing the organization is in good standing as a nonprofit corporation. If the organization is not incorporated in Alaska and is a recognized chapter of a national organization, a scanned copy of the organization's business license may be provided.
13. First time applicants and organizations that have had an IRS status change provide a scanned copy of the IRS Letter of Determination denoting the charity status of the organization. Organizations that have previously applied for MOA arts grants are not required to resubmit this if there has been no change in status.
14. The Commission has altered the application for clarity, to simplify the application process, and to better meet the Commission's review needs. The Commission is very interested in hearing applicants' feedback on the changes and the overall application. Please provide feedback, both good and bad and any recommendations, so the Commission can improve future applications. Feedback will have no effect on the review process. The applicant may provide a separate sheet with their comments that will be kept anonymous. Simply state this preference when the application is submitted and keep feedback separate from the remainder of the application.

APPLICATION REVIEW PROCESS

1. The application will be reviewed by the Commission and MOA staff for completeness. The commission will not consider incomplete applications for funding. Organizations may be requested to provide additional information after this review.
 - A. Please make sure that all revenue and expense figures are included year-to-date, audited or unaudited.
 - B. Budget numbers may be rounded to the nearest \$100.
 - C. If actual year-to-date figures are not available at the time of the application, please clearly denote "Estimate" and provide an estimate of where the organization expects to be at the end of the year (CY or FY).
 - D. Only budget variances of +/-10% should be so indicated and explained. These variances should be calculated as Current Year Actual or Estimate versus Proposed Budget.
2. Following the receipt of applications, the Commission will invite applying organizations to appear at a grant hearing. At that time, the organization may engage in a short question

and answer period with Commissioners related to eligibility and review criteria. No support material or audio/video presentation will be allowed at this time.

3. The application will be examined by the Commission for eligibility and rated in accordance with the review criteria noted below.
4. The Commission will develop funding recommendations based on the merits of the applications and the amount budgeted for arts funding by the Municipality of Anchorage.
5. The Commission will present funding recommendations to the Mayor and Assembly as required by Municipal code. Organizations will be notified of final funding.

COMMISSION REVIEW GUIDELINES

Program Quality and Artistic Merit (40%)

- High quality execution of mission
- Responsiveness to current and future arts and cultural needs
- Vision and leadership of artistic staff
- Innovation and creativity in programming and/or artist selection
- Artistic mission is furthered by proposed activities

Administration and Organization/ Stability (25%)

- History of planned growth, stability, and vision as evidenced by short-range and long-range plans
- Evidence of effectiveness and efficiency in the organization's operation and delivery of services
- Governing board meets regularly, reflects the community served, sets organization policies, participates in fundraising, and interacts effectively with staff
- Variety of funding sources with earned and unearned sources from private and public sectors
- Evidence of self-evaluation standards
- Evidence of City contract compliance (past grant reports)
- Application is clear and complete; budget is realistic

Marketing and Promotion (10%)

- Effectiveness of marketing efforts to target specific and general audience
- Evidence of a marketing and promotion plan
- Evidence of marketing and promotion collaboration with public, private and/or nonprofit entities

Community Involvement and Outreach/ Cultural Equity (25%)

- Effectiveness of community involvement as shown by engagement and diversity of participants and audience
- Evidence of outreach of art form to a diverse audience representing a variety of social, economic, age groups, and ethnic populations
- Collaborative programs with other arts and cultural groups

FOR ASSISTANCE

For assistance, please contact:

Nora Morse
Special Assistant to the Mayor
632 West 6th Avenue, Ste. 840
Anchorage, Alaska 99501
907-343-7102
MorseEP@muni.org

APPLICATION CHECKLIST

Attach the following:

Printed MOA Arts Advisory Commission Grant form including the following:

1. Mission statement _____
2. Organization's history _____
3. List of artists, classes, and events for the 2015-2016 season _____
4. Address 2016 Grant Review Guidelines _____
5. Number of persons affected chart completed. _____
6. Summary of endowments, savings, and real property _____
7. List "In-Kind" donations. _____
8. Actual financials and budgets from current and previous two years _____
9. Projected budget for CY16 or FY15-16 _____
10. Most recent balance sheet _____
11. List of the Board of Directors _____
12. Proof of good standing with the State of Alaska _____
13. IRS Letter of Determination – For change of status or first time grantees only _____
14. Application Feedback (optional) _____
15. Electronic signature for certification of timely application _____