Arts & Culture Commission

2015 Arts & Culture Grant Funding Application

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Rules Governing Grants
From Arts and Culture Funding

Revised 2/2015

I. **About Arts & Culture Grant Commission and Funding:** The purpose of the Arts & Culture Commission is to

a. Improve artistic and cultural opportunities within the City of St. Charles
b. Make recommendations to the Mayor and City Council
c. Review suggestions for artistic and cultural projects, programs and festivals to be undertaken
d. Encourage private participation and volunteer involvement in the various projects, programs and festivals
e. Establish awards and recognition programs as appropriate to recognize artistic and cultural achievements within the City of St. Charles.
f. 2015/2016 Commissioners:

Mary West, Council Liaison
Bridget Ohmes, Council Liaison Alternate
Erv Ermeling, Chairperson
Jodi Devonshire
Erv Ermeling
Debi Gravemann
Tammy Mudd
Arthur Day

II. **Who May Apply for Arts & Culture Grant Funding:** Only not-for-profit organizations may apply for grants. No grants will be given to individuals.

III. **When to Apply:** Organizations may apply at any time.

IV. **How to Apply:** Arts & Culture Grant Application may be found on line at www.HistoricStCharles.com and www.StCharlesCityMo.gov or by contacting Commission Liaison Cyndy Garrett at cgarrett@historicstcharles.com or 636-255-6107.

a. Fill out the application in its entirety. The application shall include an explanation of the public service, good, or purpose of the grant and how it benefits the community. If the applicant plans multiple events during the fiscal year, one application that explains all events is sufficient. ***Grant requests are limited to $5,000.00* or less.**

b. A copy of the organizations 501(c)3 Letter must be submitted with your application.
c. An itemized budget for the event, activity, project or public service must be submitted. Not more than 50% of the organization's total budget shall be funded from an Arts & Culture grant. In-kind contributions may be counted towards the group's share of the budget.
d. Grants allocated and/or requested from other boards, commissions, committees or departments of the City shall be listed on the application.
e. The Commission may consider the amount of assistance given to the applicant in the last five years. The goal of the Commission is to reduce the amount of grant funding for an applicant from year to year. If an organization resubmits in subsequent years and is approved, there will be at least a 5% reduction from the previous year.
f. Applicants should be aware that funding of special events, activities and projects is not guaranteed by the application process. The Commission reserves the right to consider applications on their merits and to fund those, which in the opinion of a majority of the Commission have a higher priority, and should receive assistance.
g. The Commission may take into consideration whether the applicant has other means of financing at its disposal. In the case of an applicant supported by a dedicated tax of its' own, grants will not be considered for normal operating expenses, but will only be considered for special projects or new services which will directly benefit Saint Charles City residents. Funding cannot be used for city services; park rental, police protection, fire services, community development tent inspections, finance promoter licenses, or any other service provided by City of Saint Charles.
h. If you are seeking permission to use City property for your event (such as a park or street), you must fill out and submit a Special Event Application at least ninety (90) days prior to the event. The Special Event Application may be obtained on-line at www.HistoricStCharles.com or by contacting Cyndy Garrett, Special Events Planner at cgarrett@HistoricStCharles.com , or 636-255-6107
i. A checklist of required documents is attached. Applications may be emailed to the Arts & Culture Commission Liaison.
j. **Requisite:** Each organization must meet with the St. Charles City County Library Information Officer for grant counseling and organizational development. Your organization must do this for each year there is an application for Arts & Culture grant funding. *Please refer to page 4 for Resources.*

V. Application Review Process:

a. Upon submission, Grant Applications will be reviewed by the Arts & Culture Commission using a scoring matrix which has been included for the organization's review.
b. There is no charge to review the organization's application.
c. The Commission will send a recommendation to the Mayor and City Council for the action on the application.
d. The Mayor and City Council will give final approval on the action to take on the application.
e. After review of the application by the Arts & Culture Commission, the Mayor and City Council, your organization will receive a letter to inform you of the action the City will take on your organization's application. The process of receiving the grant will involve a contract between the organization and the City. Your organization will receive 50% of the grant award upon the submission of signed contract.
f. If approved, your organization must provide advertising material to the Commission Liaison. Your organization will be responsible to include the Arts & Culture logo on all advertising, banners and print materials for your organization's event/program/project.
g. If denied, your organization will have to opportunity to resubmit the application.

VI. Final Accounting Process:

a. A Final Accounting of expenditure will be due no later than sixty (60) days after the event. The due date will be listed on your contract. No reminders will be sent.
b. A template to list line items will be furnished to your organization; however, a similar template used by the organization is acceptable.
c. Make copies of all receipts and invoices for submission and keep the originals for your records. Receipts must include dates and be numbered to match the correct line item that will describe the expenditure. If an invoice is not available, a copy of the cancelled check is acceptable.
d. Future funding for organizations will not be considered for a group that has not submitted a final accounting before their deadline.
e. Any funds remaining after the event shall be returned to the City with sixty (60) after the event.
f. After the review of an acceptable Final Accounting, your organization will receive the final 50% of the grant. Items including but not limited to the following are not acceptable expenditures: taxes, advertising, alcohol, cancelled checks payable to "Cash", and receipts and invoices that do not have the recipient's name or date. If your organization has not used the entire grant, your organization will be responsible to return the remaining funds with a check payable to "City of St, Charles." A Final Accounting template is attached.

All rules, application, grading matrix and other information relating to Arts & Culture Funding is subject to change.

Resources:

St Charles City County Library Free Grant Resources Program.
http://www.youranswerplace.org/nonprofit-services

Introduction to Grant Writers:
http://www.youranswerplace.org/introduction-grants-0

Steps to starting a 501(c)(3) Nonprofit Organization in Missouri (Domestic):
http://www.youranswerplace.org/incubationstartup

St. Charles Arts & Culture Grant Application
www.HistoricStCharles.com
www.StCharlesCityMO.gov
or contact Cyndy Garrett, Arts & Culture Liaison cgarrett@historicstcharles.com; 636-255-6107

Special Event Application (to request the use of City property (such as a park or the public streets for an event)
www.Historicstcharles.com or contact Cyndy Garrett. Greater St. Charles Convention & Visitors Bureau, cgarrett@historicstcharles.com or 636-255-6107

Checklist for Application:

- Completely Filled out Application
- 501(3)c Letter
- A written proposal including but not limited to answers in scoring matrix.
- Budget

Arts and Culture Commission Application Score Sheet

2/2015

Name of Applicant/Organization:

Is the application complete? Has the applicant has submitted the following documents? Check all that apply:

☐ Completed Application ☐ 501(c) 3 Letter ☐ Itemized Budget

Has the Applicant received previous funding from the Arts & Culture Commission?

☐ Yes ☐ No

If yes, did the applicant file their final report within 60 days of their festival/event?

☐ Yes ☐ No

If no, why?

If yes, did the applicant provide the CVB with Marketing Materials prior to the event?

☐ Yes ☐ No

If no, why?

Proposal Review (while reviewing the proposal can you answer these questions?)

1. **What** is the applicant organization proposing to do?
   a. What are the goals of the event?
   b. Are the proposed activities likely to achieve these goals?
   c. Does the proposal clearly describe and justify the projects activities?

2. **Why** is the project being proposed?
   a. How does the proposal benefit the community?

3. **Where** will the project take place?
   a. Why was this area selected?

4. **When** will the project take place?
   a. What is the timeline for accomplishing the work?
   b. Is the timeline realistic?
   c. Is the organization capable of keeping to the timeline and meeting its deadlines?

5. **Who** will participate in the project?
   a. Who will the program serve?
   b. Who will provide the services?
   c. Who will oversee the project?
   d. What are their qualifications?
   e. Is a consultation, collaboration, or alliance with other organizations being considered? If not, Why?

SAMPLE MATRIX. FOR USE BY ARTS & CULTURE COMMISSION ONLY. DO NOT FILL OUT.

6. **How** are the chances of success being maximized?
   a. Is the project's approach practical?
   b. How will success be measured?

How would you score this project in terms of:

Quality, Originality, and Creativity (Max score of 5): **Score: _____**

- Are the applicant's and/or partner's credentials satisfactory?
- Do the qualifications of the person leading the activity suggest the project will be of high quality?
- Are there technical considerations that would impact quality (lighting design expertise, teaching materials, appropriate workshop space, etc.)?
- Does the project seem interesting, innovative, or particularly original?

Community Benefit (Max score of 5): **Score: _____**

- Does the project serve and involve the community? Does it serve a particular segment of the community?
- Does the project contribute to the cultural vitality and well-being of the community as a whole?
- Does the project play a unique role specific to the community?
- How many residents/visitors will benefit from the project?

Planning (Max score of 5): **Score: _____**

- Is there sufficient planning? Does the timeline make sense to ensure quality in project implementation?
- Have the participants or intended audience been identifies?
- Have the date, time, and venue been set for the project's completion?

Budget (Max score of 5): Score: _____

- Is there a budget for marketing/publicity?
- Can the project be successful if partially funded?
- Has the applicant leveraged additional resources?
- Will the project be able to take place without A&C Commission help? Have funds been requested from other sources?

TOTAL: _____ /20

Rating Scale

The program(s) or project(s) is:

5 = Overall excellent in all criteria with no major weaknesses or failings in the strict context of that criteria

4 = Very good in all criteria or excellent in almost all, with no more than one major area requiring attention, correction, or major improvement

3 = Good/average in all criteria, or very good in some areas but weak in others with at least one or more criteria requiring attention

2 = Weak in several areas, but not necessarily absent of some merit in some areas

1 = Very week in almost all areas of the criteria

SAMPLE MATRIX FOR USE BY ARTS & CULTURE COMMISSION ONLY. DO NOT FILL OUT.

Arts and Culture Grant Funding
Final Accounting For

(Insert Name of Organization):

Address:

City State Zip:

Contact Name:

Phone:

E-Mail:

Income Source		Amount

In Kind Source		

Invoice Number	Expense/Vendor	Description	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Attach *copies* of invoices. Number the invoices to match the line items. Keep original invoices. Use additional forms if needed.

Send paperwork to: Cyndy Garrett, Greater St. Charles Convention & Visitors Bureau,
230 South Main Street, St. Charles, MO 63301
636-255-6107, cgarrett@historicstcharles.com

Application for Grant Funding
From the Arts & Culture Commission

Revised 2/2015

Date of Application _____

Name of Organization: _____

Address: _____

Website: _____

Name of Contact Person: _____

Address: _____

City: _____ Zip _____

Phone: _____ Cell Phone: _____ Email: _____

Is this a Governmental or Tax Supported Social Service Agency? Yes: _____ No: _____

Name of Event(s): _____

Date(s) of Event(s): _____

If your organization has received funds within the last five years from the City, list when and the amount.

_____

_____

Amount of Funding Requested: _____

Have you applied to or received grants from any other St. Charles City Board, Commission, Committee or Department for this (these) event(s)? If so, how much?

_____

_____

Does your organization have any other sources of income? If so, please list: _____

_____

_____

- What is the purpose for which these grant funds will be used? Attach proposal to this application, and refer to the items in the scoring matrix (attached).

- Attach operating budget to this application.

- Attach copy of 501(3)c Letter

- If the organization plans to request funding for multiple events during the fiscal year, submit one application which explains all events.

Return the application and supporting documents by U.S. Mail or by email to:

Cyndy Garrett
Greater St. Charles Convention & Visitors Bureau
230 South Main Street
St. Charles MO, 63301
636-255-6107, cgarrett@historistcharles.com

Keep the Grant Funding Rules, Sample Grading Matrix and Final Accounting Template for your records.