



City of Kokomo Community Arts Commission Grant Guidelines

Introduction

I. Goals

The City of Kokomo Community Arts Commission shall exist to enhance the quality of life in this community by ensuring, to such extent as is possible, the continuance of arts organizations and art projects. The purpose and duty of the City of Kokomo Community Arts Commission shall be to recommend disbursement of funds to eligible grant applicants in order:

- A. To stimulate and encourage an appreciation of and participation in the fine arts by citizens of all ages in the Kokomo community;
- B. To sponsor and develop artistic activities and educational programs designed to stimulate and encourage the fine arts;
- C. To foster an environment conducive to enjoyment of the fine arts;
- D. To cooperate with various private bodies, groups and individuals, in efforts to encourage participation in, and the growth of, the fine arts in the Kokomo Community.

II. Organizational Structure

The City of Kokomo Community Arts Commission consists of nine members. Four are appointed by the Mayor; five, by Kokomo Common Council. Additionally, the Parks Board, School Board and the Chamber of Commerce appoint one non-voting member each. Members serve four-year terms. The commission sets rules to govern itself and elects one of its members each year to serve as Chair. The Mayor or City Council may provide specialized services to the commission, as each deems appropriate. The Chair may appoint experts in artistic fields on an ad hoc basis to evaluate a particular application on the basis of artistic quality and project cost, and to make recommendations to the full commission.

III. Purpose and Organization of this Publication

The guidelines, printed herein, are designed to present comprehensive information on the City of Kokomo Community Arts Commission grant programs and processes. This document contains information about the commission's grant divisions and application process. Additional copies may be obtained from:

City of Kokomo Community Arts Commission
Department of Development
City Hall, 100 S. Union Street
Kokomo, IN 46901



IV. General Guidelines

A. Grants Program

The grants program is divided in two general divisions. The commission recommends applicants examine the criteria for each division and select the appropriate one in which to apply. The divisions are:

- 1—Organizational Development
- 2—Arts Projects Support, Including Visiting Artists

Grants in each division will be made semiannually according to the following deadlines:

<u>Application Deadline</u>	<u>Grant Period</u>
September 1	January 1 – June 30
April 1	July 1 – December 31

Applications must be either hand-delivered to the Department of Development by 3:00 p.m. of the deadline date, or be postmarked, not metered, on or before the deadline date.

B. Grants Process

1. Grant applications are available by calling the City of Kokomo, Department of Development at (765) 456-7375, or by visiting 100 S. Union St., Kokomo, IN. The application form is also available in electronic format upon request.
2. The **MINIMAL** requirements are:
 - a. The project occurs within the grant period;
 - b. The project falls within one of the 11 funding categories; (See Section VI, Funding Categories)
 - c. The organization provides at least a 50% match; (See Section VIII, B)
 - d. The financial information on the application is mathematically correct;
 - e. The application carries the appropriate authorized signatures;
 - f. The application displays a Federal Employer Identification number and an IRS Certification of tax-exempt status;
 - g. The required number of copies as shown on the checklist must be included.
3. The commission makes funding recommendations to the Kokomo Board of Public Works and Safety, which makes the final funding decision on all applications.
4. Grant commitments are always contingent upon available funding.
5. No single project shall receive more than 30% of the total grant fund available for that year.



6. Many quality projects can be funded only in part due to limited funds. The applicant may be asked to modify its project budget to reflect new funding conditions. The commission may request budget modifications be submitted for approval before release of grant funds when projects are revised as to content or funding.
7. When an application is approved, the applicant will be sent three copies of the Grant Agreement and Final Grant Report/Project Certification form. Two signed copies of the Grant Agreement must be returned to the commission before any funds will be disbursed to the applicant.
8. Grant awards are generally disbursed in two payments. The first half of the award is released approximately six weeks after receipt of the signed Grant Agreement. The final payment is made approximately six weeks after satisfactory evaluation of the Final Grant Report.
9. If the applicant has received Arts Commission funds previously, a satisfactory Final Grant Report or other progress report must be submitted for the previous grant before any new funds can be released.
10. The applicant must be prepared to make a full accounting for all grant monies after submitting the Final Grant Report/Project Certification Form. The commission may conduct spot program and fiscal checks to review the financial records and program documentation of the project funded. Complete financial records concerning the project, including documentation of the in-kind contributions, are to be maintained for three years.
11. All applicants should carefully note the suggestions and special recommendations included in their grant award or non-award letters from the previous funding cycle.

Funding

V. Funding Divisions

A. Organizational Development Division

1. Definition and Purpose

The Organizational Development Division is designed to provide assistance to arts organizations whose primary mission is to create, produce, present or promote the arts, which evidence strong community support. Funding under the Organizational Development Division is for technical assistance, training, promotional activities, audience development, capital improvements, operating expenses and purchase of permanent equipment. Capital improvements or permanent equipment purchased with an Organizational Development Grant must be clearly marked with the name of the owner organization and identifying the City of Kokomo Community Arts



Commission as the funding source. No more than three grants will be made from the Organizational Development Division per funding round.

2. Goals

The goals of the Organizational Development Division are:

- a. To encourage long-term sustainability of arts organizations;
- b. To encourage greater local leadership in the arts;
- c. To encourage long-range planning to increase the effectiveness of the arts organization;
- d. To strengthen the community's arts infrastructure as an important quality of life component of the City of Kokomo's Economic Development Strategic Plan.

B. Arts Project Support, Including Visiting Artist Division

1. Definition and Purpose

The Arts Project Support Division is designed to provide flexible funding patterns to meet a variety of organizational needs. It provides funding for single projects by arts organizations or other not-for-profit organizations, which conduct quality arts activities. In addition, it provides partial funding for short-term workshops, demonstrations, and performances by artists in community and educational settings.

2. Goal

The Arts Project Support, Including Visiting Artist Division, will assist in the development of creative innovative individual arts projects by eligible organizations as well as bring into the community artistic opportunities, which might not otherwise occur because of lack of official resources.

VI. Funding Categories

All applications for funding in the two grant divisions will be assigned by the applicant to one of the following categories for review:

- A. Crafts - Activities in the following media: clay, fiber, fabric, glass, metals, paper and wood;
- B. Dance - Activities which aid the creative individual, strengthen professional dance companies, make dance available to new audiences, and encourage the development of new ideas, forms, and techniques;
- C. Design Arts - Activities that promote excellence in design including architecture, landscaping architecture, urban, graphic, interior, industrial, and other professional design fields;



- D. Education - Fine art activities that occur in educational settings and promote educational experiences to participants;
- E. Ethnic and Folk Arts - Activities which are deeply rooted in and reflective of the culture of minority, low-income, blue-collar and rural members of our community, which support the traditional American folk arts and the arts of specific ethnic traditions;
- F. Cooperative Arts Organizational Projects - Activities that meet the needs of artists and organizations whose activities cross, mix, or involve two or more arts disciplines;
- G. Literature - Activities that aid creative writers, poets, novelists, short story writers, playwrights, essayists, and literary critics through the process of educational presentations;
- H. Media Arts - Activities that encourage individuals and organizations to produce, exhibit, and preserve film, video, television and radio works;
- I. Music - General activities that support music excellence by individuals and organizations;
- J. Theatre - Activities related to the development of drama, the support of theatre artists, and the production of quality theatre;
- K. Visual Arts - Activities that support visual artists working in a wide range of media, and organizations that assist visual artists.

Requirements

VII. Requirements For Applicants

- A. Location: The agency or organization applying for grants must be located in the City of Kokomo and the project or event take place within the city or on property maintained by the city.
- B. Matching Funds: All applicants may request amounts up to, but not exceeding, 50% of the project cost. Therefore, all applicants must provide a minimum of 50% matching funds. Matching funds must include cash contributions and may include in-kind contributions. Applicants are encouraged to show a strong community financial commitment in their cash match, and therefore must show at least one-half of the total match as cash. Please note: City of Kokomo Community Arts Commission grants may NOT be used as match for other City of Kokomo Community Arts Commission grants.

In-kind contributions may include items such as contributed time of planners and speakers, the use of meeting facilities, donated equipment and services, etc. The in-kind match must be figured according to actual pay scales of persons contributing their



time, and actual rental or fair retail market value of facilities and equipment. The paid time of applicant staff devoted to the project need not be counted as “in-kind”; it can be considered as a cash match by the organization. However, if the staff time was funded or partially funded by a City of Kokomo Community Arts Commission Organizational Development Division grant, that person’s time CANNOT be counted as ANY part of the match.

Documentation is required for all in-kind donations with the provider of such goods and/or services verifying the value of in-kind contributions in writing.

- C. Application Form: Only requests that are submitted on the official grant application will be considered. (Applicants may provide supporting documentation but should limit it to no more than three items that are essential to the clarification of the proposal.)
- D. Copies: Applicants must submit 15 copies of the grant application.
- E. Format: Each page of the grant application and attachments must be clearly numbered. Do not attach cover letter or place in binders. Submit the applications collated and stapled.
- F. Promotional Materials: All promotional materials related to the program/project, must include an acknowledgement that assistance was provided by the City of Kokomo Community Arts Commission as evidenced by use of the Commission’s official logo.
- G. Assurances: Applicants must make certain legal assurances by signing the appropriate spaces on the application form. The signatures of both the administrative officer and the Chair of the governing board of the organization are required. If the applicant does not have a paid director, only the signature of the Chair of the board is necessary. In the case of applications from schools, the principal or the superintendent must sign the application as well as the project director. Applications will be rejected if not completed correctly. The signatories make the following assurances:
 - 1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant;
 - 2. The applicant agrees to comply with:
 - a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) which provides that no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance;
 - b. Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261);
 - c. Indiana Civil Rights Act of 1977 (IC 1971, 22-9-1);



- d. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 705) which provides that no otherwise qualified handicapped individual, as defined shall, solely by reason of his handicap, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance (For the purpose of Section 504, the term "handicapped individual" means any person who has a physical or mental impairment that substantially limits one or more of such person's major life activities; has a record of such impairment; or is regarded as having such impairment;)
 - e. Americans with Disabilities Act of 1990 which provides for nondiscrimination in public accommodation on the basis of disability.
 - f. Title IX of the Education Amendments of 1972 which provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance;
 - g. The Age Discrimination Act of 1975, amended 1978, which provides for nondiscrimination in federally assisted programs on the basis of age.
3. The Drug Free Workplace Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or worksite.
 4. No part of any project or production which is financed in whole or in part under a City of Kokomo Community Arts Commission grant will be performed or engaged in under working conditions which are unsanitary or hazardous to the health and safety of the employees engaged in such project or production. Compliance with the safety and sanitary laws of the state in which the performance, or part thereof, is to take place shall be prima facie evidence of compliance;
 5. Figures, facts, and representations made in the application, including all exhibits and attachments, are true and correct to the best of the applicant's knowledge and belief;
 6. The filing of the application has been authorized by the governing board of the applicant;
 7. The program/project will be fulfilled as stated in the application or an approved modification.
- H. All those awarded funds must submit three copies of the Final Grant Report within 60 days of project completion.
- I. Applicants must submit copies of all publicity, programs, and press coverage of the project/program that credit the City of Kokomo Community Arts Commission along with the Final Grant Report/Project Certification Form. If photos and/or slides are available, please enclose copies.



VIII. Eligible Applicants

A. Organizational Development Division

Organizational Development Division grant funds shall be limited to arts organizations located within the City of Kokomo. As mentioned in Section (V)(A) of these guidelines, awards made under this division are designed to provide assistance to arts organizations whose primary mission is to create, produce, present or promote the arts, which evidence strong community support, financial stability and long-range planning. See Section (V)(A) for additional information and requirements.

B. Arts Project Support, Including Visiting Artist Division

Arts Project Support, Including Visiting Artist Division grant funds shall be limited to the following types of organizations:

1. Schools or other organizations with educational programming;
2. Not-for-profit community organizations that have been established specifically to produce, present, and/or promote the arts and cultural resources of the city;
3. Local not-for-profit arts agencies that have been established to provide a support system and network for developing, delivering and sustaining arts activities;
4. Not-for-profit organizations wishing to conduct arts and cultural projects as a portion of their activity.

Evaluation Criteria

IX. Evaluation Criteria – All Divisions

Funding is open and competitive. Applications will be evaluated on the basis of the criteria below, which are not listed in order of importance.

- A. Dedication, commitment, persistence of organization/agency – How long has this agency/organization been in existence? Does this agency/organization have a clear mission statement and statement of goals? What major programs and/or activities are offered? How many people are involved in the agency/organization?
- B. Competency of persons involved – Estimated competence of individual involved in leadership and presentation of project, based on education and experience.



- C. Importance and utility of the venture to the community – To what extent is this need being met by other agencies/organizations in the community? How many people will benefit from the project?
- D. Feasibility and realism of the proposal – Determination of possible effectiveness of the proposal to achieve what is proposed.
- E. Originality and creativity of the proposed venture – Is the proposal something new and different? Does the proposal indicate an original approach to problem solving?
- F. Need for commission support – Will the project take place without commission support?
- G. Accuracy of application and soundness of budget.
- H. Appropriateness to City of Kokomo Community Arts Commission purpose and policy.
- I. Provision of objective evaluation of results, where feasible.
- J. Prospects for leverage and pattern-making effects – What is the possibility of any long-term effect of the proposal?
- K. Previous use of City of Kokomo Community Arts Commission as a source of funding – Has the organization satisfactorily complied with all previous grant agreements?
- L. Attachments
 - 1. All Arts Project Support applicants must submit 15 copies of the detailed project budget in addition to the budget form on the application. This detailed budget should more clearly show the projected expenses of the project; ie. salaries and other expenses should be explained, with such details as number of hours worked per person, exact travel figures, rentals, supplies, etc. Clearly show cash and in-kind contributions. (See also, Section VII, B, for in-kind income verification requirements.)
 - 2. Per Section VII, D, 15 copies of the following should be submitted with the application.
 - a. A list of the current board of directors;
 - b. Individual artist application or resume and support materials, if applicable;
 - c. The budget for the current operating year;
 - d. Attach a one or two-page resume or curriculum vita for all significant project participants. This may include the project director, artists, or jurors for contests or competitions.
 - e. The marketing and publicity plans.



3. All applicants should submit one copy of:
 - a. A financial statement or qualified audit for the most recently completed fiscal year;
4. First-time applicants should submit:
 - a. One copy of the Internal Revenue Service not-for-profit certification.
 - b. One copy of the Articles of Incorporation.

X. Funding Restrictions

The City of Kokomo Community Arts Commission's two divisions cannot fund:

- A. Travel out of the United States;
- B. Scholarships;
- C. The cost of alcoholic beverages;
- D. Any activities or items that are prohibited by local, state or federal law.