# FY25 Annual Arts Funding - Presentation

*Office of Cultural Affairs - City of Columbia*

## Application Information

<span style="color:red">IMPORTANT PLEASE READ</span>

**Deadline to submit:** Funding applications are due by 5:00 p.m. on Monday, April 29, 2024.

**\*\*CHANGES FOR FY25 FUNDING CYCLE\*\***
Please note that aspects to the application structure have changed from the FY24 application. Some questions have been reworded, reordered, or split into multiple questions.

There has also been an adjustment to the performance period for project start and end dates. Please be sure that the dates you list for FY25 projects do not overlap with current FY24 funding cycle.

**Please review the following guidelines and evaluation criteria to assist you in completing your application:**

- Eligibility Information
- Project Guidelines and Evaluation Criteria
- Scoring rubric for Presentation application *(used by Commission during scoring process)*

For more information on the Office of Cultural Affairs' annual funding process, click here.

**Questions with * are
required.**

### Project Name*
Title of project.

*Character Limit: 100*

### Amount Requested*
Organizations may request up to 25% of last fiscal year's total revenue*, with **a minimum request of $1,000 and a maximum request of $7,500**. If an organization's last year's total revenue is less than $4,000, up to 50% may be requested, not to exceed $1,000.

*Last fiscal year's total revenue are defined as the actual (not budgeted) amount of money (cash and/or in-kind) that the organization received in exchange for goods and/or services that it provided. Total revenue includes support: revenue that consists of contributions or grants to the organization.*

*Character Limit: 20*

### Project Start Date*

Start date must be on or after NOVEMBER 1, 2024.

*Character Limit: 10*

### Project End Date*

End date must be on or before OCTOBER 31, 2025.

*Character Limit: 10*

### Estimated Audience/Participants*

Audience/Participants expected for this project request.

*Numbers only (commas and decimals not accepted)*

*Character Limit: 50*

## Organization Information

### Organization Overview*

What is the primary purpose and mission of the **organization**?

*Character Limit: 1000*

### Board of Directors*

**\*\*Required to use OCA template.** Upload a list of current directors and officers for the lead agency. Click here to download Board of Directors template. (Upload as .xlsx or .pdf)

*File Size Limit: 1 MB*

### Organization website*

*Website may be used in evaluation of Management Ability.*

*Character Limit: 2000*

### Social Media URLs

*List social media URLs (Facebook, Instagram, etc.)*

*Character Limit: 500*

### Letter of Determination

Submit IRS 501(c)(3) determination letter only if this is the first time your agency is requesting funding from the Office of Cultural Affairs.

*File Size Limit: 1 MB*

## *Project Information*

### Project Description*

What is the proposed project for City Funding? What are the artistic components, project date(s) and location(s)?

*If your project involves many guest artists, ensembles, etc., please attach a more detailed description as a Supplementary Material at the end of the application.*

*NOTE: Only describe project activities occurring within the eligible Project Dates (Nov. 1, 2024 - Oct. 31, 2025). Project activities can only occur within Columbia city limits.*

*Character Limit: 3500*

### Project Purpose*

What is the purpose of the project? How does the project fit into the scope of the organization's mission and long range plans?

*Character Limit: 3500*

### Artistic Quality (1 of 2)*

What makes the project creative and innovative for Columbia? How does the project challenge and develop your audience artistically?

*Character Limit: 3500*

### Artistic Quality (2 of 2)*

What is the process of planning artistic elements of the project and what criteria are used?

*Artistic Personnel bio/qualifications should be included in attachment later in the application.*

*Character Limit: 2500*

### Use of Funds*

Please describe how awarded City funds will be used (description should correspond with OCA funds expenses column in the Project Budget attachment).

*Character Limit: 1500*

### Community Involvement (1 of 3)*

How does this project meet community needs? Who are your specific target audience(s)/participants?

*Character Limit: 2500*

## Community Involvement (2 of 3)*

If applicable, how will the project provide arts programming to and engage* with unreached or underserved audiences/participants**, who may or may not be different than the target audiences/participants?

*Examples of engagement could include interpreters for programs, sensory-friendly programs, large-print materials, assistive listening devices, employing closed captioning, special seating for people with service animals, etc.*

**The National Endowment for the Arts defines an <u>underserved</u> community group as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability. Age alone (e.g. youth, seniors) does not qualify a group as underserved; at least one of the underserved characteristics noted above must be present. OCA expands the NEA definition to include communities with additional needs that may or may not be identified as disabilities (i.e. Autism Spectrum Disorder, ADHD, etc.).*

*Character Limit: 2500*

## Community Involvement (3 of 3)*

In addition to attendance and donations, how does the community show support for the project? *(i.e. this may include outside collaborators, volunteers, assistance with planning and execution of project, etc.)*

*You may choose to include Letters of Support as a Supplemental Material.*

*Character Limit: 1000*

## Project Management - Marketing*

How will the project be marketed? Include efforts you are making to reach new and diverse audiences.

*Character Limit: 1000*

## Project Management - Evaluation*

How will you evaluate and measure the success of the propose project?

*Describe the method that will be used to evaluate the project and how feedback is utilized. Evaluation should address the quality of the project and the experience of the participants. It is not sufficient to only address marketing needs (how many attended, how they learned about the event). Feedback may be obtained from follow-up meetings, focus groups, interviews, surveys, and other methods.*

*Character Limit: 1000*

## Budget and Financial Information

### Fiscal Development*

How has your organization maintained, diversified and expanded funding?

*Character Limit: 1500*

**PREVIOUS FISCAL YEARS INFORMATION**

### Previous FY Financial Report*

Submit a PDF file of the organization's financial statement for the <u>most recently completed fiscal year</u>. Report should include revenue, expenses and fund balance.

*File Size Limit: 4 MB*

### Organization Financial History (Past Three FYs)*

List your organization's operating income and expenses from the most recently completed fiscal year, the previous fiscal year, and the fiscal year prior to that.

**REQUIRED FORM: Download the required form** (Excel) and upload document.

In the form, fill in the line items only for Total Income and Total Expenses for each year. Leave the Operating Surplus/Deficit line items blank; they will auto-calculate for you. These figures are subject to verification by the Office of Cultural Affairs.

**\*Note:** If you do not have Microsoft Excel, you can also download the file and upload into Google Drive. From there, complete the form in Google Drive, then download the completed form as an .xlsx file to upload.

*File Size Limit: 3 MB*

### Previous Fiscal Years*

If you had a surplus or deficit of 10% or more in any of the previous three fiscal years, please explain the cause.  If you ended in a deficit in any year, how will your organization prevent deficits in the future? If not applicable, type "N/A" in the box.

*Character Limit: 2000*

**PROJECT BUDGET INFORMATION**

### Project Budget*

Since your application is a proposal, your project budget should balance, <u>without a profit or loss</u>. As you plan, revisit the list of eligible expenses. Efforts to obtain funding from sources other than the city are important. Include revenue that is anticipated from other sources and any request that is pending from another funder. All numbers should round to the nearest

dollar.

IMPORTANT NOTE: Requests must be matched dollar-for-dollar with cash, in-kind contributions, or a combination of both.

REQUIRED FORM: Applicants must use **PROJECT BUDGET FORM** (Excel)

Download the document by clicking link above, save form to your computer (do not fill out in internet browser), and complete form saved on computer using Excel. Submitted forms must be typed, handwritten will not be accepted.

**CLICK HERE TO VIEW AN EXAMPLE PROJECT BUDGET FORM.**

*Note: If you do not have Microsoft Excel, you can also download the file and upload into Google Drive. From there, complete the form in Google Drive, then download the completed form as an .xlsx file to upload.

*File Size Limit: 3 MB*

# Attachments

## Collaborating Agencies

Only answer if applicable: If the lead organization is collaborating with other agencies to administer this project, submit letter(s) of support received summarizing the collaboration. If more than one agency, include multiple letters in one PDF document.

*File Size Limit: 2 MB*

## Biographical Summary - Key Administrative Personnel*

Provide biographies of administrative decision makers (for example, Executive Director) and key management people (for example, Volunteer Coordinator, Business Manager, and Project Coordinator). The decision makers can be volunteers or paid staff. For each individual, include name, title, areas of responsibilities as well as education and experience that demonstrates this person's qualifications to perform their administrative decision making duties. For people serving dual artistic/admin roles, provide different biographical information than the artistic bio. **No more than 1/4 page per person, no more than 2 pages.**

*File Size Limit: 2 MB*

## Biographical Summary - Key Artistic Personnel*

Provide biographies of artistic decision makers (for example, Artistic Director, Curator, Artist Selection Committee) and key artistic and technical people (for example, teachers and workshop instructors). The decision makers  and artistic and technical people can be volunteers or paid staff. For each individual, include name, title, areas of responsibilities as well as education and experience that demonstrates this person's qualifications to perform their

administrative decision making duties. For people serving dual artistic/admin roles, provide different biographical information than the administrative bio. <u>No more than 1/4 page per person, no more than 2 pages.</u>

*File Size Limit: 2 MB*

## *Supplementary Materials*

You may submit up to 5 items of supplementary materials that are <u>relevant to your proposed project</u>. At least one item is required. Please be mindful of the length of video or audio samples and **try to limit each item to less than 5 minutes review time**.

Supplementary materials bolster your application with images, video, or audio of your programs. **Be sure to include materials that are most pertinent to your application and that <u>directly address evaluation criteria</u>**.

Examples include: letters of support, links to online videos or audio, newsletters, brochures, media articles, and photos of past project activities.

These items must be submitted electronically as files uploaded below. Files must be in PDF or JPEG format and less than the maximum size indicated for each item. You may have to submit excerpts or sections of items that otherwise are too large to meet the size restrictions. If you choose to submit a link to online video, audio or another material, please include web address in text box.

<span style="color:red">IMPORTANT:</span> One item constitutes one online video, one audio sample, one page of photos, one program, etc. If you have questions regarding the number of supplementary materials to include in the application, please contact OCA staff.

### Supplementary Materials 1<span style="color:red">*</span>
Please use the box to describe the item submitted, and how it relates to the application and addresses the evaluation criteria (educational value, artistic quality, community involvement, etc.).

*Character Limit: 500 | File Size Limit: 4 MB*

### Supplementary Materials 2
Please use the box to describe the item submitted, and how it relates to the application and addresses the evaluation criteria (educational value, artistic quality, community involvement, etc.).

*Character Limit: 500 | File Size Limit: 4 MB*

### Supplementary Materials 3
Please use the box to describe the item submitted, and how it relates to the application and addresses the evaluation criteria (educational value, artistic quality, community involvement, etc.).

*Character Limit: 500 | File Size Limit: 4 MB*

## Supplementary Materials 4

Please use the box to describe the item submitted, and how it relates to the application and addresses the evaluation criteria (educational value, artistic quality, community involvement, etc.).

*Character Limit: 500 | File Size Limit: 4 MB*

## Supplementary Materials 5

Please use the box to describe the item submitted, and how it relates to the application and addresses the evaluation criteria (educational value, artistic quality, community involvement, etc.).

*Character Limit: 500 | File Size Limit: 4 MB*

**DRAFT DEADLINE:** Submit draft applications by Monday, April 1, 2024. Staff will review and have comments available by April 15.

**FINAL DEADLINE:** Application must be submitted by <span style="color:red">Monday, April 29, 2024 by 5:00 p.m.</span>