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## **2008-2009 Tempe Arts Organizational Development Program Grants Guide**

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The city of Tempe Arts Organizational Development Program is designed for Tempe non profit arts producing organizations. This grant category provides financial assistance to organizations producing outstanding arts programs for the Tempe community.

Program Dates: Funded activities must occur between July 1, 2008, and June 30, 2009.

Due: 5 p.m., **Monday, April 7, 2008**, post-marked or hand-delivered to the Edna Vihel Center for the Arts, 3340 S. Rural Road, Tempe, AZ 85282. Late applications will not be accepted.

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### **Eligible Organizations**

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To qualify for funding, an applicant organization must meet all of the following criteria:

- At the time of application, it must be a registered non profit arts producing organization with tax-exempt status under Section 501(c) 3 of the Internal Revenue Code.
- It must maintain its primary operational base within the city of Tempe.
- It must have been in existence and actively programming for a minimum of three years.
- It must have a minimum prior year income of \$30,000.
- It must submit an accountant's statement from the last completed fiscal year (a compilation, reviewed financial statement, or an audited financial statement).

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### **Eligible Fees**

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Applicants may request no more than 10 percent of the organization's prior year Total Cash Operating Income (budget line no. 28). Funds are competitive and applicants may receive partial funding.

Grant awards are subject to the availability of funding from the Tempe City Council. Should this funding be reduced, the grant award may be reduced proportionately.

Grant awards are issued in two payments – August 2008 and January 2009.

Eligible fees include: administrative staff salaries, salaries/fees of artists, supplies, production costs, space rental, marketing, printing and travel.

Funds may not be used for: construction or renovation of facilities, capital expenditures, reduction of debt, feasibility studies, receptions, lobbying expenses, re-granting, scholarships programs, awards or fees collected by the city of Tempe.

To receive Organizational Development Program grant funds, the organization must submit documentation of matching funds. At least 50 percent of the grant award needs to be matched by corporate, foundation or private contributed income. Any types of revenue sources may match the remaining grant amount.

If an arts organization submits a Tempe Arts Project Grant application, it is not eligible to submit an arts organizational development application for the same fiscal year.

Non profit arts organizations associated with schools or universities are not eligible to apply. This funding category is also dedicated to organizations whose primary work is producing the arts.

Legal restrictions prohibit the city of Tempe to fund organizations that are incorporated for religious purposes or projects that focus on religious themes.

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## Examples of Programs

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Programs may involve the performing arts (music, dance, theatre), visual arts, literary arts, interdisciplinary arts, video and film. Examples are a season of productions or events, arts programs for youth, visual art exhibitions and collaborative arts events.

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## Tempe Municipal Arts Commission

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*The mission of the Tempe Municipal Arts Commission is to create an atmosphere in which the arts can flourish and to inspire Tempe citizens to recognize the arts as essential to the whole life of the community.*

The Tempe Municipal Arts Commission was established in March, 1987. The Commission's goals and strategies include:

- Advise the Mayor and City Council on all art and cultural development.
- Encourage arts organizations and artists in their continuing search for artistic excellence in Tempe.
- Encourage and support the contribution of cultural diversity to the richness of the community's artistic life.

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## Criteria for Proposal Review

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1. Artistic quality of the services
2. Need for this type of arts service in Tempe
3. Effective plan for the delivery of arts services to Tempe residents
4. Past record of delivery of arts services
5. Strong fiscal health of the organization

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## Narrative Content

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Please discuss each of the five criteria, using a total of no more than three one-sided pages. Label each narrative section as follows:

**1. Artistic quality of the services**

Describe the arts services you would like to provide. Discuss the organization's artistic staff, its commitment to high artistic standards, its recognition locally and/or nationally for excellence, etc.

**2. Need for this type of arts service in Tempe**

Discuss how this program will work toward serving a community need in the city of Tempe. Describe how members of the community you want to reach have been involved in the development of the program.

If the proposed program involves youth, the application must address how the program is relevant to the children it serves (its connection to curriculum, other youth programs, etc.).

**3. Effective plan for the delivery of arts services to Tempe residents**

Discuss marketing strategies, program timeline, staff responsibilities, etc.

**4. Past record of delivery of arts services**

Discuss the history of this organization's involvement with the city of Tempe. In planning this program, what improvements have you made because of the evaluation of similar programs implemented by this organization?

**5. Strong fiscal health of the organization**

Describe exactly how the city of Tempe funds will be used. Discuss fundraising plans for this program. Be sure to include balanced and accurate budgets.

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## General Information

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- Final Report

Within 60 days of completing your program, you will be required to submit a Final Report. A form will be enclosed with the award letter.

- Number of grant applications per year

An organization will not be allowed to submit to both the Organizational Development Program grants category and the Arts Project grants category during the same fiscal year. Please discuss these options with the Cultural Services Division staff to determine which one best fits your needs.

- Review Process

First, applications are reviewed by staff for completeness and eligibility. Only those eligible applications that are complete will be forwarded to the Tempe Municipal Arts Commission Grants Committee.

Next, the organization may be asked to meet with the Grants Committee to discuss the proposal. The Committee may also invite experts to help evaluate the application.

- The Committee will make its funding recommendation to the Tempe Municipal Arts Commission. The Tempe City Council receives the recommendation of the full Commission and has final approval on all grant awards.

- Review Timeline

Panel Review	May 2008
Commission review	June/July 2008
Tempe City Council review and approval	August 2008
Notification letters sent	August 2008

- Appeals

You may appeal to the city of Tempe if you do not receive funding. Information on the appeals process can be obtained from the Edna Vihel Center for the Arts.

- Credit Line

If you receive funding from the city of Tempe, you are required to acknowledge this support in all programs, press releases and advertisements for grant-supported activities using the following credit line:

*(Name of organization or project) is partially supported by funding from the city of Tempe.)*

The city of Tempe logo is also available to use in materials prepared for the project.

- Send Organizational Development Program grant application package to:

City of Tempe Cultural Services Division  
Edna Vihel Center for the Arts  
3340 S. Rural Road  
Tempe, AZ 85282-5404  
*ATTN: Organizational Development Program Grants*

- Questions?

Contact: Adrienne Richwine  
480/350-5237  
adrienne\_richwine@tempe.gov

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## GLOSSARY OF TERMS FOR BUDGET

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<b>Accumulated Organization Debt</b>	An organization's long-term liabilities, all debt or obligations of an organization that extend beyond the current year ( <i>could include bank loans, notes payable and leases</i> ).
<b>Admissions</b>	Revenue from the sale of admissions, tickets, subscriptions for the project. (Example of formula: projected number of people attending each event x number of events x cost ticket per event = total admissions income.) Include these specifics on the Project Budget form.
<b>Applicant Cash</b>	Funds from accumulated resources ( <i>including carry-forward from previous fiscal year</i> ) that applicant has available to spend for this project. This is analogous to an individual's checking account.
<b>Contracted Services</b>	Includes the sale of workshops, classes or other services performed by the applicant organization to other community organizations; government contracts for specific services; performance or residency fees or tuition.
<b>Corporate Contributions</b>	Cash contributed by businesses or corporations (not individuals).
<b>Financial Statement</b>	Organization's balance sheet including assets, liabilities and equity.
<b>Foundation Grants</b>	Grants received from a private or community foundation.
<b>Full-Time Admin. Employees</b>	An administrative position that has a paid schedule of at least 35 hours per week. Do not include part-time, artistic or technical/production staff.
<b>Fundraising</b>	Funds that can be specifically identified as aiding the applicant organization in its efforts to solicit contributions from individuals, foundations, government sources and businesses in the community.
<b>Government Support</b>	Grants or contracts received from city, county, state or federal agencies or programs.
<b>In-kind Support</b>	Donations of time and services by individuals and businesses; includes contributions of use of equipment, employees and facilities for projects. In-kind support is not allowable for matching city of Tempe Arts Grants and must not be included in project or organization grants. You may include a one-page supplemental statement to document in-kind contributions for the panelists' information.
<b>Marketing/Promotion</b>	All costs for marketing, publicity, and promotion specifically identified with the organization's efforts; includes cost of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters.

<b>Mission Statement</b>	An organization's broad statement of purpose written as part of its organizing charter. The statement provides specific direction for the organization's programs, services and activities. The mission statement should provide a structure against which meaningful evaluation of the organization's effectiveness can be carried out in future years.
<b>Organization or Project Goals</b>	Desired results or conditions consistent with an organization's Mission Statement.
<b>Other Private Contributions</b>	Revenue derived from cash donations, including individual contributions. Do <i>not</i> include corporate, foundation, or government grants.
<b>Other Remaining Operating Expenses</b>	Expenses for categories not listed elsewhere. May include technology, accessibility services, subscriptions, training, printing or other costs not itemized elsewhere. Space is provided to itemize the most significant categories.
<b>Other Revenue</b>	Revenue from sources not listed elsewhere. It may include income derived from a variety of sources such as catalog sales and advertising space in programs.
<b>Outside Fees &amp; Services: Guest Artists</b>	Payments for artistic services to firms or persons who are not considered employees of the applicant organization. Examples: guest artistic directors, jurors, conductors, composers, curators, visual artists, writers and choreographers.
<b>Outside Fees &amp; Services: Other</b>	Payments for technical and consultant services to firms or persons who are not considered employees of the applicant organization. Examples: arts curriculum specialists, stage managers, lighting crews, art packers, installationists, etc.
<b>Personnel/Staff</b>	Salaries, wages and benefits paid to persons considered employees of the applicant organization.
<b>Production Expenses</b>	Funds expended for costumes, sets, lights, props, royalties, printing, shipping, installation, framing, etc. necessary to the production or exhibition.
<b>Sales</b>	Income and expenses related to sales used to support the operations of the applicant organization. Sales may be related or unrelated to the mission of the applicant organization. Examples include sale shops, concessions, gallery/co-op sales, bingo and food services.
<b>Space/Facilities</b>	Payments specifically identified with the project or organization for the purchase or rental of office, rehearsal studio, theatre, hall, gallery and other such spaces, including utilities, insurance, maintenance and other costs specifically related to use of the space.
<b>Space Rental</b>	Payments specifically identified with the project for the rental of office, rehearsal studio, theater, hall, gallery and other such spaces, including utilities, insurance, maintenance and other costs related to the use of the space.

**Travel**

All costs for travel of an individual or individuals specifically identified with the project or with the applicant organization's programs and services. Expenses connected with trucking, shipping or hauling items should be included under Production Expenses (*Item #31*) or under Remaining Operating Expenses (*Item #35g*).

**Working Capital Reserves**

Accumulated resources, including carry-forward from previous fiscal years, that applicant intends to retain as a cash flow management tool. Working Capital helps to provide fiscal health to the organization. This is analogous to an individual's savings account. Do not include funds restricted for expenses other than operating, such as endowment or capital campaigns.

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## 2008-2009 TEMPE ARTS ORGANIZATIONAL DEVELOPMENT GRANT APPLICATION

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Application Deadline: **Monday, April 7, 2008**

(Late applications are not accepted.)

Available online at [www.tempe.gov/arts](http://www.tempe.gov/arts)

### APPLICANT DATA

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_  
(Non profit arts organization)

Applicant Street Address \_\_\_\_\_ City, Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, Zip \_\_\_\_\_

E-mail address \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
(Project coordinator who can answer questions prior to proposal review. This person receives all correspondence about the grant proposal.)

Board President \_\_\_\_\_ Phone \_\_\_\_\_

Authorizing Official \_\_\_\_\_ Phone \_\_\_\_\_  
(Person with legal authority to accept and expend funds for the organization. A school applicant names the Principal or Superintendent who can also approve non-school programs on campus.)

Federal ID # \_\_\_\_\_

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PROGRAM TITLE \_\_\_\_\_

PROGRAM ACTIVITY DATES Start \_\_\_\_\_ End \_\_\_\_\_  
(Projects must take place between **July 1, 2008** and **June 30, 2009**)

AMT. REQUEST \$ \_\_\_\_\_ + OTHER INCOME \$ \_\_\_\_\_ = TOTAL BUDGET \$ \_\_\_\_\_  
(Budget Line #18) (Budget Line #17) (Budget Line #19)

PROJECTED # of PARTICIPANTS Youth \_\_\_\_\_ + \_\_\_\_\_ + Other adults \_\_\_\_\_ = \_\_\_\_\_  
Total

OF THE ABOVE TOTAL PARTICIPANTS, HOW  
MANY TEMPE RESIDENTS ARE EXPECTED? \_\_\_\_\_  
Total Tempe Residents Expected

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### SIGNATURE

*Signature by Authorizing Official certifies that the narrative, budget, and supporting documentation are accurate and true.*

Authorizing Official's Signature     X     \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

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All arts grants are in accordance with the City of Tempe prohibition of discrimination  
on the basis of race, color, national origin, sex, religion, age or handicap.

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## Project Partner Tentative Agreement

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This form documents that the participants have agreed on the services to be provided contingent upon grant approval by the city of Tempe. All organizations, schools and/or guest artists collaborating on a project with the applicant should complete this form or write a letter of agreement supporting the project.

Applicant Organization \_\_\_\_\_  
Grant Contact \_\_\_\_\_

Name of Project Partner \_\_\_\_\_  
Partner Contact \_\_\_\_\_ Phone \_\_\_\_\_

Length of Project in days \_\_\_\_\_

As a project partner, identify your specific contributions/services to this project.

1. Administrative \_\_\_\_\_
2. Facility/Space \_\_\_\_\_
3. Supplies \_\_\_\_\_
4. Other \_\_\_\_\_

As a project partner, how does the project described in the application help to meet your artistic goals and/or organization's mission?

State any financial agreements between you and the applicant. (Please confirm amounts listed in the project budget.)

*The Applicant Organization and the Project Partner understand that all financial arrangements are transacted between the collaborating parties with both agreeing to an appropriate payment schedule. The city of Tempe will release funds only to the Applicant according to the conditions stated in the grant award letter.*

*This signed form is a statement of intent only, and in no way creates a legal or binding contract between the parties.*

Project Partner signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

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✓ **Arts Organizational Development Program Grant Application Checklist**

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- Completed Applicant Data and Signature (first page)
- Completed Narrative (maximum 3 one-sided 8½ x 11 pages)
- Balanced and accurate Project Budget and Organization Budget for Three-Year Period
- Project Partner Tentative Agreements *or* letters of agreement from project partners and artist(s) listed in project budget (State financial agreements and specific contributions/services to this project)
- One-page resume/biography of each proposed guest artist
- Signed Organizational Development Program Grant Application Checklist (this page)
- IRS 501(c)3 Letter of Determination
- Accountant's statement from the last completed fiscal year (a compilation, reviewed financial statement, or an Audited Financial statement)
- List of organization's staff with job titles and brief bios
- List of Board of Directors with affiliations and addresses
- Organization's promotional brochure or a profile of the organization

**Optional materials to document the artistic quality of the project. City of Tempe staff will make these materials available to the Community Arts Committee.**

- One (1) of the following: slides, cassette, CD, DVD or videotape (no originals, duplicate copies only)  
Please send a SASE (self-addressed, stamped envelope) for returning these materials.
- If submitting an audio or video example:*
  - Limit your selection to 2-3 minutes
  - Cue your taped example to an appropriate section
  - Label and briefly describe the context and date of event
- If submitting slides:*
  - Limit your submission to no more than ten (10) 35mm slides
  - Label each slide in the order you want it to appear
  - Include a list of slides submitted with artist's name, title, date the work was completed, dimensions, and art medium
- Any attachments that support the application, such as brochures, educational materials, manuscripts (for creative writing), or publications. Include no more than 3 examples.

Contact Person signature  X  Date: \_\_\_\_\_  
Organization \_\_\_\_\_