



2016

**City Investment Grant Application
(for 2017 funding)
Guidelines & Application**

Revised 07.01.2016

For nonprofit, 501 c (3), Arts Organizations in the City of Rapid City

**Application Deadline
Friday, October 21, 2016, Noon**



Anticipated Award Beginning March 2017 – Quarterly

Individual Presentation by Appointment

Wednesday, November 2, 2016

Beginning 5:00 PM

At

Our New Offices:

529 Kansas City Street (2nd Floor)

Catholic Social Services Building

Please call for Appointment Time

Please consider attending for *thanks*:

City Council Meeting

First Monday in March 2017 at 7:00 PM

City Council Chambers

300 E. Sixth Street, Rapid City

APPLICATION CHECKLIST: _____
Name of Applicant Organization

Please complete the following checklist and attach it to the front of your application. Check each item, as appropriate, to signify it is contained within the application package. **The full application must be received in the Allied Arts Fund office by Noon on Friday, October 21, 2016.**

Unless otherwise indicated below, include **the signed ORIGINAL, plus four additional collated copies** of the following documents. **Incomplete applications will be ineligible for consideration.** Please collate your application so that it follows this checklist. **Do not put applications in folders, binders, or staple.**

List of attachments, which must be included:

- Checklist
- Application Form
- Fiscal year-end financial statement - Balance Sheet and Profit & Loss for the most recent closed accounting period.
- Statistics page (blank form provided)
- Current year's budget.
- Current list of officers and board members.
- Letter from the IRS documenting your 501 (c) (3) tax-exempt standing. The letter should show your organization's current name.
- A list of your programs and events from prior and upcoming season/year with a brief description.



2016 City Investment Grant Application (for 2017 funding)

Grants are available to provide general operating support (GOS) within the criteria, to arts organizations that present performing or visual arts or, through their core activities provide arts programs that are vital to the cultural life of the community.

DEADLINE FOR ALL APPLICATIONS: Noon, Friday, October 21, 2016

Applications must be **RECEIVED** in the Allied Arts Office, 529 Kansas City Street, or at PO Box 4080, Rapid City, SD 57709 by **Noon, Friday, October 21, 2016**. **Incomplete or late applications will NOT be considered.**

General Information:

	Organization	Contact Person
Name		
Mailing Address		
City		
State		
Zip		
Phone		
Fax		
Email		
FEI#		
DUNS#		
Website		

Statement of Organization's purpose: (please limit to two paragraphs)

Grant Amount Requested: _____ **Total Budget:** _____

Submitted by: _____

President or Authorized Official Signature

Name of Organization Applying

AGREEMENT: I have read and understand the eligibility criteria, review process, recipient obligations, confidentiality, conflict of interest and preference given information in this grant application. I certify that the application information is true and complete to the best of my knowledge. I understand that any funds granted as a result of this application are to be used for the purposes set forth by AAF. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms and Conditions printed in this form. In addition, the undersigned gives AAF permission to duplicate and distribute submitted documentation for use in the award process.

Name: _____ ***Title:*** _____

Signature: _____ ***Date:*** _____

President or Authorized Official signature

Attachments to this Grant Application:
Statistical Information

City Investment Application Statistics		
Administrator - Allied Arts Fund		
2016 Stats for 2017 Funding		
		Data from fiscal year ending prior to 7/1/2016
		Items marked " * " are required.
	<u>Statistics</u> - in estimated numbers:	
*	Budget	
*	value of tickets or entry fees donated to local business	
*	value of tickets or entry fees donated to children, schools, low income	
*	value of scholarships provided	
*	number of scholarships provided	
*	administrative employees	
*	artistic employees	
*	total attendance or participation	
*	total number of performers/artists for all events	
*	attendance or participation by children & youth	
*	attendance or participation by seniors	
	attendance or participation by minorities	
*	total number of events (each performance/class is a separate event)	
	events for children	
	events for seniors	
	attendance or participation by those with disabilities	
	attendance or participation by tourists	
*	volunteers	
	volunteer hours	
*	events outside Rapid City	
*	activities collaborated with non-AAF organizations, or businesses	
*	Expense	

Eligibility Criteria (Please do not apply if you fail to meet any of the following.)

- Applicant must be an arts/cultural organization holding arts/cultural activities or events within the City of Rapid City.
- The goal of funding for this grant is to provide support for arts/cultural organizations that contribute to the quality of life and economic well-being of the City of Rapid City.
- Public and private schools, non-profit organizations established to support school-based programs, cultural programs at colleges and universities, and arts programs produced by government agencies are **not** eligible.
- Applicant organizations must have been in operation for a minimum of three years.
- Grant funds may not be used for meeting or workshop fees, cash prizes, money for contest prizes, or capital expenditures (building programs).
- Applicants must demonstrate a plan for providing credit to the City of Rapid City and AAF in all promotional materials and programs. Proof -will be required. **See recipient obligations page 7.**
- Submitting an application for an award does not guarantee an award.
- An application filed this year is for funding during the next calendar year.
- Any award is dependent upon total budget funding approved by the Rapid City Council.
- To encourage fiscal responsibility and diversity of funding support, no more than 25% of an organization's total operating budget will be funded (***the exception being organizations funded by city statute or prior agreement***).
- Preference is given to organizations funded by the City of Rapid City by statute or prior agreement.

Preference given:

Applicants not listed below (City Statute Title 2, Chapter 2.84, or the agreement between the City and Minnilusa Pioneer Museum), must meet all criteria.

Applicants Covered under Statute

Black Hills Symphony Orchestra
Dakota Choral Union
Rapid City Municipal Band
Rapid City Ranger Band

Applicants Covers under City Agreement

Minnilusa Pioneer Museum

Review Process

- Each applicant shall complete the City Investment grant application form.
- The City Investment Review Committee shall remove applicants that do not meet eligibility criteria.
- The City Investment Review Committee shall allocate the funds obligated by city statute and agreement. The procedure in the following three steps applies only to qualifying organizations that are not funded by statute or agreement.
 1. At an individual appointment on **Wednesday, November 2, 2016**, beginning at 5:00 PM, a representative from each qualifying organization that would like to present shall be allowed five minutes to give an oral presentation. **Please call for appointment time.** Each qualifying organization shall be asked to distribute five copies of a bulleted, double spaced, single sheet with information related to the oral presentation. The oral presentation should be based on the following questions (which reflect the Allocation Criteria to be used in the award process).
 - What is the mission of your organization?
 - How does your organization benefit the taxpayers of Rapid City?
 - What special programs do you provide?
 - What other unique things would you like the balloters to know about your organization?
 2. A three-minute question and answer period immediately after the oral presentation shall allow the speaker to clarify any item.
 3. After the individual presentations have been made the City Investment Review Committee will discuss each individual application and review for the criteria, outlined in the attachment provided. The Committee members will determine the allocation based on the above process and vote on

- approval of the final allocation. three-minute question and answer period immediately after the oral presentation shall allow the speaker to clarify any items
- No organization may receive more than 25% of their expenses for the previous year (*the exception being organizations funded by city statute or prior agreement*).

Confidentiality

Materials received from applicants are confidential to be shared only with the award panel, AAF staff, AAF Board Directors, and officials of the City of Rapid City.

Conflict of Interest

The members of the board of directors, volunteers and the employees of AAF must avoid conflicts of interest and any conduct, which may suggest the appearance of impropriety in the disbursement of Federal, State and Local funds

Recipient Obligations

Grantees are required to include the following donor credit on all program materials and in publicity: ***“This project is partially funded by Allied Arts Fund, in partnership with the City of Rapid City”***

Failure will jeopardize funding or future eligibility.

Acceptable Accounting Procedures

All grant recipients must follow acceptable accounting procedures in maintaining accurate, current, and complete records which identify adequately the source and use of grant funds. All grant recipients must allow access to any books, documents, papers and records maintained to account for funds expended under the terms and conditions of the grant for the purpose of making audit examination. Any duly authorized representative of the AAF may make excerpts and transcripts. Recipients must maintain complete and accurate records, which are supported by source documentation and all financial transactions, related to the grant for a period of three (3) years.

Other Important Notes

AAF City Investment Review Committee reviews applications and makes recommendations for funding after review process is completed.

CRITERIA FOR PANEL REVIEW

The advisory panel reviews and evaluates applications. The evaluation includes both a scoring system and written panel comments. The bullets under each criterion are examples of issues the advisory panel may consider. These bullets do not represent the only means of evaluating the criteria but are provided as a guide to the panelists. They may not apply to every application and do not individually have a specific point value. Each application is individually rated and the resulting score determines the application's ranking. Panel scoring criteria:

1. Organizational Capability:

- evidence of sound management and planning
- demonstrates financial responsibility and evidence of public and private financial support other than the request to the City Investment Review Committee

2. Community Involvement:

- accessibility to the community, regardless of gender, race, ethnic background, age, ability or sexual orientation
- service to a constituency which lacks artistic or cultural opportunities
- participation of community in organization's activities
- impact of project on the community

3. Evidence of Community Support:

- impact of volunteer services on organization
- impact of in-kind contributions on organization
- evidence of Board support
- other evidence of community contributions
- "Community" is defined as the Rapid City constituents served by the application based on discipline, geography or culture.