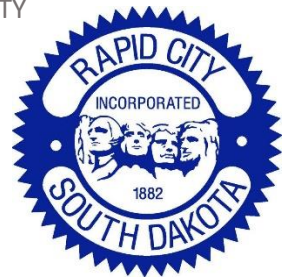




City Investment Grant Application 2020

2020 FUNDING | GUIDELINES & APPLICATION | REVISED 11.20.19 | APPLICATION DUE: 02.18.20
FOR NON-PROFIT, 501 C (3), ARTS ORGANIZATIONS IN THE CITY OF RAPID CITY



Anticipated Awards Beginning March 2020 – Quarterly
Individual Presentations by Appointment Only:
At The Dahl Arts Center, 713 7th Street, Rapid City SD
Please call 605.394.4101 to set up an appointment

If selected as a recipient for this award, please consider attending a City Council Meeting on the first Monday of the month at 7pm to express your gratitude to the community at:
City Council Chambers, 300 E. Sixth Street, Rapid City

NAME OF APPLICANT ORGANIZATION _____

Please complete the following checklist and attach it to the front of your application. Check off each item, as appropriate, to signify you have included it in the application package. **The full application must be received by the Rapid City Arts Council at the Dahl Arts Center no later than 4pm February 18, 2020.**

Please include all of the following documents. **Incomplete applications will not be eligible for consideration.** Please collate your application so it follows the following checklist.

List of attachments to include:

- Checklist
- Application Form
- Fiscal Year-End Financial Statement* – Balance Sheet and Profit & Loss for the most recent closed accounting period.
- Statistics page (list provided on p.3)*
- Current year's budget*
- Proposed budget for requested funds*
- Current list of officers and board members
- Letter from the IRS* documenting your 501(C)3 tax-exempt standing. The letter should show your organizations current name.
- A *list* of your programs and events from prior and upcoming season/year with a brief description.

DEADLINE FOR ALL APPLICATIONS: 4pm February 18, 2020

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. **Late or incomplete applications will NOT be considered.** Submitting an award application does not guarantee an award will be gifted to your organization. Grants may be submitted in person at the Dahl Arts Center, or by mail to 713 7th Street, Rapid City, SD 57701 attn: Ashlee Fears.

GENERAL INFORMATION:

Name of Organization_____

Mailing Address_____

City_____State_____Zip_____

Phone(_____)_____ Fax (_____)_____

E-mail_____

FEI#_____

DUNS#_____

Website_____

Contact Person_____

Phone(_____)_____ e-mail_____

STATEMENT OF ORGANIZATION'S PURPOSE: (please limit to two paragraphs)

GRANT AMOUNT REQUESTED:_____ **TOTAL BUDGET:**_____

Submitted by:_____

President or Authorized Official Signature

ATTACHMENTS TO GRANT APPLICATION:

Statistical Information (see page 3)



CITY INVESTMENT APPLICATION STATISTICS

ADMINISTRATOR-RAPID CITY ARTS COUNCIL

2019 Stats for 2020 funding (data from fiscal year ending prior to 7/1/2019)

Items marked with * are required

STATISTICS (in estimated numbers)

- *Budget
- *Value of tickets or entry fees donated to local businesses
- *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 organizations, or businesses
- *Expense
- *Proposed Budget for Grant Funds



ELIGIBILITY CRITERIA (must meet all of the following in order to apply)

- 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 to support school-based programs, cultural programs at colleges and universities, and arts programs produced by government agencies are **NOT** eligible.
- 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 the RCAC in all promotional materials and programs. Proof will be required. **See recipient obligations on page 6.**
- 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 organizations total operating budget will be funded **(the exception being organizations funded by the 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 Covered Under City Agreement

Minnilusa Pioneer Museum



REVIEW PROCESS AND PRESENTATION:

- 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 Monday, February 24 between 5 - 8pm a representative from each qualifying organization that would like to present shall be allowed fifteen minutes to give an oral presentation. Eligible applicants will be contacted to set an appointment time. Each qualifying organization shall be asked to bring 6 physical copies to the appointment. 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 voters to know about your organization?**
 2. A question and answer period immediately after the oral presentation shall allow the speaker to clarify any item.
 - 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. **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 and only to be shared with the award panel, RCAC staff, RCAC 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 RCAC 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 OBLIGATION

Grantees are required to include the following donor credit on all program materials and in publicity:

"This project is partially funded by The City Investment Grant managed and dispersed by the Rapid City Arts Council."

Failure to do so 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 representation of the RCAC 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

RCAC City Investment Review committee reviews applications and makes recommendations for funding after the review process is completed.



CRITERIA FOR PANEL REVIEW

The advisory panel reviews and evaluates applications. The evaluation process 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. 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.

