

COUNCIL ACTION FORM

SUBJECT: SMALL ARTS GRANT PROGRAM CRITERIA

BACKGROUND:

On January 12, 2021, the City Council directed that the Public Art Commission (PAC), working with the Commission on the Arts (COTA), develop and bring back to the Council guidelines for a Small Art Grant Pilot Program. **The program is to offer competitive grants up to \$10,000 for individual artists and groups of artists not eligible for COTA funding, to create arts projects that will benefit the residents of Ames and/or contribute to making Ames a fun and vibrant community.** Funds for the program were included in the FY 2019/20 adjusted city budget and carried over into the current fiscal year.

Representatives from PAC and COTA had previously met to discuss the potential program in fall 2020. The chairs of both commissions met in February to consider a draft set of program criteria reflecting the City Council's January 12, 2021 direction (attached). The draft criteria require that recipients be:

1. An individual artist or a group of artists
2. Residents of Ames
3. Not an organization or governmental entity
4. Ineligible for funding from the Commission on the Arts (COTA) Annual Grant and Special Project Grant Programs

Projects receiving funding must:

1. Benefit the residents of Ames
2. Contribute to making Ames a fun and vibrant community
3. Have a public component (e.g., the creation of the project involves the public, the public may observe the creation of the project, or the public may view/hear/touch/explore/etc. the finished product). The criteria indicate that artists may propose exhibiting their finished work on City property.

The application form is brief, simply requiring that applicants describe their proposed project and how it will benefit the residents of Ames and/or contribute to making Ames a fun and vibrant community. This is intended to provide reviewers maximum flexibility in determining recommended awards.

It is proposed that a committee composed of two members of COTA and three members of PAC review the applications and recommend awards to the City Council for approval. Projects would occur between July 1, 2021 and June 30, 2022.

ALTERNATIVES:

1. Approve the attached Small Arts Grant Program criteria and application documents and direct Commissioners to proceed with accepting proposals.
2. Modify the attached program criteria and/or application and direct Commissioners to accept proposals using the revised documents.
3. Do not approve the program criteria and application documents.

CITY MANAGER'S RECOMMENDED ACTION:

The attached criteria and application for the Small Arts Grant Program reflect the direction provided by the City Council at its January 12, 2021 meeting. The documents have been reviewed by the chairs of PAC and COTA and they are prepared to proceed with accepting and evaluating proposals.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.

Small Arts Grant Program

Purpose

To provide competitive grants for individual artists to create arts projects that will benefit the residents of Ames and/or contribute to making Ames a fun and vibrant community.

Grant Period

Projects undertaken through this grant must be completed between July 1, 2021 and June 30, 2022.

Eligible Recipients

To be eligible for funding, recipients must be:

5. An individual artist or a group of artists
6. Residents of Ames
7. Not an organization or governmental entity
8. Ineligible for funding from the Commission on the Arts (COTA) Annual Grant and Special Project Grant Programs

Eligible Projects

Projects receiving funding must:

4. Benefit the residents of Ames
5. Contribute to making Ames a fun and vibrant community
6. Have a public component (e.g., the creation of the project involves the public, the public may observe the creation of the project, or the public may view/hear/touch/explore/etc. the finished product). Note that the City of Ames may be able to provide space to exhibit completed projects to the public, depending on the nature of the work. Proposals that include exhibiting a completed project on City property or in a City facility should include a description of the proposed exhibition.

Activities that are ineligible for funding include:

1. Capital improvements
2. Permanent supplies and equipment
3. Personnel employed on a continuing basis (salaried staff)
4. Replacement of lost funding
5. Debt or expenses already incurred
6. Hospitality expenses (e.g., receptions)
7. Tuition assistance for academic study

8. Activities that restrict participation on the basis of race, creed, color, sex, sexual orientation, gender identity, age, national origin, physical disability, or mental disability, or activities that require the purchase of a private membership.
9. Project proposals not submitted on required forms or not received by published deadlines, or not taking place within the specified grant period.

The City of Ames will be the sole judge of the eligibility or ineligibility of a project or recipient.

Total Program Budget

The Ames City Council has allocated a total of \$10,000 to be awarded through this program. This is a one-time allocation of funding.

Application Requirements

Proposals must be submitted on application forms provided by the City of Ames. Incomplete applications will not be considered. Applications may be submitted electronically to brian.phillips@cityofames.org

Application Review Process

Following the application deadline, a team consisting of representatives from the Ames Public Art Commission and the Ames Commission on the Arts will review the applications. Applications will be evaluated to ensure their compliance with the eligibility criteria. The team will prepare a list of projects and grant award amounts recommended for approval. Final approval will be made by the Ames City Council.

Contract Requirements

Grant recipients must sign a contract for funding describing the services to be provided and the terms of receiving funding. Grant funds will be provided on requisition of the grant recipient at the conclusion of the project (reimbursement basis). The contribution of funds provided by the City of Ames should be acknowledged by the recipient where possible during the grant period (e.g., website, printed materials, signage, etc.). Grantees must provide the City of Ames a completed IRS W-9 form; grantees are responsible for complying with any state or federal tax obligations associated with the receipt of grant funds.

Small Arts Grant Application

Section 1 – Applicant Information

Name: _____ Email: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Section 2 – Proposal

Project Title: _____

Amount Requested: _____ Start Date: _____ End Date: _____

Project Location: _____

Project Description:

How will your project benefit the residents of Ames and/or contribute to making Ames a fun and vibrant community?