

IRVING ARTS CENTER

**COMMUNITY ACTIVITIES FUND
Application Guidelines**

**Irving Arts Center
3333 North MacArthur Blvd.
Irving, Texas 75062
(972) 252-7558
(972) 570-4962 Fax**

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I. IRVING ARTS CENTER

A. THE MISSION OF THE IRVING ARTS BOARD

The mission of the Irving Arts Board and the Irving Arts Center is to serve the citizens of Irving and to attract visitors to Irving through the support and development of artistic opportunities.

The mission is accomplished by acquiring, maintaining, and operating art facilities, by providing support to organizations and individuals who provide arts programming, and by providing direct programming.

B. ARTS BOARD OPERATING PRINCIPLES

Additionally, the Arts Board also adopted a set of operating principles. "We believe....

That art plays an important role in the community life of Irving;

That art plays an important role in promoting tourism;

That local government has a necessary and appropriate role in ensuring that artistic opportunities are available for all the citizens of and visitors to Irving;

That the Irving Arts Center and Board has a responsibility to all the citizens of and visitors to Irving to create, encourage, promote and where necessary develop opportunities for educational, participatory, and presentational experiences in all forms of the arts;

That the Irving Arts Center and Board will work primarily through it's resident arts organizations when appropriate to achieve community artistic and tourism goals, and it also has the responsibility to provide direct programming when appropriate;

That the Irving Arts Center and Board should provide the highest quality environment including buildings, equipment, and staff for the activities of all users of the Center;

That the Irving Arts Center and Board should encourage participation of artists, arts organizations, citizens and tourists in the broadest possible range of artistic expression and participation; and,

That the Irving Arts Center Staff and Arts Board have a responsibility to the City of Irving to operate the Arts Center complex in an accountable and prudent manner, including the optimization of earned income, seeking of new revenue sources, and encouraging resident arts groups to seek out and develop financial assistance beyond that provided by the City of Irving.

C. ARTS BOARD STAFF REPRESENTATIVE

If a potential applicant desires help in preparing an application for the financial assistance program, they may contact the Arts Center staff representative:

Todd Eric Hawkins, Executive Director
Irving Arts Center
3333 North MacArthur Blvd, Ste. 300
Irving, Texas 75062
Telephone: (972) 252-7558
E-mail: thawkins@cityofirving.org

The Irving Arts Center's business hours are 8:00 AM to 5:00 PM, Monday through Friday.

II. FINANCIAL ASSISTANCE PROGRAM

- A. The Irving Arts Boards' financial assistance program contains three distinct elements. The first is the **Resident Art Organization Fund**. It provides operational assistance to the 11 resident art organizations of the Irving Arts Center.
- B. The second element is the **Community Services Fund**. This fund is designed to provide services to Irving citizens that are not currently offered by the 11 founding organizations. It is not a grants program, but a "Contract for Services" system.
- C. The final element of the financial assistance program is the **Community Activities Fund**. This sponsorship program creates a process for the Irving Arts Board to support cultural activities provided by non-resident organizations that take place in Irving.

III. COMMUNITY ACTIVITIES FUND

A. PURPOSE

The Community Activities Fund provides limited sponsorships for community activities that support the Mission and Operating Principles of the Irving Arts Board. It is not a "grant" or "contract for services" program. It is a "limited sponsorship program."

B. RATIONALE

Throughout the year, the Irving Arts Board receives many requests to support community activities. The requests do not fit into any formal grants process. The Board has attempted to address these requests on a case-by-case basis with no published process or criteria. The creation of this Community Activities Fund will enable the Arts Board to have a formal established policy and criteria to manage and process these requests.

C. DEFINITIONS

1. Eligible Organizations – The applicant organization must be a non-profit, tax-exempt organization and be able to provide an IRS 501(c) 3 Non-Profit Tax Exempt Determination letter as proof. The Organization does not have to be an “arts” organization.
2. Eligible Activities – While the requesting organization does not have to be an “arts” organization, the activities for which the sponsorship is being requested must have a strong connection to the arts. The activity must take place within the City of Irving.
3. The Irving Arts Board will not fund or support the following activities under this program:
 - a. Social functions, receptions, or parties;
 - b. Capital campaigns for permanent facilities and/or equipment purchases;
 - c. Debt retirement in any form;
 - d. Litigation and related costs;
 - e. Projects where funding would support religious activities, specific religious viewpoints, or specific religions;
 - f. Retroactive costs in any form;
 - g. Applications by the 11 resident art organizations.
4. Required Credit – By accepting sponsorship funding from the Irving Arts Center, an organization commits to providing credit on all electronic media, printed materials and advertising, and in announcements by using a logo that will be provided or the following credit line: *"Funded in part by the City of Irving through the Irving Arts Board."* Grant recipients that fail to provide proper credit for funding will be ineligible to apply for or receive continued or future funding unless, after due notice and hearing, they can establish to the Irving Arts Board good cause for their failure to comply.
5. Range of Sponsorships – Sponsorships under this Community Activities Fund will normally range from \$500 to \$1,000.
6. Matching Requirements – Since this is not a grants program, there are no formal matching requirements; however, the Board will be concerned with the amount of community support evidence by the application and supporting documentation.

D. SOURCE OF FUNDS

The Arts Board will fund this financial assistance program by utilizing the revenues from the earned income, not from the proceeds of the Hotel Occupancy Tax. Grant revenue from State and National programs may also be used. The amount available is determined by the Irving Arts Board through its annual budget.

Applicants should address the following in the request letter:

E. EVALUATION CRITERIA

The Arts Board will use the following criteria in evaluation of sponsorship requests.

1. Is the organization creditable. Describe its history and record of accomplishment.
2. Who is served? Irving citizens, and/or specific populations?
3. Describe the proposed activity's connection to or involvement of the arts?
4. How does the proposed activity further the Irving Arts Board's Mission and Operating Principles?
5. Describe community financial and volunteer support for the activity.
6. Is the proposed activity schedule realistic to enable the requesting organization to achieve success?

F. APPLICATION PROCESS

1. **Deadline** – There is no formal deadline for requests to the Activity Fund; however, applicants should allow at least 90 days for the Arts Board to make a decision. The Arts Board normally meets on the third Monday of every month. Applications are accepted until the activity funds for a given fiscal year have been exhausted.
2. **Application Letter** – The only application form for this Activity Fund is a letter from the requesting organization. The letter should describe the proposed activity and provide answers to the above five criteria questions. Additionally, the requestor should provide a copy of the IRS Letter of Determination. Address the letter to the Chair, Irving Arts Board with a copy to the Executive Director, Irving Arts Center, 3333 N. MacArthur Blvd. Suite 300, Irving, TX 75062.
3. **Supporting Documentation:**
 - IRS Letter of Determination
 - Programs, press releases, examples of previous activities, etc.
4. **Review Process** – Irving Arts Center will review and verify that all information is complete. IAC staff will schedule the request for the next available Arts Board meeting. Staff will notify the applicant of when the request will be on the Arts Board agenda and an applicant representative is encouraged to attend the meeting to address questions, if any.
5. **Decision Process** – The applicant's request will be made in open public session at a regularly posted meeting of the Irving Arts Board. The Board will receive copies of all materials submitted by applicant. During the meeting, the applicant will have the opportunity to address the Arts Board directly

about their request if they desire to do so. Staff will provide the Arts Board with a recommendation based on the published criteria. The Arts Board will consider all information then decide in open public meeting whether to fund the sponsorship or not.

G. NOTIFICATION PROCESS

Within five working days, the staff will prepare a letter of notification informing the applicant organization of the decision of the Arts Board.

H. APPEAL PROCESS

There will be no appeal process in the Community Activities Fund. The Arts Board's decision is final.

I. AGREEMENT AND PAYMENT SCHEDULE

Sponsorship recipient will sign an agreement committing to use the funds as indicated or return them to the Arts Board; to preparing and submitting a Final Evaluation Report as provided; Payment(s) will be determined based on the requesting organization's needs and any special considerations once the agreement has been signed.

J. EVALUATION REQUIREMENTS

Final Evaluation Report is required as part of this sponsorship program. The report should speak to how the sponsorship finally addressed the five criteria listed in the original request. Did the activity accomplish what was proposed?

K. REFUND

Should the sponsored event not take place, funds provided by the Irving Arts Center must be returned.