



**Office of Cultural Affairs**  
C I T Y O F D A L L A S

**2017-18**  
**CULTURAL PROJECTS PROGRAM (CPP)**

# **GUIDELINES**

**City of Dallas/ Office of Cultural Affairs  
Administrative Office  
1925 Elm Street, Dallas, TX 75201**

**Jennifer Scripps – Director  
David Fisher – Assist. Director**

# Cultural Projects Program Table of Contents

## GUIDELINES

Introduction.....	3
CPP Funding Timeline.....	4
Need Assistance? .....	4
Eligibility Requirements.....	5
First Time Applicants.....	6
Application Process.....	7
Application Deadlines.....	7
Two Year Application Cycle.....	8
Contracts and Invoices.....	10
Insurance.....	11
Logo and Credit Line.....	13
CPP Definitions.....	13

# **FY 2017-18**

## **Cultural Projects Program Guidelines**

### **General Information**

#### **INTRODUCTION**

The City of Dallas Office of Cultural Affairs (OCA) has established a cultural system that ensures that all Dallas citizens and visitors have an opportunity to experience the finest in arts and culture. One of the City's primary roles within this system is to contract for cultural services through partnerships with nonprofit cultural organizations to leverage private support for an array of cultural programs.

This document contains guidelines, deadlines and application information for the Cultural Projects Program (CPP) managed by the Office of Cultural Affairs (OCA) for fiscal year 2017-18.

#### **Cultural Services Funding Programs**

The City's goal is that all residents and visitors have the opportunity to enjoy high quality arts and cultural offerings.

All organizations performing cultural services for the City must develop, implement, and maintain affirmative operating policies that include measurable goals for the ethnic diversification of staff, board, contractors, services and programs. The achievements and goals of the organization may be monitored and evaluated by the Office of Cultural Affairs and taken into consideration in the funding process. Cultural services contracts are awarded on a competitive basis.

#### **Cultural Projects Program (CPP)**

The Cultural Projects Program procures cultural services on a project basis from cultural organizations, educational institutions, social services organizations, and other non-profit organizations. CPP requires a 1:1 funding match for all funded projects. Only one project will be considered for funding. Multiple projects will not be considered.

You are responsible for the quality, completeness and timely submission of your proposal. Application steps and deadlines are included in this document and online at [www.dallasculture.org](http://www.dallasculture.org). Staff are available to answer additional questions you may have.

#### **Project Definition**

A project is defined as a specific one-time event or production (such as one concert, theater production, exhibit, festival, etc.) or a project that includes a series of events using one theme or title.

#### **Program Goals**

- To provide cultural services in all areas of the City of Dallas
- To create greater awareness of the cultural and artistic heritage of Dallas, and to increase the citizen access to and participation in activities related to diverse heritage
- To stimulate development of new funding sources to support cultural activities in Dallas

- To increase the artistic and administrative capabilities of the city's cultural organizations, and to provide cultural services not otherwise available in the community

### **Source of Cultural Program Funds**

The City of Dallas invests in the arts by allocating a portion of the City's general fund that is derived from City and Property taxes.

### **CPP FUNDING TIME LINE**

	<b>Cultural Projects Program (CPP)</b>
<b>March 27, 2017</b>	FY17-18 CPP Applications open online
April 7, 2017	CPP Workshop
<b>June 9, 2017</b>	<b>FY17-18 CPP Applications Due by midnight</b>
<b>June/July/August, 2017</b>	CPP Application Review – Cultural Affairs Commission
<b>September, 2017</b>	CPP funding recommendations are completed and approved by the Cultural Affairs Commission
<b>September, 2017</b>	City Council approves the FY18 City Budget
	CPP funded organizations are sent funding notifications
<b>October-November, 2017</b>	CPP funded organizations start the contract execution process
	The first invoice is available upon the completed execution of the contract and completion of the deliverables stated in the scope of work
	CPP Final Reports are due according to the date stated in the contract
<b>September 30, 2018</b>	<b>End of the fiscal year</b>

**The funding period for FY17-18 is October 1, 2017 – September 30, 2018**

### **NEED ASSISTANCE?**

For general inquiries or assistance, please contact the Office of Cultural Affairs cultural contract program staff:

Charla Sanderson  
Cultural Programs Manager  
[Charla.sanderson@dallascityhall.com](mailto:Charla.sanderson@dallascityhall.com)

Glenn Ayars  
Contract Compliance Administrator  
[glenn.ayars@dallascityhall.com](mailto:glenn.ayars@dallascityhall.com)

Rhonda Ivery  
Cultural Contracts Coordinator  
[Rhonda.ivery@dallascityhall.com](mailto:Rhonda.ivery@dallascityhall.com)

The Cultural Affairs Commission and the Office of Cultural Affairs are not responsible for organizations not knowing deadlines or application processes as they will be published on the OCA website and are the responsibility of the organization.

## **ELIGIBILITY REQUIREMENTS**

**Organizations meeting all of the following eligibility requirements may apply to the Cultural Projects Program:**

1. IRS status as a private, non-profit corporation 501(C) 3, an educational institution, or a unit of government. Proof of non-profit status must be submitted with the completed proposal for first time applicants. Failure to submit this IRS letter will result in disqualification of the proposal. If you are a repeat applicant it is required that your IRS non-profit status is current.
2. All projects must happen within the City limits of Dallas to receive funding
3. Administrative offices permanently located in the City of Dallas
4. Non-discriminatory employment and personnel practices
5. Professional direction for the proposed project
6. Applicant organizations may submit only one individual or collaborative proposal per year
7. Comply with regulations pertaining to federal grant recipients including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and the Drug Free Workplace Act of 1988.
8. Obtain and maintain during the Contract term all necessary licenses, permits, insurance and other approvals required by law for the provision of services. Contact OCA staff for more information about this.
9. Be able to meet the 1:1 match with awarded funding.
10. If funded in previous year's program cycle, you must be compliant with the contract in order to apply for future funding in the program. Organizations who fail to successfully complete their contract, are not eligible for funding in the subsequent funding cycle of the same program.

**Proposals will not be accepted for the following:**

1. Activities which do not have a cultural or artistic focus or whose primary focus is religious or political in nature
2. Projects planned primarily for fundraising purposes
3. Activities restricted to members or which do not benefit the general public
4. Tuition expenses
5. College/university or school projects that are part of a course or curriculum or which do not benefit the general public
6. Fellowships/grants to individuals (does not prevent purchase from individuals)
7. Scholarships, cash prizes or awards
8. Out-of-city travel
9. Underwriting of capital expenditures (buildings, land, permanent equipment or artwork)
10. Purchase of artwork
11. Activities that have occurred prior to the signing of the cultural service contract

12. Underwriting of past deficits
13. **Activities of Dallas based organizations that occur outside of the City limits are ineligible.**
14. Endowments
15. Non-contract related services, lobbying, attorney's fees, fees for penalties, and fees for incorporation or obtaining tax-exempt status
16. Alcoholic beverages and food

### **Funding Period**

Applicants should not expect to receive support through this program beyond the one-year contract period. Projects must occur between October 1, 2017 and September 30, 2018. Applicants should not expect to receive funds through this program earlier than January 1, 2018.

### **Funding Amounts**

Support will range from **\$6,000 to \$20,000** per project with the following exceptions: Organizations submitting a joint proposal are eligible to request up to \$25,000 for collaborative projects.

CPP support to an organization in a given year does not ensure City of Dallas support for subsequent years. Each year, every proposal is reviewed in competition with other proposals and the level of support, if any, is determined in the context of the proposal review criteria (merit, demonstrated need, capacity to meet program objectives, and capability to raise matching funds), and the funds available.

All funding levels are determined by the panel score and the availability of funding for the year. A funding matrix is used to determine the funding levels for organizations.

Funding levels each year are determined by the Allocations Committee of the Cultural Affairs Commission. Their funding recommendations are then forwarded to the full Cultural Affairs Commission for final approval. Funding levels will be different each year as determined by the amount of funding available, the number of organizations funded and established ceilings.

**Applicants with panel score under 70% will not be considered for funding.**

### **Matching Requirements**

Assistance received under this program will require a dollar-for-dollar match or 1:1 match. **City support will not exceed 50% of the total project(s) budget** or the organization's annual operating expense.

### **FIRST TIME APPLICANTS**

First time applicants must contact OCA staff before the application deadline. This is to ensure that the applicant is aware of the CPP requirements and any additional information that is needed.

**Note:** *The term first-time applicant refers to applicants submitting proposals to the program for the first time, as well as to applicants that have applied in the past but are not currently funded through the program.*

In addition to the funding requirements, first-time CPP applicants should submit one copy of the following:

- Status as a non-profit 501(c) (3) corporation. A copy of the organization's Internal Revenue Service letter of determination must be submitted with the completed proposal form. Failure to submit this IRS letter will result in disqualification of the proposal.
- The most recent year IRS 990 financial information.
- If applying in a non-panel year where there is no scheduled presentations then a panel will be put together for the organization in order to receive a panel score for funding.

**Exception:** A new organization after its first three years of existence may apply by the proposal deadline without providing the required IRS letter of determination as long as: (a) the organization provides a completed copy of IRS **Form 1023** and attachments as evidence that it has applied to the IRS for its 501(c) (3) status, and (b) if recommended for funding, provides the actual IRS letter of determination before the contract can be presented to the City Council.

## **APPLICATION PROCESS**

### **How Funding Applications Are Processed:**

- Staff of the Office of Cultural Affairs reviews applications to ensure they are complete and meet the criteria for the funding program
- Applications are forwarded to the Peer Review Panel for review or the Allocations Committee
- Peer Review Panel meets to discuss and score each application in meetings that are open to the public in a panel year
- All applicants for the CPP funding program are required to attend and present a brief application summary to the Peer Review Panel depending on the
- The Panel comments, scores and rankings are forwarded to the Office of Cultural Affairs staff for review and recommendation to the Cultural Affairs Commission
- The Commission recommends a level of funding for each organization, which is then forwarded to the City Council through the City Manager's Office as part of the Office of Cultural Affairs' annual budget request
- The recommended allocation will receive approval or modification by the Dallas City Council

The Cultural Affairs Commission reserves the right to designate the scope of the peer panel members it feels best suit the mission and programming of the different organizations.

## **APPLICATION DEADLINES**

**Applications must be submitted via the OCA online grant system by midnight on June 9, 2017 for the FY17-18 year.**

You can find more information via the OCA website at: [www.dallasculture.org](http://www.dallasculture.org) To find grant information click on "Programs" and then "Cultural Services Contracts." You will find information about all funding programs.

Applications and supplemental materials must be submitted via the online grant system. Hard copies of grant applications will not be accepted.

All applicants will receive a confirmation email indicating that the application has been received and is being processed. If the confirmation email is not received within 24 hours after submitting the application, contact the OCA office immediately.

**NOTE: An organization that submits a substantially incomplete application at the time of the deadline, as deemed by the Office of Cultural Affairs, will receive notification via e-mail. OCA staff will determine if the application will be eligible or rejected.**

## **Helpful Tips for Preparing Your Application**

- Read the guidelines, grant application instructions and criteria before beginning the application process.
- Plan your narrative following the questions and funding criteria. Plan your answers carefully to avoid repetition.
- Write to the funding criteria. Remember all applications are reviewed and scored based on how well the applicant meets the funding criteria.
- Don't assume. The panelists who review your proposal may have no knowledge of your organization or its programming. Make sure you describe existing and proposed programs in detail. The application should stand on its own merits.
- Avoid generalizations. Rather than stating, "We have operated a successful series of concerts for the last four years," use numbers to prove your case. For example, "We have produced six plays with 10-performance runs for the last four years to audiences ranging from 75 to 100 per each performance.
- Proofread. Before submitting your application, have at least one person proofread it. If the reader has questions, it is likely, the panel will as well. Applications that contain frequent typographical errors, poor grammar or misspelled words do not give a positive impression of the organization.

## **TWO YEAR CPP APPLICATION CYCLE**

The CPP Program is a **Two-year Application Cycle**.

- **First Year** - Interested and eligible applicants have already submitted a full CPP application and have gone through the peer panel review for the FY16/17 fiscal year. The Cultural Affairs Commission will convene a peer review panel again in May, 2017 for the FY18-19 fiscal year. The Cultural Affairs Commission will make funding recommendations for the first year based on the panel rankings, program criteria and funding availability.
- **(CURRENT) - Second Year (FY17/18; application deadline June 9, 2017):** Organizations recommended for funding in FY16/17 that are interested in and remain eligible to receive funding in FY17/18 must submit a second-year application. If you were not compliant with the contract requirements of the first year, you will not be eligible for funding consideration in the second-year of the cycle. The second-year application is streamlined and the organization will not go through a peer panel review for that year. Failure to submit the application by deadline will automatically eliminate the organization from consideration for FY17/18 funding. The Cultural Affairs Commission will make funding recommendations for the second year based on the panel rankings acquired through the first year peer review panels, program criteria and funding availability. If an organization is applying for the first time in the second year they will go through a panel presentation to receive a panel score.

Please note that this is a two-year application process, not a commitment to two-years of funding. The Cultural Affairs Commission cannot guarantee funding levels, as the Office of Cultural Affairs budget is approved on an annual basis and cannot be committed to flat multi-year funding.



The Cultural Affairs Commission and the Office of Cultural Affairs are not responsible for organizations not knowing deadlines or application processes as they will be published on the OCA website and are the responsibility of the organization.

### **Peer Review Panel**

Applications for the Cultural Projects Program are evaluated by a Peer Review Panel whose membership is taken from a list of qualified candidates nominated from the field and approved by the Cultural Affairs Commission. Any new applicants to the CPP Program will be required to do a panel review in the second year of the cycle.

Applicants must attend the Peer Review Panel to present a brief organizational/project summary and answer any questions from the panel.

Applying cultural organizations will be notified by email of the scheduled time and date for their Panel Review.

### **Presentations to the Panel**

Every organization that is applying for funding must make a presentation to the Peer Review Panel depending on the year of the cycle. Applicant organizations must be represented at the Review Panel meeting by principal representatives, e.g. the Executive Director, Artistic Director, Board President and/or a Financial Officer or other staff as determined by the organization.

The presentation times will be allotted in the following manner;

**2 minutes** – Organization will be introduced to the panel members by a Commission member

**5 minutes** – Presentation time for the organization to the Panel

**5 minutes** - Q and A time for panel members with the organization

A notice about what type of audio-visual equipment will be available for the presentation will be sent to groups prior to the panel dates.

Failure to attend the Review Panel meeting will result in the panel scoring only on the information presented in the organization's application.

### **Tier Structure**

All CPP grant applicants will be reviewed in Tier levels based on their revenue budget from the previous completed year's budget found in the application. There will be one review panel for each Tier level. Each panel will consist of a diverse group of people knowledgeable in the visual arts, dance, theatre, music, literature, film and other fields as pertains to the organizations in that Tier. The Tier Levels are as follows;

**Tier I - \$100,000 and Under**

**Tier II - \$100,001 - \$500,000**

**Tier III - \$500,001 – and up**

### **Application Criteria**

All proposals will be reviewed by the Office of Cultural Affairs staff for completeness. Organizations may be asked to revise applications as necessary. Proposals that clearly do not meet eligibility requirements will be determined ineligible for consideration. After the initial staff evaluation, a Panel or the Allocations Committee of the Cultural Affairs Commission will review all eligible proposals.

Applicants may receive up to 100 points between the review panel and the Commission. **The total of 100 points is broken into the following;**

- **80 points** - Peer Review Panel
- **20 points** – Commission / Administrative Staff

**Applicants are evaluated by the Peer Review Panel according to the following criteria for a total possible of 80 points:**

The panel will review the groups based on the following criteria:

- **Quality of Services (25 points)** – The organization exhibits a commitment to high quality standards in artistic and cultural services.
- **Impact (15 points)**– Provides a direct impact of cultural services to the Dallas community.
- **Management (20 points)** – The organization has the fiscal stability to perform the proposed services in a reliable manner, as evidenced in its financial history, budgets and management.
- **Overall (10 points)**– The organization performs in a professional manner and provides an important cultural presence in the City of Dallas. The citizens of Dallas will benefit from this cultural organization.
- **Cultural Diversity (10 points)**- The organization has demonstrated a commitment to cultural diversity in all aspects of its operations such as board, staff, programs, audiences and outreach.

**Applicants are also scored by the Cultural Affairs Commission and the OCA Administrative staff for a total possible of 20 points:**

- **Operation Management (10 points)** – Organization has performed in a reliable manner in the past in terms of fiscal condition and sustainability.
- **Board and Staff Diversity (10 points)** – It is the City of Dallas' cultural policy to contract with cultural organizations that demonstrate a commitment to diverse community representation on their boards and staffs.

The panel's rating and recommendation are forwarded to the Allocations Committee of the Cultural Affairs Commission for review. The Commission recommends a level of funding for each organization taking into consideration the panel rating, funding projections and contract compliance of organizations currently funded. **It is the policy of the Cultural Affairs Commission to recommend funding organizations who have demonstrated excellence. Organizations who do not meet the baseline panel score of over 70%, as determined by the Allocations Committee, will not be considered for funding.**

These recommendations are reviewed (in sequence) by the Allocations Committee of the Cultural Affairs Commission, the full Cultural Affairs Commission, and the City Manager prior to City Council approval of the budget. Once the City Council has authorized the budget, a letter of notification will be emailed to the applicant. Awards are not final until budget approval by City Council. Applicants approved for funding will be asked to sign a Cultural Services Proposal. Payment for any projects cannot be processed without the completion of Cultural Service Proposal.

## **CONTRACTS AND INVOICES**

If an organization's panel score and review leads to a funding level being recommended by the Cultural Affairs Commission, an email will be sent to the organization after the City Council has approved the year's budget.

### **Signed Contract Time Frame**

It is required that all awarded organizations provide **three** copies of the signature page of their CPP contract with the wet/original signature of the responsible official for the organization.

The following lists the CPP contract process before payment can be made;

- The Scope of Work (SOW) for the contract is approved by the organization. **The Scope of Work must be approved by the organization no later than one week after receiving them.**
- Organizations receive the Insurance Requirements from Risk Management per their contract and SOW. **Organizations have up to 30 days from the day they receive the Insurance Requirements to provide their Certificate of Insurance (COI) to OCA.**
- Contracts are sent to the organization for signatures. **Signed contracts must be returned to OCA no later than two weeks after they are received.**
- When signed CPP contracts have obtained a memorandum of compliance from the Office of Risk Management stating insurance requirements have been met, CPP contracts go to City Hall for the signatures of the City Manager and the City Attorney. (City Hall signatures normally take from 4-6 weeks)
- When the contract has been returned to OCA and has been approved by the Purchasing department the first invoice is sent to the organization upon completion of contract deliverables.
- Organizations that don't adhere to the above stated time frames for SOW approval, contract signature pages or providing their COI can risk termination of their CPP funding as determined by OCA staff.

### **Invoices**

Payments will be made in installments as determined by the time frame and scope of work of the project. A portion of the funding will be held until the final report is submitted.

### **Insurance**

Insurance coverage will be required for funded FY17-18 CPP organizations. Funds cannot be released without evidence of the required insurance. Proof of insurance must meet the specific terms of the CPP contract. **As soon as the coverage requirements are made from Risk Management funded CPP organizations will be notified.** Failure to meet insurance requirements will be reported to the Cultural Affairs Commission and could possibly result in contract termination. (For more information on insurance coverage and amounts required, please contact Charla Sanderson at 214.670.4065 or email to [charla.sanderson@dallascityhall.com](mailto:charla.sanderson@dallascityhall.com).)

Below is a sample of the types of insurance that may be required, but not limited to:

#### **General Liability**

Commercial General Liability Insurance including, but not limited to, Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability with minimum combined bodily injury (including death) and property damage limits. The following endorsements shall be added in favor of the City of Dallas: 1) Additional Insured, 2) Waiver of Subrogation and 3) 30-Day Notice of Cancellation.

### **Auto Liability**

If vehicles will be used in the performance of services under the contract - Business Automobile Liability Insurance covering owned, hired, and non-owned vehicles, with a minimum combined bodily injury (including death) and property damage limit. The following endorsements shall be added in favor of the City of Dallas: 1) Additional Insured, 2) Waiver of Subrogation and 3) 30-Day Notice of Cancellation.

### **Workers' Compensation**

If the Artist's employees are performing services under the contract at a City owned facility - Workers' Compensation within the regulations of the Texas Workers' Compensation Act as well as Employers Liability. The following endorsements shall be added in favor of the City of Dallas: 1) Waiver of Subrogation and 2) 30-Day Notice of Cancellation.

### **Abuse and Molestation**

If the organization is doing programming for children under 18 years of age or senior citizens.

### **Certificates of Insurance**

Certificates of Insurance must be written by a company licensed to do business in the State of Texas at the time the policy is issued and be acceptable by the City.

All insurance contracts and certificate(s) of insurance will contain and state, in writing, the following required provisions:

- a. Name the City of Dallas and its officers, employees and elected representatives as additional insureds to all applicable coverages.
- b. State that coverage shall not be canceled except after thirty (30) days written notice to:
  - (i) Office of Cultural Affairs, Attention: Charla Sanderson, Project Manager, 1925 Elm #400, Dallas, Texas 75201 and
  - (ii) Director, Office of Risk Management, 1500 Marilla, 6A-South, Dallas, Texas 75201.
- c. Waive subrogation against the City of Dallas, its officers and employees, for bodily injury (including death), property damage or any other loss.
- d. Provide that the organizations insurance is primary insurance as respects the CITY, its officers, employees and elected representatives.
- e. Ensure that all certificates of insurance identify the service or product being provided and name the City department shown in **REQUIRED PROVISIONS** as the Certificate Holder.
- f. 30 day cancellation clause obligating the insurance company to notify the Office of Cultural Affairs of cancellations or material changes.

### **Final Reporting**

A final report on the project should be submitted to the OCA within 30 days after the project's completion as stated in the contract. The final report includes an itemized amount of project expenditures and revenue, and a narrative summary of the project. Samples of promotional materials and programs / playbills relating to the project are required. **Failure to submit the final report within 30 days of project completion will jeopardize future funding.**

## **Cultural Diversity**

It is the intent of the City's cultural policy to contract with cultural organizations that demonstrate a commitment to diverse community representation on their boards and staffs. In addition, the organizations are expected to demonstrate a commitment to cultural diversity in all aspects of their operations and programming.

## **Logo and Credit Line**

Arts organizations awarded City of Dallas contracts for cultural services must include the following credit line and logo in at least one publication, program, press release, season brochure, lobby display, advertising or mode of public communication:



“(Name of your organization/program) is supported in part by the City of Dallas Office of Cultural Affairs.”

It is imperative that the residents of Dallas know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in this City. All contractors must recognize the OCA in the same manner in which it recognizes other contributors in terms of benefits, type size on publications, and frequency of acknowledgment.

The OCA logo can be downloaded from our website: [www.dallasculture.org](http://www.dallasculture.org), click on “Programs” and then “Cultural Services Programs” scroll down to the bottom of the page where you will find several different downloadable versions of the OCA logo.

## **Social Media Recognition for your Funded Project with OCA**

In social media promotions related to any project being funded you can tag City of Dallas Office of Cultural Affairs and utilize preferred hashtags when appropriate. See Dallas Culture handles, preferred hashtags and recommendations for social media engagement below.

### **Twitter**

- Through professional and/or personal accounts follow Dallas OCA Twitter account <https://twitter.com/dallasculture>
- When making posts about your project tag us in your tweet by using our handle @dallasculture
- Include the hashtags: #dallasculture #liveart #oca

### **Facebook**

- Through professional and/or personal pages, “like” the City of Dallas Office of Cultural Affairs Facebook page <https://www.facebook.com/dallasculture>
- When making posts about your project, tag in them @City of DallasOffice of Cultural Affairs
- Tag @City of DallasOffice of Cultural Affairs in any photos/videos you post related to your project. Be sure to share photos on the Dallas Culture page as well
- Utilize the #dallas culture #liveart #oca hashtags on Facebook posts of your project

## CPP Definitions

### **OPERATING REVENUE**

**Admissions:** Funds earned from subscription, group and single ticket sales

**Tuition/Workshop Fees:** Funds earned from adult/student attendance

**Contracted Services Revenue:** Funds earned from sponsors for performances, exhibitions, residencies, optional services and consultations

**Auxiliary Activities:** Funds earned from concessions, gift shop sales, parking, publications, rentals and advertising

**Memberships:** Funds earned from services provided to members

**Government Grants:**

**Federal** (i.e. NEA, NEH, IMS, CDBG)

**State** (i.e. TCA and TCH)

**Local** (funds from other municipalities, NOT City of Dallas)

**Endowments:** Funds distributed from the organization's own endowment fund if used in the operating budget

**Interest:** Revenue from interest-earning accounts or investments

**Other Income:** Grants from TACA, The 500, Inc., revenue from galas and sources other than those listed above

### **OPERATING EXPENSES**

**Personnel Salaries/Benefits:** The total amount of wages and benefits for full or part-time employees of your organization (not consultants, see below). Include FICA, health insurance costs, pension and other employee-related benefit costs

**Administrative/General:** Wages/Benefits paid to employees involved in administrative and general support of the organizations, such as executive director, financial officer, development staff, clerical staff and other administrative support personnel. NOTE: If an employee's time is split between Administrative, Artistic, Technical and or Program Services, be sure to allocate the wages/benefits to the proper categories

**Artistic:** Wages/Benefits paid to employees as curators, artistic directors, conductors, choreographers, composers, graphic artists, actors, dancers, singers, musicians, instructors, designers, video artists, film makers and photographers

**Technical/Production:** Wages/Benefits paid to technical management staff and such employees as technical directors; stage, lighting and sound crews; wardrobe; preparators; video and film technicians

**Program Services:** Wages/Benefits paid to program services staff and such employees as program coordinators and outreach staff

**Outside Professional Services:** Honoraria, stipends, commissions or fees to any person not on the organization's salaried staff. These services may be in any of the four areas of administrative, artistic, technical/production or program services described above

**Travel:** All costs directly related to organization's personnel travel, guest artists, consultants, etc. Include fares, lodging expenses, food, taxis, gratuities, per diem, tolls, parking, mileage, personal vehicle allowances, and car rentals

**Shipping:** Freight charges for visual art exhibitions, and performance materials/items

**Telephone:** Fees for local and long distance calls, installation, and repairs

**Equipment Rental:** Costs for rented office equipment and production equipment (cameras and lighting)

**Space Rental:** Include offices, rehearsal, theater, gallery, hall, warehouse or other fees paid for use of buildings

**Utilities:** Electricity, gas, water

**Other Rentals:** Rental fees for visual arts exhibitions and films, other performance/exhibition materials

**Marketing/Promotions/Printing:** Fees for printing and mailing (including postage and mailing service costs) of announcements, mailers, brochures, catalogs, tickets, programs, and/or costs for newspaper and broadcast advertising used to encourage attendance at events and to encourage earned or unearned income

Do Not include payments to individuals or firms that belong under Personnel Salaries/Benefits or Outside Professional Services

**Supplies/Materials:** Cost of office supplies, scripts, scores, photographic supplies, materials for sets/props/costumes, food and maintenance supplies

**Insurance:** Property, casualty, liability insurance. Call Charla Sanderson at (214) 670-4065 if you have any insurance questions

**Other:** Any operational expenses not covered above. For groups using cash based accounting, non-capital debt reduction should be reported here

