To: Tacoma Arts Commission

From: Amy McBride, Tacoma Arts Administrator

Re: November 10, 2014 Tacoma Arts Commission Meeting

Hello everyone:

We have a very full agenda including review of TAIP and Anchor Fund guidelines, funding allocations and Executive Leadership nomination. We have summarized the issues and proposed changes and ask that you please read this over and review the guidelines in advance so we are sure to get through the agenda in a timely manner.

Clarifying information about these items can be found below.

FUNDING ALLOCATION
It is the Arts Commission's role to determine the distribution of funds from the allocation identified for each of our funding programs: Arts Anchor Fund, Arts Projects, and Tacoma Artists Initiative Program (TAIP). The total funding available to these programs for the 2015-16 biennium is $395,000. This is the same level of funding as we had in the 2013-14 biennium.

For context:

In 2011-12, the Commission redistributed the following allocations totaling $405,000

• $45,000 Tacoma Artists Initiative Program	11%
• $95,000 Arts Projects	23%
• $265,000 Anchor Fund	65%

In 2013-14, the Commission redistributed the following allocations totaling $395,000

• $40,000 Tacoma Artists Initiative Program	10%
• $100,000 Arts Projects	25%
• $255,000 Anchor Fund	65%

For 2015-16, staff recommends maintaining the same distribution levels as used in 2013-14.

The following information outlines the main proposed edits to the 2015-16 Guidelines and Application for TAIP and Arts Anchor Fund. As you recall, you approved the 2015 Arts Projects guidelines at the September meeting. A PDF of the "tracked changes" of these two forms is in your packets as well.

TACOMA ARTISTS INITIATIVE PROGRAM GUIDELINES AND APPLICATION
Most of the paperwork remains the same with updates to dates, minor edits to number of application packets to be submitted, and grammar/formatting corrections.

The more significant changes include:

1. Page 1, under "Eligibility" section
    a. Addition of a URL for a map of the official city limits of Tacoma to allow applicants to self-check residency eligibility
2. Page 2, under "Non-Discrimination" section
    a. Updated the non-discrimination policy language to be consistent with the City's ordinance language – deleted "or the presence of any sensory, mental or physical handicap" and replaced with "honorably discharged veteran or military status, or disability"
3. Page 4, under "Proof of Residency" section
    a. Addition of a URL for a map of the official city limits of Tacoma to allow applicants to self-check residency eligibility
4. Page 5, under "Visual Arts" section
    a. Changed heading to "Digital Images"
    b. Updated directions for how to submit digital image work samples via CD-R, email, or DropBox.com. This language is the exact same language as was used in the 2015 Arts Projects application, as approved at the September Commission meeting.
5. Page 5, under "Performance or New Media" section
    a. Updated directions for how to submit work samples via DVD or URL. Or, if it is not legally feasible for an applicant to submit a video sample, they can submit in an alternate format (a combination of still images, critical reviews, and audience surveys). This language is the exact same language as was used in the 2015 Arts Projects application, as approved at the September Commission meeting.
6. Page 6, under "Music/Sound Art" section
    a. Updated directions for how to submit audio work samples via CD or URL. This language is the exact same language as was used in the 2015 Arts Projects application, as approved at the September Commission meeting.
7. Page 7, under "I am submitting a Work Sample in the following format" section
    a. Replaced the former four options (CD, DVD, audio CD, Manuscript) with a revised check box layout what will better reflect the new work sample submission options:
        Digital Images submitted via:
        ❑ CD-R ❑ Email ❑ DropBox.com
        Performance or New Media submitted via:
        ❑ DVD ❑ URL ❑ Alternative format
        Music/Sound Art submitted via:
        ❑ CD-R ❑ URL
        Literary Arts:
        ❑ 8 copies of a manuscript
8. Page 8, under "Project Budget" introduction at the top of the page
    a. Added additional language to help underscore importance of listing in-kind support. Proposed new language is: "Besides TAIP funding, successful projects rely on a mix of cash support and in-kind goods and services. In-kind goods and services can include, but are not limited to, donated services, artist's time, materials, venue, and other items that have a value, but for which no cash will be paid."

ART ANCHOR FUND GUIDELINES AND APPLICATION

Much of the paperwork remains the same with updates to dates (note that the Panel Review date has not been set yet and will be determined based on the availability of panel members) and grammar corrections.

More significant changes include:

1. Page 2, under "Non-Discrimination" section
    a. Updated the non-discrimination policy language to be consistent with the City's ordinance language – deleted "or the presence of any sensory, mental or physical

handicap" and replaced with "honorably discharged veteran or military status, or disability"
2. Page 4
    a. Added a new step before "Step 8 – Evaluation", called "Quarterly Reporting" with the following description:
        Organizations must submit brief quarterly reports. A Quarterly Report form will be provided which requests the following information for all events and for Tacoma-based events only:
        · Number of unduplicated events for the quarter
        · Total number of times events ran during the quarter
        · Total actual attendance for the quarter
    b. For the "Evaluation" step, updated the bullet points to better reflect what information is requested in the Final Reports organizations must fill out at the end of each calendar year.
    c. Changed the final step from "Reporting & Payment" to just "Payment"
3. Page 5, under "Application Checklist"
    a. Noted a preference for audited final financial statements, if possible
4. Page 6, under "Application Narrative" section
    a. Added clarifying language to the section header to explain that applicants do not have to write their narrative question-by-question. Proposed language is: "Listed below are possible questions to consider when addressing the three evaluation criteria. You do not need to answer every question as listed, as long as you are fully addressing the criteria."
5. Page 7, under "Visual Arts" section
    a. Changed heading to "Digital Images"
    b. Updated directions for how to submit digital image work samples via CD-R, email, or DropBox.com. This language is the exact same language as was used in the 2015 Arts Projects application, as approved at the September Commission meeting.
6. Page 7, under "Performance or New Media" section
    a. Updated directions for how to submit work samples via DVD or URL. Or, if it is not legally feasible for an applicant to submit a video sample, they can submit in an alternate format (a combination of still images, critical reviews, and audience surveys). This language is based on the language as was used in the 2015 Arts Projects application, as approved at the September Commission meeting, with the allowance for more samples to be submitted.
7. Page 7, under "Music/Sound Art" section
    a. Updated directions for how to submit audio work samples via CD or URL. This language is the exact same language as was used in the 2015 Arts Projects application, as approved at the September Commission meeting.

NOMINATIONS FOR 2015 EXECUTIVE COMMITTEE

You will have the chance to make nominations for the Commission's Chair and Vice Chair positions for 2015. The Commission will be voting on these positions at the December meeting.

Many thanks and see you soon!