To: Tacoma Arts Commission

From: Naomi Strom-Avila, Cultural Arts Specialist

Re: November 13, 2018 Tacoma Arts Commission Meeting

Hello everyone:

We have a very full agenda including review of TAIP and Anchor Fund guidelines, funding distribution and Executive Committee elections. 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.

COMMISSION EXECUTIVE COMMITTEE ELECTIONS

We have received and confirmed nominations for the 2019 Chair and Vice Chair positions as follows:

- Chair nominations – Heather Conklin
- Vice Chair nominations – Rosie Ayala

You will vote on these positions at the meeting.

2019-20 FUNDING DISTRIBUTION

It is the Arts Commission's role to determine the distribution of funds to each of our funding programs (Arts Anchor Fund, Arts Projects, and Tacoma Artists Initiative Program) from the allocation identified. We have $395,000 in funding to re-distribute in 2019-20 (the same amount as we had in the last three budget cycles.)

For context, in 2013-14, 2015-16, and 2017-18, the Commission redistributed the $395,000 funding allocation as follows:

Funding Program	Year 1	Year 2
Tacoma Artists Initiative Program	$40,000	
Arts Projects	$50,000	$50,000
Anchor Fund	$255,000	

If Tacoma Creates does not pass in the November 6th elections, then staff recommends maintaining these same funding distribution levels.

If Tacoma Creates passes in the November 6th elections, then staff recommends:

- changing Anchor Fund to a 1-year funding program at half the currently allocated budget. This will help bridge funding for first year until Tacoma Creates funding kicks in. After the one-year cycle, the Anchor Fund program would be discontinued.
- Increasing the amount of funding overall for TAIP (exact amount to be discussed by TAC)
- Increasing the amount of funding overall for Arts Projects in 2019 and 2020 (exact amount to be discussed by TAC)
- In 2020, create two tiers of Arts Projects funding:
  - Tier 1: established projects/orgs with the funding range from $5,000 - $10,000
  - Tier 2: start-up projects/orgs with a fixed funding of $3,000

Funding Program	Year 1	Year 2
Tacoma Artists Initiative Program	$TBD	
Arts Projects	$TBD	$TBD Tier 1
		$TBD Tier 2
Anchor Fund	$130,000	Discontinued

TACOMA ARTISTS INITIATIVE PROGRAM (TAIP) GUIDELINES AND APPLICATION

Your packet contains a PDF draft of the 2019-20 TAIP funding guidelines and application. We will go over the main suggested edits at the meeting but please review the document ahead of time as we will not have time to go through it in detail.

Here are the main updates being suggested:

- In Eligibility section –
  - Integrated Legal Requirements into the Eligibility section including: access, legality, non-discrimination, and acknowledgement of City funding.
  - Providing clearer definition of what TAIP does not support
- In How to Apply section –
  - Narrowed Narrative Responses to two questions
  - Converted Budget Page to an Excel file
  - Added in a Preliminary Application Feedback option
- In the Evaluation Criteria section –
  - Added in Equity to Community Impact as one of the evaluation criterion and added definition of how Equity would be looked at in this application
  - Adjusted weight of each evaluation criteria to: Artistic Merit 50%, Community Impact and Equity 30%, Capacity to Complete the Program 20%
- In the Work Samples section –
  - Simplified submission instructions. Deleted option to submit audience surveys as a form of work sample for Performance and New Media

ARTS ANCHOR FUND GUIDELINES AND APPLICATION

Your packet contains a PDF draft of the 2019-20 Arts Anchor Fund guidelines and application. We will go over the main suggested edits at the meeting but please review the document ahead of time as we will not have time to go through it in detail.

Here are the main updates being suggested:

- o In Eligibility section –
    - Deleted stated requirement to match Anchor Funding at least $1:$1 with other cash support. This should not be necessary since all applicants must already have an annual operating budget of at least $250,000, which far exceeds the $1:$1 match requirement.
    - Deleted "Shows evidence of leadership, contribution, and advancement in its field." This is not so much an eligibility criterion that they can answer definitively with a yes/no as something they need to demonstrate and the panel can judge on in the Narrative and Evaluation Criteria section.
    - Deleted "Exhibits ongoing stability of management, staff, board, fiscal operations, and community support." This is not so much an eligibility criterion that they can answer definitively with a yes/no as something they need to demonstrate and the panel can judge on in the Narrative and Evaluation Criteria section.
    - Integrated Legal Requirements into the Eligibility section including: access, legality, non-discrimination, and acknowledgement of City funding.
- o In How to Apply section –
    - Dropping need to submit copy of 501(c)3 determination letter and business license. These can be accessed easily if we need to confirm them.
    - Dropping need to submit Marketing samples – these are rarely looked at by the panel. Instead, asking applicant to address marketing more heavily in the narrative section.
- o In the Evaluation Criteria and Narrative Responses Guidelines section –
    - Combined these two formerly separate sections to make it easier to see what the panel will be judging on and what they should be responding to.
    - Added in Equity as a new evaluation criterion
    - Adjusted some narrative prompts for each criterion based on past panel feedback
    - Adjusted weight of each evaluation criteria to: Artistic Excellence 40%, Equity 20%, Management Performance 20%, Audience Development & Community Impact 20%
- o In the Work Samples section –
    - Simplified submission instructions. Deleted option to submit audience surveys as a form of work sample for Performance and New Media

Many thanks and see you soon!