

To: Tacoma Arts Commission
 From: Amy McBride, Tacoma Arts Administrator
 Re: December 10th Tacoma Arts Commission Meeting

Hello everyone:

Happy Holidays! I look forward to seeing everyone on Monday. There are a few items on the agenda that we would like to queue up for you in advance, namely the funding guidelines and funding allocations.

It is the Arts Commission's role to determine the distribution of funds for each of our funding programs: Anchor Fund, Arts Projects, and Tacoma Artists Initiative Program (TAIP). The total funding available to these programs for the 2013-14 biennium is \$395,000. This is \$10,000 less than the \$405,000 we have distributed in the past several biennia, but more than the reduction we implemented this biennium because we had to reduce contracts by about \$13,000.

For context:

In 2011-12, before reductions, you redistributed the following allocations totaling \$405,000

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

Staff makes the following redistribution recommendations to begin discussion of the 2013-14 budget.
 Total funding allocations: \$395,000

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

*In addition to this distribution, we suggest your consideration to make the funding ranges for Anchor Fund higher. Currently, funding ranges from \$6,000 - \$15,000 per year (\$12,000 - \$30,000 per biennium). Recent changes in the guidelines reduced the number of eligible applicants from 12 to 9 this past biennium and the Commission raised the top of the threshold to \$20,000 per year (\$40,000 per biennium) in 2011. We recommend increasing the range of possible funding to a minimum of \$10,000 and maximum of \$20,000 per year (\$20,000 - \$40,000 per biennium). You will see this range in the proposed edits to the guidelines.

Tacoma Artists Initiative Program

One thing we would like to open up for consideration again is making one flat funding award (e.g. \$2,500) vs. having a funding range of \$1,000 - \$5,000. This would alleviate the panel from having to tinker with funding levels and guessing if projects could be done for less than the artist requested. It would also allow the artists to know ahead of time exactly what their budget would be if they were funded and thus allow

for a more accurate scope of work. *This consideration is not reflected in the TAIP funding guidelines as presented.*

Arts Projects

We recommend increasing the allocation to Arts Projects to \$100,000 (\$50,000 per year) for a couple reasons. This program supports a large number of diverse projects throughout our community, demand is increasing and several former Anchor Fund organizations are now competing in this category due to changes in Anchor Fund eligibility requirements introduced last biennium.

Naomi has put together the following information specifically related to the edits to the 2013-14 Guidelines and Application for TAIP and Anchor Fund. As you recall, you approved the Arts Projects at the October meeting. She has included the “tracked changes” in your packets as well.

TAIP Guidelines and Application –

Much of the paperwork remains the same with updates to dates, grammar corrections, clarification of language, and changes to maintain consistency in terminology. We have also added several instances to clarify that funding is not guaranteed and is based on availability of funds and review of each application as measured against the evaluation criteria; this is consistent with changes made to the Arts Projects funding application as approved at the October Commission meeting. More significant changes include:

1. Page 2, under “Project Requirements, Creation of New Work” section
 - a. Encouraging but not requiring participation in Art at Work Month
2. Page 3, we have updated the “Capacity of Complete the Program” section to better align with new contracting standards of the City as follows:
 - a. feasibility of the budget as demonstrated in the proposed project budget and through additional sources of funding. Project completion should not rely solely on TAIP support.
 - b. written agreement from the agency hosting the public component
 - c. a plan for documenting and self-evaluating the project
3. Page 8
 - a. under “Project Income” budget column, replacing subject prompts with blank fields for applicants to fill in with specific info
 - b. rewording “How will your project be affected if you do not receive full funding from the Tacoma Arts Commission?” to “Full funding is not guaranteed. How will you scale your project if you do not receive full funding from the Tacoma Arts Commission?”
 - c. Inserting a new text box asking "How will you document and evaluate your project and public component?"

Arts Anchor Fund Guidelines and Application –

Much of the paperwork remains the same with updates to dates, grammar corrections, clarification of language, and changes to maintain consistency in terminology. We have also added several instances to clarify that funding is not guaranteed and is based on availability of funds and review of each application as measured against the evaluation criteria; this is consistent with changes made to the Arts Projects funding application as approved at the October Commission meeting. More significant changes include:

1. Page 2

1. under the "Non-Eligibility" section: Delete the rule restricting City of Tacoma employees from being Executive Director and/or executive board members of the applicant organization
2. under the "About the Money" section: Consider whether to adjust the minimum and maximum funding levels (e.g. – adjust current annual range of \$6,000 - \$15,000 to \$10,000 - \$20,000)
2. Page 4
 1. Replacing the pre-application workshop with an optional one-on-one meeting with the Arts Administrator
 2. Creating a more defined step for Evaluation (the same info was previously included under Reporting & Payment but in the revisions is being called out as its own step.
3. Page 5, under "Format" – requiring 1.5 line spacing (per the request of last biennium's panel members)
4. Page 6
 1. Consider what length of narrative to allow. In the past it has been 3 pages at single line spacing. In moving to 1.5 line spacing, we should allow at least 4.5 pages. Past applicants have requested more flexibility in number of pages permitted.
 2. In an effort to streamline the narrative section, we are suggesting deleting and/or combining some of the narrative questions as follows:
 1. Artistic Excellence section
 1. Delete "How does the organization fulfill that mission" – the applicant will talk about this throughout the entire application
 2. Update question two to say "What programs and services does the organization provide to the citizens of Tacoma and how do these strengthen the mix of artistic offerings in the community?"
 3. Delete question three as it is integrated into question two
 4. Delete "How does the organization exhibit advancement and leadership in its field?" – the applicant should be talking about this throughout the entire application if they are doing it
 2. Management Performance section
 1. Delete question 1 as this information can be found in the Resumes/bios of key artistic and managerial staff part of the application
 2. Delete part of question 5 as this info can be found in the Financial Information Form part of the application
 3. Audience Development & Community Impact section
 1. Delete question three; it is integrated into question four
 2. Update question four to say "How does the organization participate with the community and other organizations, both within the 'walls' of the institution and beyond it?"
 3. Update question five to say "How do you encourage diversity within your organization?"
 4. Delete question six – the applicant should naturally be covering this in their entire application

And finally you will be electing your 2013 Executive Committee

At the December meeting, Commissioners will be voting for the Commission's Chair and Vice Chair positions for 2013. As of this time, the nominations we have are:

- Robin Echtle for Chair
- Traci Kelly for Vice Chair

We have a very full agenda and want to be sure we are able to get through it in a timely manner, so please read this over and review the guidelines in advance. Many thanks and see you Monday.