

Boulder Arts Commission Agenda
January 20, 2016, 6:00 p.m.
Canyon Meeting Room, Boulder Public Library

CALL TO ORDER

Approval of Agenda

REVIEW OF MINUTES

December 16, 2015

PUBLIC COMMENT AND COMMISSIONER RESPONSE

GRANT PROGRAM ACTION ITEMS

GRANT FINAL REPORTS

BCAA: NoBo Art District, FY15 Major Grant, PLACE: Placemaking by Art and Community Engagement

Boulder Philharmonic Orchestra, FY15 Major Grant, Masterworks Opening Concert

Boulder Museum of Contemporary Art, FY14 R2 Arts in Education Grant, Art Stop on the Go

Ana Maria Hernando, FY15 R2 Spark Grant, The Salka Poetry Project Podcast

David Leserman, FY15 R2 Spark Grant, Sans Souci Festival of Dance Cinema 2015

Motus Theater, FY15 Major Grant, SALSA

Viki Psihoyos, FY15 R2 Spark Grant, Dance for Parkinson's

MATTERS FROM COMMISSION MEMBERS

MATTERS FROM STAFF

FOR DISCUSSION: Manager's Update

FOR DISCUSSION: Workshop on Operational Grants Jury

FOR DISCUSSION: Draft Innovation Grant Application

ADJOURNMENT

**CITY OF BOULDER
DRAFT BOULDER ARTS COMMISSION MEETING MINUTES**

Date of Meeting Wednesday, December 16, 2015, at the Main Library

Contact Information Preparing Summary Greg Ravenwood, 303-441-4397

Commission Members Present Richard Turbiak, Linda Haertling, Ann Moss, Felicia Furman

Library Staff Present

Matt Chasansky, Office of Arts and Culture Manager
Greg Ravenwood, BAC Cultural Grants Coordinator
Mary Fowler, Creative Sector Initiatives Coordinator
Suzi Lane, Library Administrative Assistant

Public Present Chris Seelie, Scott Johnson

Type of Meeting Regular

Call to Order The meeting was called to order at 6:02 p.m.

Review of Minutes

Haertling motioned to approve the November 18, 2015, meeting minutes; Moss seconded and the minutes were approved unanimously.

Public Participation

None.

Grant Program Action Items

Grant Budget Reports

The final reports for Boulder County Arts Alliance (fiscal sponsor of Jaipur Literature Festival) FY15 Open Grant, Jaipur Literature Festival at Boulder; Monica Dionsyiou, FY15 R2 Spark Grant, Paper Glass; Clay Hawkley, FY15 R1 Spark Grant, Hitch Gallery; Scot Johnson, FY15 R3 Spark Grant, World Singing Day Boulder; Tamara Meneghini-Stalker, FY15 R3 Spark Grant, How I Learned to Drive by Paula Vogel; Chrissy Nelson, FY15 R3 Spark Grant, Summer & Fall Fieldwork 2015; 3rd Law Dance Concert, FY15 Major Grant, Fall 2015 Dance Concert, were reviewed in advance of the meeting.

Furman requested that images of the Hitch Gallery project be added to its digital report. Ravenwood offered to access photos from the project website and add them to the report. Haertling motioned to approve all of the reports; Furman seconded and the reports were approved.

Matters from Commission Members

Turbiak introduced discussion on the BAC's letter regarding the Scientific Cultural Facilities District tax reauthorization. Turbiak noted revisions to the letter since the November BAC meeting, including the attachment of a suggested draft of a resolution supporting the reauthorization. Moss motioned to approve the letter with the resolution attached; Furman seconded and the motion passed unanimously.

Turbiak introduced discussion on the goals letter to City Council from the Arts Commission and noted revisions to the letter since the November BAC meeting. Haertling motioned to approve the letter and Furman seconded; the motion passed unanimously.

Matters from Staff

Chasansky reviewed topics on the Community Cultural Plan's implementation and ways the commissioners could provide information to the public about the CCP and its various elements as well as the next steps being taken to roll them out. He noted the public art coordinator position had been posted and would close to applicants on the coming Monday, December 21. Moss requested a summary sheet be provided to the commissioners that detailed the grants program and its offerings. Chasansky noted the grants workshop had taken place in the library's Canyon Theater on December 7 with Turbiak and Furman leading discussion with about 70 potential grant applicants who were in attendance.

Fowler introduced discussion on the grant categories as they were being constructed to offer to the public. She spoke first on the Community Project Grant, reviewing its eligibility requirements, schedule of deadline and review, and other details. She then reviewed similar details on the Arts Education grant category. Moss inquired about lifelong learning options for the grant, rather than focusing solely on children in school systems. The commissioners discussed the pros and cons of the Arts Education being offered to children or a broader spectrum of students. Turbiak noted that the newly appointed commissioner for 2016 would not be able to review the project grants due to the timing of the process. Chasansky took notes on the changes and issues raised and agreed to work them into the grant categories.

Chasansky introduced discussion of the arts commission roles and responsibilities and also the potential to alternate meeting locations in anticipated 2016 BAC business, as detailed in his manager's memorandum.

Adjournment

The meeting was adjourned at 7:47 p.m.

Date, Time, and Location of Next Meeting: The next Boulder Arts Commission meeting was scheduled to be held at 6 p.m. on Wednesday, January 20, 2016, in the Canyon Meeting Room of the Main Library's north wing.

APPROVED BY:

ATTESTED:

Board Chair

Staff Secretary

Date

Date

TO: Members of the Boulder Arts Commission
FROM: Matt Chasansky, City of Boulder Office of Arts + Culture
DATE: January 14, 2016
SUBJECT: Boulder Arts Commission Manager's Update



1. Notes on the Agenda for January 20, 2016:

- Jury Workshop for Review of Operational Grants

This workshop will give the commissioners the opportunity to align their approach to the jury process. We will be discussing three components of selection:

- A. Managing Document Review
- B. Use of the Scoring System
- C. Steps in the Selection Process

Attached are the principals of organizational funding from the Community Cultural Plan which are foundational to these grants, and should form the basis of our discussion.

- Innovation Fund Draft Application

Attached please find draft versions of the online application for the Innovation Fund. We will be seeking your questions and input before it goes live.

2. Staff Updates:

City Council will hold its annual retreat on January 22 - 23. The agenda will include responses by Council members to the programs in the Community Cultural Plan. We expect to receive guidance after that meeting that will affect our 2016 work plans.

Staff continues to participate on the Boulder Valley Comprehensive Plan and Civic Area working groups.

- Grants, Organizational Support & Programs

The applications for operational grants are live. Staff has been both providing customer service to applicants as well as preparing the jury system and preparing the applications for the next round of grants (see below).

We have contracted with Americans for the Arts (AFTA) to participate in the Arts & Prosperity V study. Staff has begun planning work, and a search for a work-study position from CU to serve as research assistant is underway. Please note that this will be an enormous effort, and we will be asking for your help to get the word out about this important metric for understanding the health of Boulder's cultural participation, creative tourism, and creative sector.

- Public Art & Neighborhood/Community Programs

The hiring process for a public art coordinator is underway. We expect to complete the process and offer the position to the selected candidate in early February.

Progress continues on the Civic Area public art implementation plan. The Civic Area Team is now incorporating sites for public art, as well as addressing cultural programming implications.

Work began this month on the redrafting of the Public Art Policy.

Work continues on the Development Fees research project to investigate a private mandate for public art. A working group has formed and will begin their process in early February.

Current public art projects still in process include the *Experiments in Public Art Series*, a commission by Ken Bernstein for the 29th & Valmont intersection (concept phase), a commission by Andy Dufford/Chevo Studios adjacent to the Wonderland Creek Path (design phase), and a commission by Christopher Muller and Ken Bernstein at the Diagonal Highway (design phase).

- Creative Economy & Creative Professionals Programs

Conversations have begun with other city agencies on next steps for the municipal recognition of the NoBo Art District.

Staff will be considering a transition for the Dance Bridge website and programs in the coming weeks.

- Civic Dialog & Youth Programs

Staff members have begun to prepare a communications plan including revisions to the website.

Staff continues to plan the community outreach for the public launch of the cultural plan, including a community celebration being planned for a date in March.

- Coming Up

Jan 26, 5:30 PM – Grants Coaching Workshop – Canyon Theater

Feb 5 – Results of Jury for the Large Organization Grants released on boulderarts.org.

Feb 10 – Deadline for Small Organization Grants.

Mark Your Calendars:

Feb 22 – Cultural Summit – Main Library, Boulder Creek Room

Advantages of Operational Funding



- Operational grants strengthen the non-profit arts infrastructure within Boulder and deepen the working relationship between the city/BAC and the core grantees.
- Operational grants will maintain the autonomy of grantees, allowing them to allocate the dollars to their most pressing needs.
- Operational grants will be predictable over time, helping organizations maintain continuity of services to their communities.
- Because the funds are flexible, grantees can use the awards in more opportunistic or entrepreneurial ways than would be possible for project-restricted funds.
- Operational grants come with stringent accountability and management requirements that incentivize and perpetuate good practices among arts organizations.
- Because the grantee – not the grant maker – ultimately defines the activities for which the funds are used, this funding mechanism can reduce mission drift among grantees and can help curtail the proliferation of programs designed solely to appeal to funders.

Adapted from the National Assembly of State Arts Agencies' Guidelines for General Operating Support Grants.

Innovation Fund Information

- **Special Note:** This system works best with the following web browsers: [Mozilla Firefox](#), [Safari](#), [Google Chrome](#). To avoid difficulty, please download and install one of these browsers to apply for a grant.

PURPOSE: The resiliency of Boulder’s cultural organizations, businesses, and creative professionals is enhanced by their ability to innovate and take risks. Too often do pioneering ideas get sacrificed as cultural leaders deal with day-to-day operations and tight budgets. The goal of the Innovation Fund is to provide opportunities for creative professionals and businesses to try new ideas and experiment. The fund is focused on projects for innovation in management, technology, and programming that will help organizations grow their capacity.

Examples of projects for the Innovation Fund may include:

- Cultural activity to engage the civic conversation
- Innovative commissioned work
- Art presented in new and/or uncommon venues
- Creative place-making activity
- Crossing disciplines or art forms
- Creative use of emerging technology
- Programs for underserved communities, and
- Experiments with non-traditional business models and income source

Total Funds: \$12,000

Details: As a “fund”, there is no specific dollar amount or set number of grants. Rather, this is considered a pool of funding which can be mobilized for the best proposals.

Cycle: Annually

DEADLINE TO SUBMIT APPLICATION: 5 p.m., Wednesday, March 16, 2016.

Wednesday, April 13, 2015, 5pm – Innovation Grant Deadline

April 14 – 20 Staff Review of Grants

April 21 –29 Grant Revision by Applicants

April 30 – May 11 First Panel Review and Scoring by Commissioners (Reasons for Scoring)

May 12 – Packet with Scoring Released Online

May 12 - 18 Applicants have time to prepare 3 minute optional presentation/case for their grant/answer questions

May 18 – BAC Meeting- Applicant presentations; final decision on grant awards

APPLICATION REQUIREMENTS

General Eligibility. Meets all [general eligibility requirements](#).

Open to All. Anyone may apply once the General Eligibility Guidelines are met, including individuals, artists, non-profit organizations, organizations with pending non-profit status, fiscally sponsored organizations and for-profit organizations with a community focus. Organizations not headquartered in Boulder may be considered (refer to Jury Evaluation question # 4).

Service Area and Programming. Projects must have a significant component of public programming that takes place in the city limits of Boulder and that the programming meets the criteria described in the [Chapter 14-1-2 of the City of Boulder Revised Code](#).

REVIEW PROCESS

Deliberation. Grant proposals are reviewed at Boulder Arts Commission (BAC) meetings. See schedule.

Evaluation of Applications. Funding in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications. Applicants that have received repeated funding should be aware that the BAC looks for indication of growth and a fresh approach to their work.

Evaluation Criteria.

- **Innovation Details** (Provide details on how the award will allow you / your organization to experiment with a new management concept, an emerging technology, or an untried programmatic practice.)
- **The Test** (What is the theory you wish to prove with this experiment? What steps and measures are involved in understanding the results? What challenges are faced in accomplishing this experiment? What will be done to mitigate the risks?)
- **Measures of Success** (What are the potential returns for success in this experiment? How do you intend to evaluate and measure?)
- **Legacy** (If the experiment succeeds, what funding and other capacities will be required to implement the new concept as a regular practice or program? How will you acquire those ongoing capacities?)
- **Boulder Focus** (Are you a Boulder organization serving Boulder or are you an organization outside of Boulder and to what degree do you focus on Boulder programming?)

GRANT AWARDS

Notifications and Dispersal of Funds. Staff notifies all applicants of recommendations and declined proposals, and begins the process of having checks cut and collecting any necessary supporting documents and information. Recipients are notified when they must make an appointment to sign contracts. Checks are sent by mail or electronically to bank accounts designated by the recipients.

Communications. All official communications and notifications will be made to the named individual applicant or person designated as the organization contact. It is this person's responsibility to communicate BAC requirements of the grant award to any collaborators or other participants. This includes, but is not limited to, such things as compliance with grant contract agreements, identifying BAC sponsorship on publicity materials and reporting issues.

Award Amount. The BAC reserves the right to adjust the amount of a grant award offered to an applicant. There are no restrictions as to the minimum amount that may be requested.

PERA Impacts. Retirees affiliated with the Colorado Public Employees Retirement Association will be impacted by a withholding requirement enacted by the Colorado State Legislature, if awarded a City of Boulder arts grant. Details are available on the [PERA website](#). See "Disclosure of Compensation."

Immigration Affidavit for Individuals. The State of Colorado law requires proof of legal residency at the time of grant check pick-up.

IRS Taxation. Grant awards are non-transferable. Grant awards are taxable and are reported to the federal government. Upon award, a current IRS form W-9 must be submitted for the City of Boulder Finance Department records for each grant recipient, whether the recipient is an individual or an organization/business. The W-9 must be in the same name as the grant recipient named on the grant application. Failure to supply the corresponding W-9 number will invalidate the grant award.

Contract. When a funding award is made by the BAC, the recipient will be contacted by staff to make an appointment to sign a grant project contract with the City of Boulder. In the contract, the recipient will indicate the completion date of the project and the date a grant budget report will be submitted to the BAC through the on line system (required one month after the project is completed).

Issuance of Funding Checks. Once the contract is signed, it will be submitted to City Finance along with the invoice. Funds/checks are delivered within the next 3 weeks. Grants are initially funded at 80 percent of the grant amount awarded. The remaining 20 percent of the grant awarded is paid out upon receipt and BAC approval of the Grant Budget Report which is required one month after the project is completed. Failure to submit a final Grant Budget Report will result in permanent loss of the final 20 percent funds and also in ineligibility to apply for future grants.

Acknowledgment of BAC Funding. All publicity for BAC-funded projects must include the following credit line: This project is funded (or funded in part) by a grant from the Boulder Arts Commission, an agency of the Boulder City Council. In lieu of the credit line, the [BAC Logo](#) may be used. The grantee will also be asked to sign a release form and to submit photographs and/or videos of the project that the Office and Arts & Culture will be able to use on their website, social media, printed materials or any other publicity.

REQUIRED REPORTING ON FUNDING PROJECTS

Time Frame for Reporting. The grant budget report is due one month after the project is completed.

Method. Reporting is done through the online system that the BAC uses at bac.culturegrants.org. Log in with the same user name and password utilized to submit the application for funds. The reporting form is found under Applications: My Applications/Reports. Click on the first small blue icon out to the right of the appropriate report document which will indicate "link to formset" as the computer mouse nears it.

Extension Requests for Reporting. If circumstances change in any way that will delay the applicant's ability to complete the project and the report promised in the contract, it is the applicant's responsibility to notify the Commission in advance of the original report deadline. The named applicant in the grant proposal must submit a letter addressed to the Arts Commission by email to culturegrants@boulderlibrary.org with an update on the project status and a request to change the project completion date and report due date (*specific dates are required in the letter*).

Responsibility. The grant budget report due date is the recipient's responsibility to remember. The BAC recommends that the recipient use whatever means will be successful to provide an alert that the report is due shortly. It is also recommended that the reporting document be explored in advance to become familiar with the information that will be required. There is no grace period for the report.

Consequence of Delinquent Report. Unless an extension request is filed with the BAC and approved in advance of the due date, a late report will result in loss of any remaining BAC funds attached to the grant project. Additionally, until the report is turned in and approved, the grant recipient and any individuals or organizations/businesses attached as collaborators on the project will no longer be eligible to apply for BAC grant funds.

I certify that I have read the above information and that this project meets the BAC's eligibility requirements and, if a funding award is made, will continue to comply with the BAC's requirements and meet with guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgment and reporting. *

I certify

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Applicant Information

Discipline *

If Multi-Discipline, please indicate which disciplines are included.

Applicant (To what name would the grant check be written if awarded?)

First Name *

Last Name *

Applicant Mailing Address (1) *

Applicant Mailing Address (2)

City *

State *

Zip Code *

Website Address

Applicant Contact Name (This is the main contact for the grant and will receive all correspondence) *

Phone No. *

Email *

Grant Writer Name (if different from above)

Phone

Email

Project Director Name (if different from above)

Phone

Email

Tax Status (Please select your status) *

Organizational Affiliation

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Project Information

PROJECT NARRATIVE

Please answer each question in the text fields provided.

1. Project Title (50 character limit) *



50 characters remain

2. Grant Amount Requested (Maximum is \$12,000) *



3. Project Summary. A brief overview of your project. (3000 character limit) *



3000 characters remain

4. Project Calendar (500 character limit) *



500 characters remain

5. Project Completion Date (This is the last day of any public event related to the project) *

6. Report Due Date (One month following the project completion date) *

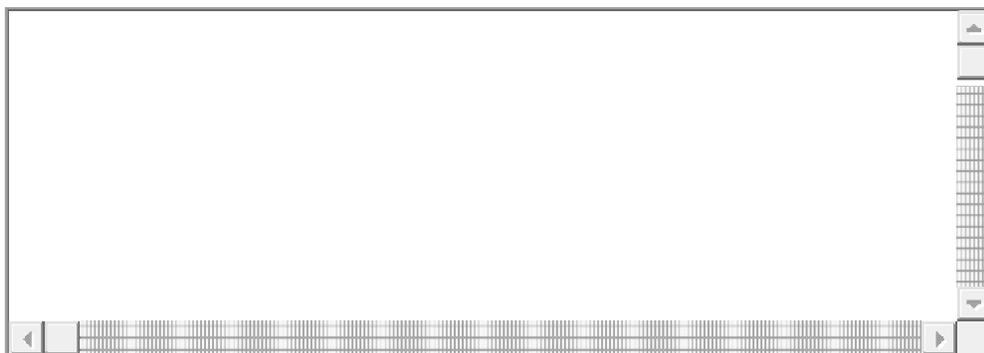
 

7. Project Location? (250 character limit) *



250 characters remain

8. Participants List. Provide a list of each individual / organization that has a significant coordinating role in this project. Include their name, contact information, and role. (3000 characters maximum) *



3000 characters remain

JURY EVALUATION

Please answer each question in the text fields provided.

1. Innovation Details. Provide details on how the award will allow you / your organization to experiment with a new management concept, an emerging technology, or an untried programmatic practice.

Innovation Details (Maximum 3000 characters) *

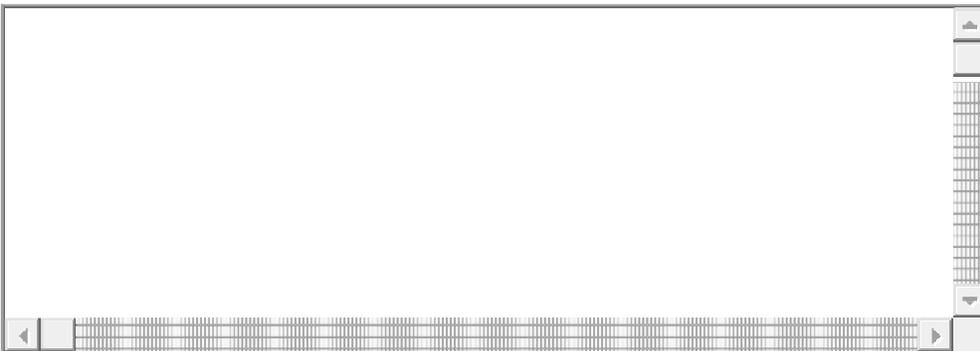


3000 characters remain

Please answer each question in the text fields provided.

2. The Test. What is the theory you wish to prove with this experiment? What steps and measures are involved in understanding the results? What challenges are faced in accomplishing this experiment? What will be done to mitigate the risks?

The Test. (Maximum 3000 characters) *



3000 characters remain

Please answer each question in the text fields provided.

3. Measures of Success. What are the potential returns for success in this experiment? How do you intend evaluate and measure?

Measure of Success. (Maximum 3000 characters) *



3000 characters remain

Please answer each question in the text fields provided.

4. Legacy. If the experiment succeeds, what funding and other capacities will be required to implement the new concept as a regular practice or program? How will you acquire those ongoing capacities?

Legacy (Maximum 3000 characters) *



3000 characters remain

Please answer each question in the text fields provided.

5. Boulder Focus. Are you a Boulder organization serving Boulder or are you an organization outside of Boulder and to what degree do you focus on Boulder programming?

Boulder Focus. (Maximum 3000 characters) *



3000 characters remain

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Attachments

The following attachments are required. Please title your attachments according to the bolded headings listed below.

- **Budgets.** Please provide a brief budget summary for this project including all revenue (monetary and in-kind contributions, including this grant) and expenses. (1 page)
- **Participants List.** Provide a list of each individual / organization that has a significant coordinating role in this project. Include their name, contact information, and role. (1 page)
- **Letters of Support.** Attach any letters of support that will be useful in understanding community involvement and enthusiasm for the project. (Optional)
- **Other.** Attach any documents that will help the jury fully understand the project. (Optional)

Instructions

Click the Upload button to upload new files. Enter title and description.
Click Submit. Your files will appear below the folder name and folder size.

Hover over the thumbnail of a file, click and hold to drag it to a different place in the order. Hover the mouse icon under the thumbnail to Edit a file. Hover the mouse icon under the thumbnail to Move or Copy a file to a different folder.

The system may require you to save between uploading files. If you encounter difficulty, click Save at the bottom of the page and attempt again.

Folder is Empty.

Folder Name: Innovation Fund FY16-Application - Innovation Fund FY16

Folder Size: 0.00 MB

User Storage: 0.188MB out of 500MB Used, 500MB Available

Upload requirements	Min #	Max #	Max File Size	Uploaded
Images	0	50	50 MB	
Videos	0	50	50 MB	
Documents	0	50	50 MB	
Audios	0	50	50 MB	

The following attachments are either required or optional. **Please submit pdfs and/or jpgs for all supplemental materials except video and audio.**

Attachment Checklist

Budget. Please provide a brief budget summary for this project including all revenue (monetary and in-kind contributions, including this grant) and expenses. (1 page) * Attached

Participant List. Provide a list of each individual / organization that has a significant coordinating role in this project. Include their name, contact information, and role. (1 page) * Attached

Letters of Support. Attach any letters of support that will be useful in understanding community involvement and enthusiasm for the project. (Optional) Attached

Other. Attach any documents that will help the jury fully understand the project. (Optional) Attached

