RESOLUTION NO. 7238

A RESOLUTION introduced by Councilmembers Clark Duffy, Duane Pomeroy and Gary Price sitting as the Economic Development Committee proscribing Topeka Arts Grant Program funding and operational details.

BE IT RESOLVED by the Council of the City of Topeka, Kansas that it hereby adopts the following procedures to govern the administration of the Topeka Arts Grant Program:

Section 1. Categories of Arts Grants in General.

There are six categories of Arts Grants as follows:

1. Arts in Education Projects:

   This grant category emphasizes the importance of the arts for students and youth. Grants are available subject to applicable guidelines and limitations for youth to experience the arts through hands on experience and exposure to the performing arts.

2. Performance Enhancement:

   This grant category enhances live performances by bringing in or extending the stay of touring performance groups which provide master lessons or other instruction available to the public.

3. Start Up:

   This grant category offers the beginning private, not for profit tax exempt funding to cover initial expenses of starting an organization.

4. Technical Assistance:

   This grant category provides potential funding for onetime capital outlay expenses. Examples include but are not limited; sound equipment, lighting equipment, scenery construction, theatrical drops.
5. Visual Arts:

This grant category makes funding available for private, not for profit tax-exempt organizations which focus on the visual arts.

6. Women and People of Color:

This grant category provides funding for private, not for profit tax-exempt organizations which focus on women in the arts and people of color in the arts.

Section 2. Requirements for each Category of Arts Grants in General.

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### Topeka Arts Grant Program

<table>
<thead>
<tr>
<th>Program</th>
<th>Frequency</th>
<th>Match Requirement</th>
<th>Request Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts In Education Projects</td>
<td>Annual</td>
<td>One dollar match for two dollars of grant money requested</td>
<td>Not to exceed $7,500</td>
</tr>
<tr>
<td>Performance Enhancement</td>
<td>Annual</td>
<td>One dollar match for two dollars of grant money requested</td>
<td>Not to exceed $20,000</td>
</tr>
<tr>
<td>Start Up</td>
<td>One Time Application</td>
<td>None</td>
<td>Not to exceed $2,000</td>
</tr>
<tr>
<td>Technical Assistance</td>
<td>Once every three years</td>
<td>One dollar match for two dollars of grant money requested</td>
<td>Not to exceed $20,000</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>Annual</td>
<td>One dollar match for one dollar of grant money requested</td>
<td>Not to exceed $5,000</td>
</tr>
<tr>
<td>Women and People of Color</td>
<td>Annual</td>
<td>None Required</td>
<td>Not to exceed $5,000</td>
</tr>
</tbody>
</table>
Section 3. Eligibility for Art Grants.

Organizations eligible to apply for Topeka Arts Grants must serve the citizens of the City of Topeka and the community as a private, not for profit tax-exempt agency. Organizations other than those applying for a start up grant must have at least twelve (12) months of operational experience directly prior to applying for a Topeka Arts Grant Program. Organizations which receive other public funding by or through the City of Topeka are ineligible for a Topeka Arts Grant. There are no exceptions to eligibility requirements. The office of the Arts will notify applicants of deficiencies in eligibility requirements and applicants will have ten (10) days after notification to respond. If the applicant takes no action within the ten (10) days, the application will be returned without further consideration.

Section 4. Civil Rights.

The Arts Advisory Committee complies with all city, state, and federal laws and regulations regarding civil and human rights and must assure that programs, awards and employment practices are free of any discrimination based on race, color, national origin, physical disability, gender or age. A signed grant agreement indicates the funded organization understands and is in compliance with the law. Copies of the city, state, and federal laws and regulations are available in the Office of the Arts.

Section 5. Drug-Free Workplace.

The Drug Free Workplace Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, possession or use of controlled substances in the grantee’s workplace or work site.

All professional performances and related or supporting professional personnel
employed on projects or productions financed in whole or in part by a Topeka Arts Grant
will be paid without subsequent deduction or rebate on any account, not less than the
minimum compensation as determined by the Secretary of Labor to be the prevailing
minimum compensation for persons employed in similar activities.

No part of any project or production which is financed in whole or in part by a grant
from the Topeka Arts Grant Program will be performed or engaged in under working
conditions which are unsanitary or hazardous or dangerous to the health and safety of
persons engaged in such program or production. Compliance with the safety and sanitary
laws of the State of Kansas shall be prima facie evidence of compliance.

Section 7: Applications.

All applications must be typed on forms maintained by the Office of the Arts.
Handwritten applications will not be accepted. Forms generated by facsimile (fax
machine) are not acceptable.

Applications must be complete. The original copy of the application must be signed
in ink.

Section 8: Evaluation of Applications and Awarding of Grants.

Evaluation of grant applications by the Arts Advisory Committee will be based upon
how well the application meets the following criteria:

1. Community - 5 points

   a. Project or programming originates from a cultural needs assessment and
      resources of community.

   b. Project or program meets constituent needs and traditionally underserved
      populations.
c. Multicultural and special population inclusion in planning, implementation, and evaluation of the project or program.

2. Finances and Evaluation - 5 points

a. Realistic and appropriate budget for the project or program.
b. Amount of financial commitment by the applicant.
c. Evaluation methods to be used to measure implementation of the project or program.
d. Impact and value of project or program on the community.

3. Quality - 10 points

a. Artistic quality of the project or program.
b. Qualifications and strengths of organization, artists, and other participants.
c. Completeness and clarity of the application.
d. Degree to which the project or program meets goals and purposes specific to the committee funding for which the application is made.

Upon completion of evaluations the Arts Advisory Committee will make recommendations for funding of grants to the City Council. The Arts Advisory Committee is not required to recommend funding for any or all of the grant applications or categories of grants.

Members of the Arts Advisory Committee may not participate in discussion or evaluation of grant applications if the committee member has a conflict of interest. For purposes of the Topeka Arts Grant Program, a conflict of interest is present if the committee member is making a decision considering an organization in which the member has a substantial interest. A substantial interest is determined by whether the committee
member or his/her family member; 1.) Receives financial benefits, 2.) Is a board member or staff member or 3.) Profits in anyway from the organization.

Section 9. Credit.

Grantees shall credit the City of Topeka for its support in publicity and in printed materials. The credit line should read: This program is presented in part by the City of Topeka through its Arts Grant Program.

ADOPTED and APPROVED by City Council June 11, 2002

CITY OF TOPEKA, KANSAS

Harry Felker, Mayor

ATTEST:

Iris E. Walker, City Clerk

APPROVED AS TO FORM AND LEGALITY
DATE 5/14/02 BY

VYRES/TopekaArtsGrantsProgram 05/14/02