

1 RESOLUTION NO. 7238

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3 A RESOLUTION introduced by Councilmembers Clark Duffy, Duane Pomeroy and Gary
4 Price sitting as the Economic Development Committee proscribing
5 Topeka Arts Grant Program funding and operational details.
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7 BE IT RESOLVED by the Council of the City of Topeka, Kansas that it hereby
8 adopts the following procedures to govern the administration of the Topeka Arts Grant
9 Program:

10 Section 1. Categories of Arts Grants in General.

11 There are six categories of Arts Grants as follows:

12 1. Arts in Education Projects:

13 This grant category emphasizes the importance of the arts for students
14 and youth. Grants are available subject to applicable guidelines and
15 limitations for youth to experience the arts through hands on experience and
16 exposure to the performing arts.
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18 2. Performance Enhancement:

19 This grant category enhances live performances by bringing in or
20 extending the stay of touring performance groups which provide master
21 lessons or other instruction available to the public.
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23 3. Start Up:

24 This grant category offers the beginning private, not for profit tax
25 exempt funding to cover initial expenses of starting an organization.
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27 4. Technical Assistance:

28 This grant category provides potential funding for onetime capital
29 outlay expenses. Examples include but are not limited; sound equipment,
30 lighting equipment, scenery construction, theatrical drops.
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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.

Topeka Arts Grant Program			
Program	Frequency	Match Requirement	Request Amount
Arts In Education Projects	Annual	One dollar match for two dollars of grant money requested	Not to exceed \$7,500
Performance Enhancement	Annual	One dollar match for two dollars of grant money requested	Not to exceed \$20,000
Start Up	One Time Application	None	Not to exceed \$2,000
Technical Assistance	Once every three years	One dollar match for two dollars of grant money requested	Not to exceed \$20,000
Visual Arts	Annual	One dollar match for one dollar of grant money requested	Not to exceed \$5,000
Women and People of Color	Annual	None Required	Not to exceed \$5,000

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45 Section 3. Eligibility for Art Grants.

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

56 Section 4. Civil Rights.

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

63 Section 5. Drug-Free Workplace.

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

67 Section 6. Fair Labor Standards.

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

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

78 Section 7. Applications.

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

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

84 Section 8. Evaluation of Applications and Awarding of Grants.

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

- 87 1. Community - 5 points
- 88 a. Project or programming originates from a cultural needs assessment and
 - 89 resources of community.
 - 90 b. Project or program meets constituent needs and traditionally underserved
 - 91 populations.

92 c. Multicultural and special population inclusion in planning, implementation,
93 and evaluation of the project or program.

94 2. Finances and Evaluation - 5 points

95 a. Realistic and appropriate budget for the project or program.

96 b. Amount of financial commitment by the applicant.

97 c. Evaluation methods to be used to measure implementation of the project
98 or program.

99 d. Impact and value of project or program on the community.

100 3. Quality - 10 points

101 a. Artistic quality of the project or program.

102 b. Qualifications and strengths of organization, artists, and other participants.

103 c. Completeness and clarity of the application.

104 d. Degree to which the project or program meets goals and purposes
105 specific to the committee funding for which the application is made.

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

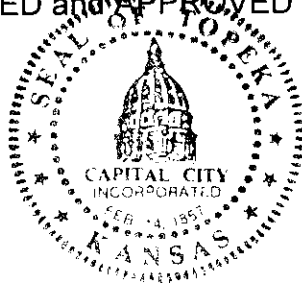
110 Members of the Arts Advisory Committee may not participate in discussion or
111 evaluation of grant applications if the committee member has a conflict of interest. For
112 purposes of the Topeka Arts Grant Program, a conflict of interest is present if the
113 committee member is making a decision considering an organization in which the member
114 has a substantial interest. A substantial interest is determined by whether the committee

115 member or his/her family member; 1.) Receives financial benefits, 2.) Is a board member
116 or staff member or 3.) Profits in anyway from the organization.

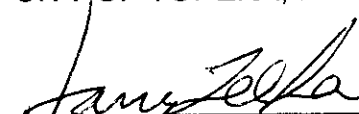
117 Section 9. Credit.

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

121 ADOPTED and APPROVED by City Council June 11, 2002.



CITY OF TOPEKA, KANSAS



Harry Felker, Mayor

127 ATTEST:

128 Iris E. Walker
129 Iris E. Walker, City Clerk
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APPROVED AS TO FORM AND LEGALITY

DATE 5/14/02 BY rs