

The City of Durant encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

DURANT TOURISM ECONOMIC DEVELOPMENT AUTHORITY

4:00 PM

**Roscoe J. Hatfield Council
Chambers, 300 West
Evergreen, Durant,
Oklahoma
AGENDA**

April 10, 2019

**DURANT CITY HALL
300 W. EVERGREEN, DURANT, OK
ROSCOE J. HATFIELD COUNCIL CHAMBERS**

CALL TO ORDER

INVOCATION/FLAG SALUTE

ROLL CALL

ORDER OF BUSINESS

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of Regular Meeting Minutes of March 13, 2019

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

4. Administration

- a. Discuss and Consider Approval of Management Contract with the Durant Area Chamber of Commerce
- b. Consider Approval of Lump Sum Payment to Durant Area Chamber of Commerce (Representative of DTEDA) in the Amount of \$75,000 or Take Other Possible Action
- c. Discuss and Consider Approval of Expenses: Re-Ordering Peanuts; Dallas and Ft. Worth Travel Show; Travel Show Wing Ding - Nashville, TN; Printing, Lodging - Restaurant Guides; Discover Durant Magazines;

Additional Panels for Display; Signage for Area near Durant Multi Sports Complex

- d. Discuss Budget for FY 2019-2020
- e. Discuss and Consider Approval of Grant Applications for 2019-2020
- f. Website Preview by Computer Services

5. Information Items

- a. Financial Report - February 2019
- b. Durant Area Chamber of Commerce (Representative of DTEDA) Activity Report - March/April 2019

6. New Business

Adjournment

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 13th day of November, 2018 and that an agenda of said meeting was posted at the place of such meeting at 3:40 p.m. on the 8th day of April, 2019.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 4/8/2019
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of March 13, 2019

Council Information / Action Requested

Approval of Regular Meeting Minutes of March 13, 2019

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Minutes 3.13.2019	Exhibit	4/8/2019

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 13th day of November, 2018 and that an agenda of said meeting was posted at the place of such meeting at 3:40 p.m. on the 11th day of March, 2019.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF March 13, 2019 AT 4:00 PM, Roscoe J.
Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma**

CALL TO ORDER

Chairman Thorpe called the meeting to order at 4:05 p.m.

INVOCATION/FLAG SALUTE

Trustee Garrett provided the invocation. Chairman Thorpe led the flag salute.

ROLL CALL

Present:

Trustee Charles Calhoun	Chairman Jim Thorpe
Trustee Bert Davison	
Trustee Dennis Garrett	
Trustee Destry Hawthorne*	
Trustee Janet Reed	

Absent:

Trustee Mina Patel	*denotes partial attendance
--------------------	-----------------------------

Chairman Thorpe declared a quorum.

Chairman Thorpe and trustees recognized Darrell Mendez and presented him with a plaque for his service on the Durant Tourism Economic Development Authority Board.

Trustee Hawthorne entered the meeting at 4:22 p.m.

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of Regular Meeting Minutes of February 13, 2019

Approved

Motion was made by Janet Reed and seconded by Bert Davison to approve regular meeting minutes of February 13, 2019.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Garrett, Reed, Thorpe

Absent: Hawthorne, Patel

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

There were no citizen comments.

4. Administration

- a. Discuss and Consider Approval of Expense to Retain Legal Counsel to Provide Opinion Regarding Trust Indenture and Cash Flow

No Action Taken

- b. Discuss and Consider Approval of Expenses

- A) Dallas Travel & Adventure Show
- B) Irving Women's Expo
- C) Additional Expenses

Approved

Jennifer Taylor of the Durant Area Chamber of Commerce stepped forward to answer questions from the Authority Board.

Motion was made by Bert Davison and seconded by Destry Hawthorne to approve expenses for Dallas Travel & Adventure Show to be held March 30-31, 2019, in the amount of \$1,251.61; approve expenses for Irving Women's Expo held September 8-9, 2018, in the amount of \$875.43; approve additional expenses for Five Star Office Supply (\$18.03 and \$32.57) and Amazon.com (\$240.40) incurred February 14, 2019 - March 13, 2019 in the combined amount of \$291.00.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Garrett, Hawthorne, Reed, Thorpe

Absent: Patel

- c. Discuss and Consider Approval of Trade Show Banners

Approved

Motion was made by Dennis Garrett and seconded by Bert Davison to approve trade show banner estimate from Price's Printing in the amount of \$527.10.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Garrett, Hawthorne, Reed, Thorpe

Absent: Patel

d. Discuss and Consider Approval of Grant Applications

A) Silo Softball Booster Club

B) Durant Rotary Club

C) Southern Oklahoma Wine Walk & Brew Fest

D) Magnolia Festival of Oklahoma

Approved

(A) Silo Softball Booster Club for the 2nd Annual Duel on the Diamond Softball Tournament. The event will be held May 29-31, 2019 at the Durant Multi Sports Complex. The grant request is for \$4,140.

Motion was made by Destry Hawthorne and seconded by Charles Calhoun to approve Silo Softball Booster Club grant application for 2nd Annual Duel on the Diamond Softball Tournament for full amount requested of \$4,140.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Garrett, Hawthorne, Reed, Thorpe

Absent: Patel

(B) Durant Rotary Club for the 23rd Annual Rotary Magnolia Bike Tour. The event will be held May 18, 2019. The grant request is for \$1,765.

Motion was made by Janet Reed and seconded by Trustee Garrett to approve Durant Rotary Club grant application for the 23rd Annual Rotary Magnolia Bike Tour for the lesser amount of \$1,700.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Garrett, Hawthorne, Reed, Thorpe

Absent: Patel

(C) Southern Oklahoma Wine Walk & Brew Fest - Sherri Rogers with Frontier Country Marketing Association addressed the Authority Board and stated the April 27, 2019 event would feature Oklahoma wineries and breweries and one spirit company. This is a new event. The grant request is for \$15,000.

Trustee Reed suggested additional guidelines with limits for grant applications. Trustee Reed stated Chairman Thorpe had originally appointed a three person committee to review grant applications however the committee was never

activated. Trustee Reed suggested the Board go back to that. Trustee Reed asked that a discussion be placed on the April 10, 2019 agenda. Trustee Garrett suggested the implementation of a point system.

Motion was made by Charles Calhoun and seconded by Bert Davison to approve grant application from Frontier Country Marketing Association for Southern Oklahoma Wine Walk & Brew Fest for lesser amount of \$5,000.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Garrett, Hawthorne, Reed, Thorpe

Absent: Patel

(D) Magnolia Festival of Oklahoma - Jenny Sanchez, Co-Chair of the Magnolia Festival of Oklahoma stepped forward and stated the requester is the Durant Area Chamber of Commerce. The Magnolia Festival will be held May 29, 2019 - June 1, 2019. The grant request is for \$15,000.

Motion was made by Destry Hawthorne and seconded by Bert Davison to approve Magnolia Festival of Oklahoma for Magnolia Festival for full amount requested of \$15,000.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Garrett, Hawthorne, Thorpe

Abstain: Reed

Absent: Patel

- e. Discuss and Consider Approval of Contract with the Durant Area Chamber of Commerce

Tabled

The management team proposal submitted by the Durant Area Chamber of Commerce was approved at the February 13, 2019 meeting. A contract between the Durant Tourism Economic Development Authority and the Durant Area Chamber of Commerce has not been drafted. City Attorney Tom Marcum stated he would draft a contract on behalf of the Durant Tourism Economic Development Authority. Chairman Thorpe will forward the contract terms to City Attorney Marcum.

Motion was made by Destry Hawthorne and seconded by Charles Calhoun to continue consideration of contract with the Durant Area Chamber of Commerce to the April 10, 2019 regular meeting.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Garrett, Hawthorne, Reed, Thorpe

Absent: Patel

5. Information Items

- a. Durant Area Chamber of Commerce (Representative of DTEDA)
Activity Report - February/March 2019
- b. Discussion of Use of Funds and Budget
- c. Lodging Tax Historical Report

6. New Business

There was no new business.

Adjournment

Motion was made by Destry Hawthorne and seconded by Charles Calhoun to adjourn meeting.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Garrett, Hawthorne, Reed, Thorpe

Absent: Patel



The City of Durant

Office of City Clerk

Memorandum

Date: 4/8/2019
To: Tourism Economic Development Authority
From: Chairman Jim Thorpe
Re: Discuss and Consider Approval of Management Contract with the Durant Area Chamber of Commerce

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:



The City of Durant

Office of City Clerk

Memorandum

Date: 4/8/2019
To: Tourism Economic Development Authority
From: Trustee Reed
Re: Consider Approval of Lump Sum Payment to Durant Area Chamber of Commerce (Representative of DTEDA) in the Amount of \$75,000 or Take Other Possible Action

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:



The City of Durant

Office of City Clerk

Memorandum

Date: 4/8/2019
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Discuss and Consider Approval of Expenses: Re-Ordering Peanuts; Dallas and Ft. Worth Travel Show; Travel Show Wing Ding - Nashville, TN; Printing, Lodging - Restaurant Guides; Discover Durant Magazines; Additional Panels for Display; Signage for Area near Durant Multi Sports Complex

Council Information / Action Requested

Approval of Expenses: Re-Ordering Peanuts; Dallas and Ft. Worth Travel Show; Travel Show Wing Ding - Nashville, TN; Printing, Lodging - Restaurant Guides; Discover Durant Magazines; Additional Panels for Display; Signage for Area near Durant Multi Sports Complex

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Expenses to Consider for Approval	Exhibit	4/8/2019
Price's Printing Estimate for Restaurant, Lodging and Gift Guides	Exhibit	4/8/2019



The Sign Depot, LLC
44 W Evergreen St
Durant, OK 74701-4706
Ph: (580) 931-9363
Email: info@signdepotdurant.com
Web: http://www.signdepotdurant.com

Invoice #: 23219

Order Created: 1/23/2019 10:52:13AM

PO #: 1964610

Page 1 of 1

Order Date: 1/23/2019 10:52:13AM

Billed To: Discover Durant
Contact: Jennifer Taylor
Address: 215 N. 4th
Durant, OK 74701

Email: membership@durantchamber.org
Office Phone: (580) 924-0848
Fax:

Shipped To:
Discover Durant
P.O. Box 578
Durant, OK 74702-0578

Created Date: 1/23/2019 10:52:13AM
Salesperson: Michael Campo
Email: michael@signdepotdurant.com
Office Phone: (580) 931-9363
Cell Phone: (580) 775-1438

Description: Peanut Stress Balls

	Quantity	Unit Price	Subtotal
1 Product: Retail Items	2,000.00	\$1.56	\$3,129.80
Description: • 2000 Ea., Stress Ball - Peanut			

Notes The undersigned certifies under penalty of perjury that they are claiming exemption from paying sales tax. Purchaser must provide exemption certificate or other identifying number. Sales Tax Permit Number:

Order Subtotal:	\$3,129.80
Customer Tax ID: 73-6005186	Total Taxes: \$0.00
	Total: \$3,129.80
	Order Balance: \$3,129.80

Payment Terms: 50% DEPOSIT / BALANCE DUE ON COMPLETION

Print Date: 1/31/2019

Tax ID: 46-3262271



To: Durant Tourism Economic Development Trust Authority
Date: 3/4/2019
Ref: Ft. Worth Home & Garden Show & Irving Women's Show | May 17-19, 2019

Trustees,

Below is the list of the expected costs for the upcoming show referenced above.
We are asking for reimbursement up to the amount listed for each category.

Hotel Stay	\$500.00
2 rooms - 2 nights: May 17-19, 2019	\$500.00
Pier Diem	\$330.00
Janet Reed: 2 days @ \$49.50/1 day @ \$66.00	\$165.00
Jennifer Taylor: 2 days @ \$49.50/1 day @ \$56.00	\$165.00
Travel Expenses	\$129.11
Mileage Reimbursement: 222.6 miles @ .58/mile	\$129.11
TOTAL EXPENSES EXPECTED	\$959.11

Wing Ding 41 Exhibitor Agreement

Nashville, TN, Aug. 27-31, 2019 (Trade Show opens Aug. 28)

In order to guarantee listing in the program, contracts must be submitted by April 30th, 2019, 5pm Arizona time! Booths are assigned on a first-come, first-served basis.

21423 N. 11th Avenue, Phoenix, AZ 85027 800-843-9460 Fax 877-348-9416 www.wing-ding.org

Company Information

Company Name _____

Address _____

City/State/Zip _____

Phone _____ Toll free _____

Fax _____

E-mail _____

Website _____

Communication information

Contact Person _____

☐ Phone _____ (if different from Company Information)

☐ E-mail _____ (if different from Company Information)

Mailing address (if different) _____

BASIC BOOTH PACKAGE

Each booth includes 8' backdrap, 3' sidedrapes, one skirted table, 2 Chairs, 1 Company Sign, 4 wristbands, Standard listing in program, company listing on website (if submitted prior to deadline).

Electric, shipping or drayage not included. See Exhibitor Service Kit for order forms.

Order Options (Space is limited, rates subject to change after June 30, 2016)

Booth Selection ☐ 10'wx10'd ☐ 10'wx15'd ☐ 10'wx20'd
☐ Pinstriper ☐ Outdoor Demo

see 'Basic Booth' chart on left

Corner Premium (not guaranteed)

\$150.00 per corner

Preference: ☐ 6' table ☐ 8' table

2018 Exhibitor discount - less 10%

Sub-Total Booth Costs

Cost Qty Total\$

Customization Options

Sponsor Opportunities

Call Us!

Promotional postcards ☐ Yes! 50 or 100 (circle one) -while supplies last!

Free!

Webink on Official Wing Ding website

\$25.00

Color Ad in 'Spotlight', business card size, 3 1/2" x 2"

\$445.00

Color Ad in 'Spotlight', 1/4 page-vertical, 3 1/2" x 4 7/8"

\$895.00

Color Ad in 'Spotlight', 1/2 page-vertical, 3 1/2" x 10 1/4"

\$1595.00

Color Ad in 'Spotlight', 1/2 page-horizontal, 7 5/16" x 4 7/8"

\$1595.00

Color Ad in 'Spotlight', full-page, 7 5/16" x 10 1/4"

\$2995.00

Extra Exhibitor Wristbands (4 free for 1st booth, 2 each per add'l booth purchased)

\$15/each

GRAND TOTAL

Less 50% deposit (due upon signing)

Balance due by June 30, 2019

BASIC BOOTH RATES

#	width x depth	10'x10'	10'x15'	10'x20'
1		\$665	\$890	\$1090
2		\$590 (ea.)	\$835 (ea.)	\$1035 (ea.)
3		\$570 (ea.)	\$805 (ea.)	\$1005 (ea.)
4		\$555 (ea.)	\$780 (ea.)	\$980 (ea.)
5		\$540 (ea.)	\$760 (ea.)	\$960 (ea.)
6+		\$515 (ea.)	\$705 (ea.)	\$905 (ea.)
Pinstripers 20'wx20'd			\$890	
Outside Demo 100'wx30'd			\$4200	

Payment: ☐ Visa ☐ Mastercard ☐ Amex ☐ Disc. ☐ check (to GWRRA)

Name on card _____

Number _____ Exp. _____ CVV2 _____

Billing address (if different from above) _____ (3 digits on back)

Cardholder's signature (required) _____ Date _____

☐ Please charge balance shown on due date June 30, 2016

Note: Charge will appear from Gold Wing Road Riders Association

SHOW HOURS

Wed-Fri 9am-5pm

Sat 9am-3pm

Space and
availability is limited.
Don't miss out!

PLEASE READ AND INITIAL WHERE INDICATED

By signing and sending this form it becomes a legal binding contract. Once this form is received, payment will be processed immediately. The contracted company has 24 hours to cancel payment in writing. After 24 hours the contracted company forfeits a percentage, up to 100% of fees paid. No alteration can be made to this contract. If you have any special needs please send separately in writing. AGREEMENT: By signing this agreement, I hereby agree that I have read and understood this Exhibitor Agreement, the cancellation policy, regulations and repercussions, and its terms and conditions hereof as described on the second page and further agree to abide by all rules and regulations for exhibitors, general release, and music licensing responsibility which are incorporated into this space agreement. I understand my contract will not be processed unless I have returned this space agreement with a signature, appropriate fees, and order form by the stated contract deadline. This agreement is not binding on GWRRA until accepted by GWRRA contingent upon availability of booth space. Your signature also indicates you will fully read and understand the Exhibitor Service Kit and be responsible for any ancillary charges to our service providers should they apply. The final floor plan is contingent upon Fire Marshal approval.

Signature (required) _____ Date _____ Printed name _____

Please retain a copy for your records



The Sign Depot, LLC
44 W Evergreen St
Durant, OK 74701-4706
Ph: (580) 931-9363
Email: info@signdepotdurant.com
Web: http://www.signdepotdurant.com

Estimate #: 12087

Page 1 of 1

Created Date:	3/26/2019 1:52:57PM	Prepared For:	Durant City Of
Salesperson:	Franny Wolf	Contact:	James Young, Street Dept
Email:	Franny@signdepotdurant.com	Office Phone:	(580) 924-8358
Not Specified:	(580) 931-9363	Office Fax:	(580) 775-2486
		Email:	jyoung@durant.org
Entered by:	Sales Counter	Address:	P.O. Box 578 Durant, OK 74702-0578

Description: 4x8 Historic Durant

	Quantity	Price	Unit Price	Subtotal
1 Product: Digital Printed Description: Digital Printed • 1- 96 in Wide x 48 in Tall Single Sided Print(s) made from Oracal 5600 Reflective 54" stock material • Mounted on: Starbond 3mm White 48x96 Matt/Matt, • Laminated with Oraguard 290 Gloss 54" 8 Year Laminate on face	1	\$399.29	\$399.29	\$399.29

Estimate Total: \$399.29
Subtotal: \$399.29
Total: \$399.29
Deposit Required: \$199.65

Payment Terms: NET 30; BALANCE DUE IN 30 DAYS.

Client Reply Request

- ☐ Estimate Accepted "As Is". Please proceed with Order.
☐ Changes required, please contact me.

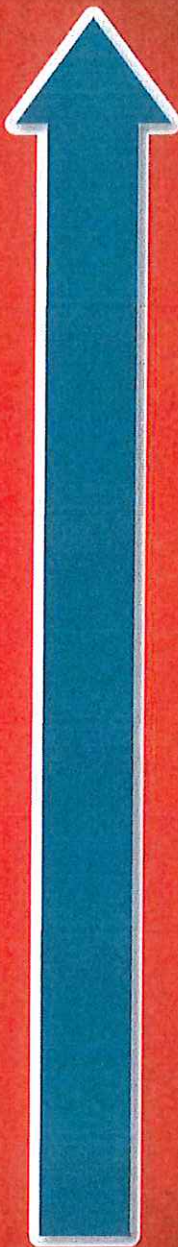
☐ Other: _____
SIGN: _____ Date: / /

Print Date: 3/26/2019 1:53:25PM

All Types of Signs, Banners, Wraps and Vinyl Graphics

Discover **DURANT**^{OK} Historic Downtown

www.DiscoverDurant.com



STOP AND READ! Your Order Is On Hold Awaiting Your Signature

The Sign Depot staff. The above artwork is the property of The Sign Depot. It is not to be duplicated without written permission from The Sign Depot © Copyright 3/26/2019

Folder Name: F:\Order23000623747 - Four Feathers Underground (1813)

File Name:

Company:

Customer Name:

Keywords:

Estimate Number:

Phone:

Email:

Sign Size 96.0000in x 48.0000in
Order Number



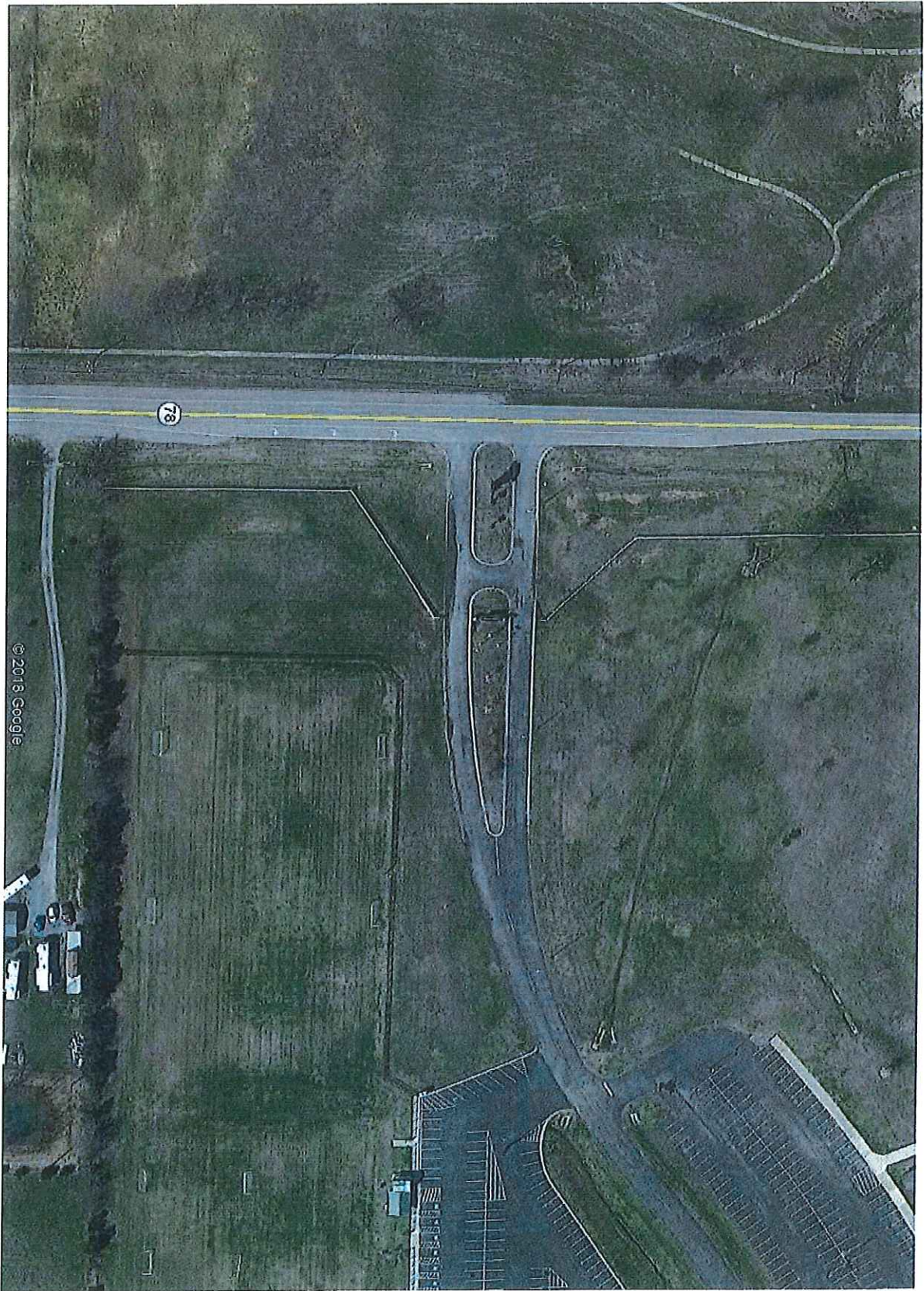
• By signing, I agree that I have checked the document for spelling errors, grammatical errors, and/or punctuation errors and I certify that the above proof is correct and approved to print as is.
• By signing, I agree that the above proof is correct, that The Sign Depot will build my order according to this proof and that I, the customer am responsible for any costs incurred if the job must be reprinted.
info@signdepotdurant.com Phone: 580-931-9363

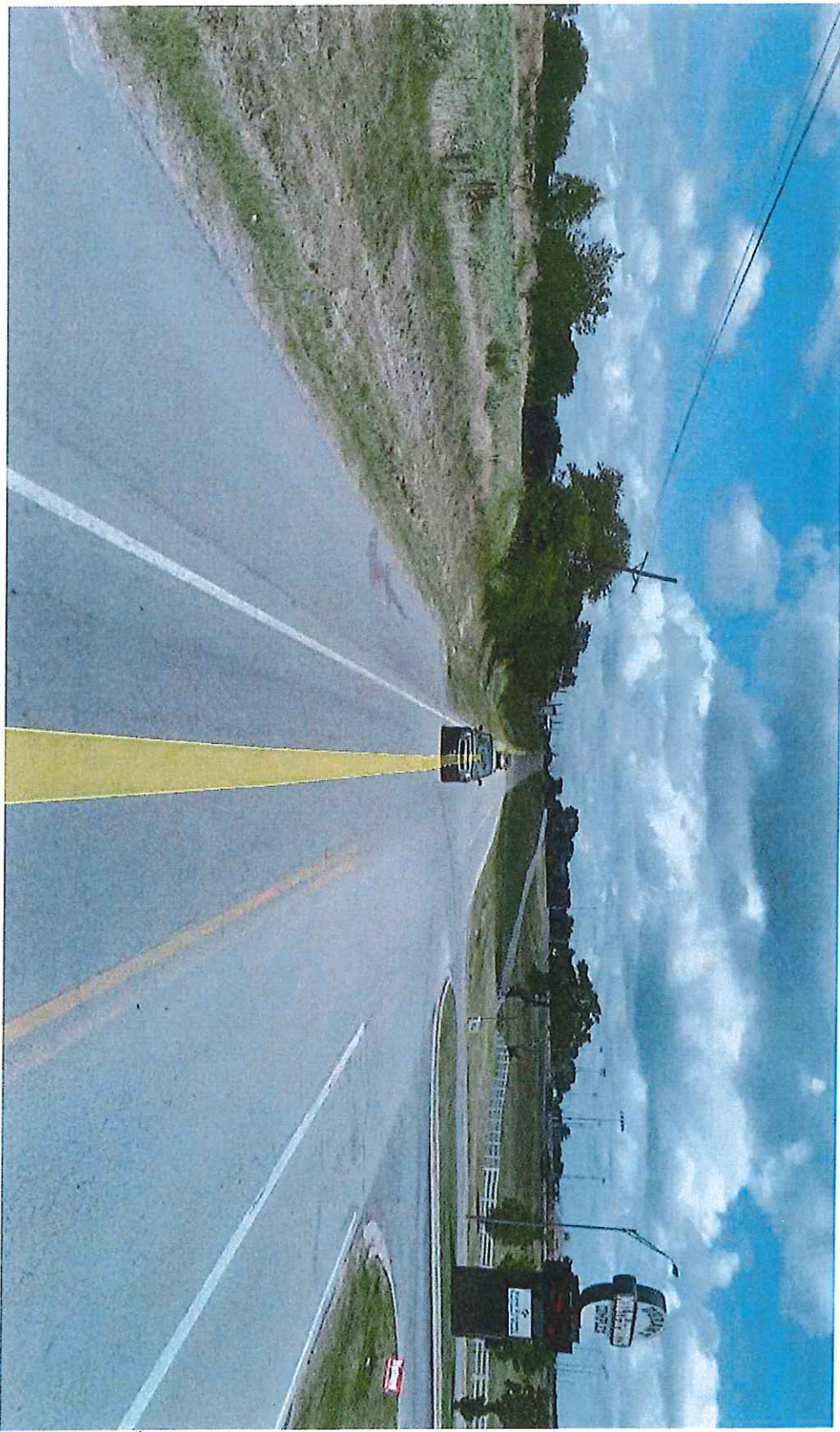
YOUR ORDER IS ON HOLD AWAITING FOR YOUR SIGNATURE

Signature

Date

02





401 N Third Ave
Durant, OK 74701
(580)924-2271
www.pricesprinting.com



ESTIMATE

ADDRESS

Durant Chamber of
Commerce
Durant Area Chamber of
Commerce
215 N. 4th
Durant, OK 74701

ESTIMATE # 3617

DATE 04/08/2019

ACTIVITY	QTY	RATE	AMOUNT
901s Restaurant, lodging and gift guide printed on 80lb gloss text (1 page double sided, 4 fold brochure)	1,000	0.292	292.00T
Sales	2,000	0.2847	569.40
Sales	5,000	0.2346	1,173.00
901s Restaurant, lodging and gift guide printed on 20lb white text (1 page double sided, 4 fold brochure)	1,000	0.2362	236.20T
Sales	2,000	0.2285	457.00
Sales	5,000	0.1886	943.00
Office Use Only	SUBTOTAL		3,670.60
C	TAX (9.375%)		49.52
M	TOTAL		\$3,720.12
Y			
K			

Accepted By

Accepted Date



The City of Durant

Office of City Clerk

Memorandum

Date: 4/8/2019
To: Tourism Economic Development Authority
From: Trustee Reed
Re: Discuss Budget for FY 2019-2020

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:



The City of Durant

Office of City Clerk

Memorandum

Date: 4/8/2019
To: Tourism Economic Development Authority
From: Trustee Reed
Re: Discuss and Consider Approval of Grant Applications for 2019-2020

Council Information / Action Requested

Approve/Deny grant applications for 2019-2020.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Grant Recommendations	Exhibit	4/8/2019

Recommendation for metrics on grant applications:

Please refer to page 2 and 3 of the DTEDT Tourism Promotion Fund Grant Application:

- Appoint a committee or select a committee of three from the Trust Authority to judge using the metric system suggested below.
- There are nine questions on page 2 of the application, I suggest we use the nine questions on page 2, and the Application check list on page 3 as the tenth question.
- Rate each one of the ten questions on a scale of 1 to 10 with 1 being the lowest and 10 being the highest in scoring.
- Average the three scores and apply the score to scale the amount of the grant, for example:
 - (a) Grant applicant ask for \$50,000
 - (b) Committee scores the grant at 50% (averaging all three scores)
 - (c) The grant will be awarded according to the score of 50% which would be \$25,000



2018-2019 DURANT TOURISM ECONOMIC DEVELOPMENT TAX
TOURISM PROMOTION FUND
GRANT APPLICATION

Dear Applicant,

Attached please find the 2018-2019 Tourism Promotion Fund Grant Application.

The Durant Tourism Economic Development Tax Trust Authority allocates funding from the tourism tax to market and promote regional activities, attractions, and events in the City of Durant and surrounding area. The DTEDT Trust Authority reviews the Tourism Promotion Grant Applications and makes recommendations on allocation.

There are two (2) different categories, those seeking funds \$2500.00 and below and those seeking funds \$2500.01 and above.

Funding is very limited, and the grant process is very competitive. Receipt of funds in one year is not a guarantee of receiving funds, or the same amount of funding, in subsequent years.

Review the entire application and all instructions prior to beginning work on it. Contact the Durant Area Chamber of Commerce at 580-924-0848 with questions.

Review your application completely before submitting it, and make sure you have followed all instructions.

The DTEDT complies with all applicable state and federal laws, and does not discriminate in any manner.

Sincerely,

Durant Tourism Economic Development Tax
Trust Authority



INSTRUCTIONS

2018-2019 DURANT TOURISM ECONOMIC DEVELOPMENT TAX TOURISM PROMOTION FUND GRANT APPLICATION

Eligible projects shall provide for the development and promotion of tourism within the City or region. Categories of award may include:

Special Events. This includes events to draw visitors to the City of Durant or region, encourage longer visits, or extend the length of the tourism season.

PROGRAM DATES

Applications Available: **July 1, 2018**

**Applications Due at Discover Durant,
Durant Area Chamber of Commerce:** **90 days prior to event date**

Target Award Date: **30 days prior to event date**

Note: The DTEDT Trust Authority reserve the right to take whatever time is necessary to make their respective final determinations.

INSTRUCTIONS

1. Applications **MUST BE RECEIVED** by the DTEDT Trust Authority at the Durant Area Chamber of Commerce 90 days prior to event date. All applicants must submit one electronic copy in (pdf) form to discoverdurant@gmail.com, AND one (1) original copy to:

Discover Durant
Durant Area Chamber of Commerce
215 N 4th Ave
Durant, OK 74701

2. Late or incomplete applications will not be considered.
3. Applications will be evaluated first on compliance with eligibility requirements and then on responses to the selection criteria. The DTEDT Trust Authority reserves the right to fund applications in whole, in part, or not at all, and to reject any or all applications.
4. Applications and all materials submitted to the DTEDT Trust Authority may be subject to disclosure pursuant to the Oklahoma Open Records Act.
5. No cover letter or table of contents will be accepted. Cover letters and tables of contents submitted with applications will be discarded and not considered.
6. No double-sided printing will be accepted.
7. Applications that are bound and those that use dividers or tabs that prevent the DTEDT Trust Authority from easily photocopying or handling the applications will be rejected. Do not bind applications or use dividers or tabs.
8. This application consists of these instructions, (1) the Summary Form, (2) the Selection Criteria Questions, and (3) Attachments.
9. The final application submitted to the DTEDT Trust Authority must include:
 - Completed and signed Summary Form
 - Use of Funds Summary (250 words)
 - Responses to Selection Criteria Questions (3 pages)
 - Attachments in proper order
10. The Durant Tourism Economic Development Trust Authority is the sole decision maker for grants awarded through the DTEDT Trust Authority.

11. The DTEDT Trust Authority is responsible for all activities regarding the distribution of funds through the 2018-2019 Grant Cycle and may solicit information from any source as needed in conducting this work.
12. The DTEDT Trust Authority reserves the right to issue or not to issue supplemental statements regarding these instructions or any aspect of the grant program on an as-needed basis, and to perform any and all due diligence that may be required in the discharge of its obligations. Applicants may be required to provide additional information or to participate in pre-award interviews, as needed.



SUMMARY FORM

APPLICANT INFORMATION
NAME:
MAILING ADDRESS:
APPLICANT CONTACT NAME:
TITLE:
ARE YOU THE PRIMARY CONTACT FOR THIS GRANT: YES NO
EMAIL:
TELEPHONE:
FEIN:

GRANT REQUEST AND FINANCIAL INFORMATION
GRANT AMOUNT REQUESTED FOR 2018-2019:
TOTAL OF ALL CURRENT CASH RESERVES:
TOTAL APPROVED BUDGET FOR FISCAL 2018-2019 (CURRENT BUDGET YEAR):
TOTAL ACTUAL OPERATING EXPENSES FOR FISCAL 2017-2018 (PRIOR BUDGET YEAR):
TOTAL INCOME FROM ALL SOURCES FOR FISCAL 2017-2018 (PRIOR BUDGET YEAR):
PERCENTAGE OF FISCAL 2017-2018 TOTAL INCOME FROM TOURISM GRANTS FUND, IF ANY:
BRIEF PROJECT DESCRIPTION -- IN A SEPARATE DOCUMENT, ANSWER THESE THREE QUESTIONS BELOW IN 250 WORDS <u>TOTAL</u> OR LESS: • What does your organization do? • How will grant funds be used? • How will you measure success?

Please specify word count on project description document.

SELECTION CRITERIA

Selection Criteria: All applicants must respond to the following questions in no more than three (3) pages total. The three-page limit applies only to your answers to these questions, not to the Summary Form, Use of Funds Summary, or Attachments. Twelve (12) point font or greater and one (1) inch page margins (top, bottom, left and right) required. No double-sided printing.

In a separate document, please answer every question, restating in full the question you are answering. Number all questions. Number all pages. Do not reduce font size below 12-point font.

1. Please describe your special event. Make sure to define the site, area or location, including a map if appropriate.
2. Provide an implementation plan for your proposal including a budget. How specifically will grant funds be used?
3. Highlight the desired goals and outcomes to be achieved with the Durant Tourism Economic Development Tax funds. How will you define and measure your success as related to this funding request?
4. Describe your income stream(s) including fundraising efforts. If you are the local chapter of a national entity, explain how much funding it provides. Have you used City funds to receive additional funds from other sources?
5. Describe your paid professional staff and your level of volunteer involvement.
6. Explain how your proposal supports the development or promotion of tourism within the City.
7. How will your organization measure the number of tourists and the financial impact on tourism from your proposal? Please estimate the positive financial impact on the community.
8. Explain how your event relates to the Durant tourism season? Will the event draw visitors or encourage longer visits? What is the total number of attendees expected? Of those, how many will be from Durant?
9. Does the proposal increase the aesthetic or social experience of visitors to Durant?

APPLICATION CHECKLIST

SUBMIT THIS APPLICATION WITH THE FOLLOWING REQUIRED DOCUMENTS IN THE FOLLOWING ORDER:

- ☐ Summary Form (two pages)
- ☐ Use of Funds Summary (250 words max)
- ☐ Response to Selection Criteria Questions (in narrative form on your own paper, maximum three pages, 12-point font, all page margins one inch)
- ☐ Site or Event Map
- ☐ Proposed Budget
- ☐ Implementation Schedule

ATTACHMENTS:

- ☐ Copy of IRS determination letter as to 501(c)(3) status
- ☐ List of current Board of Directors and Officers
- ☐ List of all major contributors (\$1,000 and above) and amounts contributed, highest to lowest
- ☐ Year-end financial statements for fiscal year most recently ended
- ☐ IRS Form 990 (most current available)
- ☐ Approved budget for current fiscal year

By signing below, the applicant hereby certifies and warrants that any and all statements and representations made in this Grant Application are true and correct, and may be relied upon by the Durant Tourism Economic Development Tax Trust Authority.

Authorized Signature: _____ Date: _____
(from applicant organization) (mm/dd/yyyy)

Printed Name and Title:

Official form of the Durant Tourism Economic Development Trust Authority.

Do not alter or change this form in any manner.

Submittals not using official forms or using altered forms may be returned without notice.



2018-2019 DURANT TOURISM ECONOMIC DEVELOPMENT TAX
TOURISM PROMOTION FUND
GRANT APPLICATION

Dear Applicant,

Attached please find the 2018-2019 Tourism Promotion Fund Grant Application.

The Durant Tourism Economic Development Tax Trust Authority allocates funding from the tourism tax to market and promote regional activities, attractions, and events in the City of Durant and surrounding area. The DTEDT Trust Authority reviews the Tourism Promotion Grant Applications and makes recommendations on allocation.

There are two (2) different categories, those seeking funds \$2500.00 and below and those seeking funds \$2500.01 and above.

Funding is very limited, and the grant process is very competitive. Receipt of funds in one year is not a guarantee of receiving funds, or the same amount of funding, in subsequent years.

Review the entire application and all instructions prior to beginning work on it. Contact the Durant Area Chamber of Commerce at 580-924-0848 with questions.

Review your application completely before submitting it, and make sure you have followed all instructions.

The DTEDT complies with all applicable state and federal laws, and does not discriminate in any manner.

Sincerely,

Durant Tourism Economic Development Tax
Trust Authority



INSTRUCTIONS

2018-2019 DURANT TOURISM ECONOMIC DEVELOPMENT TAX TOURISM PROMOTION FUND GRANT APPLICATION

Eligible projects shall provide for the development and promotion of tourism within the City or region. Categories of award may include:

Special Events. This includes events to draw visitors to the City of Durant or region, encourage longer visits, or extend the length of the tourism season.

PROGRAM DATES

Applications Available: **July 1, 2018**

**Applications Due at Discover Durant,
Durant Area Chamber of Commerce:** **90 days prior to event date**

Target Award Date: **30 days prior to event date**

Note: The DTEDT Trust Authority reserve the right to take whatever time is necessary to make their respective final determinations.



GRANT APPLICATION \$2500.00 AND UNDER

NAME: _____

MAILING ADDRESS: _____

APPLICANT CONTACT NAME: _____

TITLE: _____

ARE YOU THE PRIMARY CONTACT FOR THIS GRANT: ☐ YES ☐ NO

EMAIL: _____

TELEPHONE: _____

FEIN: _____

GRANT AMOUNT REQUESTED FOR 2018-2019: _____

TOTAL OF ALL CURRENT CASH RESERVES: _____

TOTAL APPROVED BUDGET FOR FISCAL 2018-2019 (CURRENT BUDGET YEAR): _____

TOTAL INCOME FROM ALL SOURCES FOR FISCAL 2017 – 2018 (PRIOR BUDGET YEAR): _____

BRIEF PROJECT DESCRIPTION -- IN A SEPARATE DOCUMENT, ANSWER THESE THREE QUESTIONS BELOW IN 250 WORDS TOTAL OR LESS:

- What does your organization do?
- How will grant funds be used?
- How will you measure success?

*Please specify word count on project description document. *

ATTACHMENTS

- Site or Event Map
- Implementation Schedule
- Copy of IRA determination letter as to 501(c)(3) status
- List of current Board of Directors and Officers
- IRS Form 990 (most current available)

Signature of Responsible Party: _____

Title: _____ Date: _____



Cultural Arts Funding Programs



Cultural Services Department

Jim McDonald, Director
215 N. Mason Street
PO Box 580
Fort Collins, CO 80522
970.221.6733
970.221.6373 - fax
fcgov.com/culturalservices

Table of Contents

Introduction.....	4
Source of Fort Fund Cultural Arts Funding	5
Overview of Programs.....	6
General Eligibility Requirements	8
Ineligible Organizations and Activities.....	10
Organizational Support	11
Project Support	13
Project Support II	15
Selection Process and Contract Award	17
Contractual Requirements	18
Appeal Process.....	18
Roles and Responsibilities.....	20
Definitions	21
Helpful Hints on Cultural Tourism	24

*Revised/Approved 11/28/17
Updated 1/8/19*

Fort Fund—Cultural Arts Funding Programs

Introduction

The Cultural Services Department (CSD) of the City of Fort Collins serves to encourage, develop, and facilitate an enriched environment of artistic, creative, cultural activity in Fort Collins. As a component of many services and activities, the CSD manages the funding and application process for nonprofit arts and cultural organizations and creative individuals for artistic and cultural services in the City of Fort Collins. The City of Fort Collins offers contracts for services identified through a competitive application and review process.

This booklet contains information and forms to help assist qualified organizations interested in applying for funding in the Fort Fund Programs.

The Fort Fund Cultural Arts Funding Programs support projects and activities in all disciplines that provide arts and cultural programming to the Fort Collins community and the Growth Management Area (GMA). The purpose of this program is to reinforce the artistic, cultural, heritage, and scientific industries to celebrate and promote Fort Collins as an exciting, vibrant, and diverse cultural destination for residents, visitors, and tourists throughout the world and represent an important component of the economy and overall quality of life.

Prior to beginning the application process, applicants are required to read the guidelines and application instructions for details on program eligibility and requirements. The Fort Fund Guidelines are adopted by the Cultural Resources Board in an effort to streamline the application/review process and to maintain accountability and integrity of the allocation of public funds. Program guidelines are reviewed periodically throughout the year. Any changes adopted by the Cultural Resources Board will be distributed by Cultural Services Department staff.

City of Fort Collins Mission

The mission of the City of Fort Collins is exceptional service for an exceptional community.

City of Fort Collins Vision

The City of Fort Collins vision is to provide world-class municipal services through operational excellence and a culture of innovation. We value collaboration, excellence, integrity, outstanding service, safety, and well-being and stewardship.

City of Fort Collins Cultural Services Department

The City of Fort Collins Cultural Services Department envisions a culturally vibrant city where:

- Arts, culture, science, and creativity are an integral component of a vibrant community and a thriving economy
- Artists, cultural, and creative organizations from all disciplines have the opportunity to engage in meaningful work and provide a robust selection of activities to a wide audience including residents, visitors, and tourists
- The community is committed to creative expression and lifelong learning
- A creative cultural environment attracts a diverse population, workforce, and businesses that value the arts, culture and creativity.

Source of Fort Fund Cultural Arts Funding

The City of Fort Collins invests in arts and culture by allocating a portion of lodging tax revenues. The Fort Fund sources of revenue include the Cultural Development & Programming and Tourism Accounts of the lodging tax revenues. Applications are reviewed by the Cultural Resources Board of the City of Fort Collins. Recommendations to fund events are submitted to the Fort Collins City Council for final approval.

The City of Fort Collins, as a matter of policy, is committed to providing financial support to organizations that represent, strengthen, and contribute to the arts, culture, scientific and creative industries in Fort Collins; that are recognized as a crucial component of the community's unique identity and a vital contributor to the City's economic infrastructure. Our rich and diverse cultural resources create not only enhanced quality of life for our citizens, but are also key factors in promoting Fort Collins as a destination city to tourists and visitors worldwide. To that end, direct support of events and activities related to the improvement, application, broad accessibility, and marketing of arts and culture are the guiding principles for the investment of these funds.

The overarching goals for Fort Fund Cultural Arts Funding Programs are to serve as a catalyst for arts and cultural development and to make Fort Collins a cultural center and destination. The objective of Fort Fund is to provide funds that will foster, encourage, and promote arts and cultural programming and support tourism and economic development.

Fort Fund supports public events and activities that:

- Enrich the cultural life of the Fort Collins community
- Promote local heritage and diversity
- Provide opportunities for community members to participate in, create, learn from, or experience arts and culture
- Help to define Fort Collins as a destination for arts and culture
- Elevate the community and broaden perspectives
- Have wide appeal for a significant part of the community
- Encourage excellence, innovation, and collaboration in the creation and presentation of artistic and cultural work
- Support artists and organizations in developing new programs and activities
- Encourage partnerships and creative collaborations within the community
- Promote the general welfare of the inhabitants of the city.

Overview of Programs

These guidelines include information of different funding programs available to nonprofit arts and cultural organizations and nonprofit organizations conducting arts and cultural activities. Projects initiated by individual artists or unincorporated groups must apply under the umbrella of a nonprofit organization (fiscal sponsor) as defined below

Eligibility

Organizations chartered in Colorado with IRS non-profit status may submit an application for consideration. Official documentation of this status must accompany all applications. All organizations that fall under the same IRS non-profit tax status will be considered the same unit for funding.

Organizational Support

April Deadline

The Organizational Support category provides funding to large 501(c)(3)C3 nonprofit arts and cultural institutions for general operating expenditures, including artistic and administrative expenses, directly related to a year-long program of events or organizations that present a number of community events during the course of their season. Organizational Support is made available to established nonprofit arts and cultural organizations in the City of Fort Collins that consistently demonstrate high quality artistic programming and/or services. This category is available to organizations that have a minimum of \$150,000 in unrestricted annual expenses. Organizations must have a history of ongoing programs for a minimum of five (5) consecutive years preceding the funding application deadline and must be headquartered in Fort Collins or its Growth Management Area. Applicants for Organizational Support may only submit one (1) application per year. They are not eligible to apply in any other category and their Organizational Support must be for the entirety of their annual programming. **See pages 11-12 for details of program requirements and evaluation criteria.**

Project Support

April Deadline

The Project Support category provides funding to nonprofit arts and cultural organizations requesting support or for specific arts/cultural projects that deliver quality arts and cultural programming that do not meet the Organizational Support eligibility requirements and/or choose not to apply in that program. Organizations that apply in this category must have a history of ongoing artistic/cultural programs for a minimum of three (3) consecutive years preceding the application deadline must be headquartered in Fort Collins or its Growth Management Area. Applicants for the Project Support category may only submit one (1) application for Project support and up to one (1) additional application for the Project Support II category per year for different cultural activities. Separate matching funds must be provided for each application/project. **See pages 13-14 for details of program requirements and evaluation criteria.**

Project Support II

January & June Deadlines

The Project Support II category provides funding to smaller arts and cultural organizations that have evidence of an artistic body of work or programming for a minimum of one (1) year prior to the application deadline. This program is also available to other 501(c)(3)(c) nonprofit non-arts organizations that meet the requirements for presenting quality arts programming for non-commercial arts/cultural projects. These projects are typically smaller, community-based activities with a limited scope and budget. Applicants to the Project Support II category may submit up to two (2) applications per year in differing cycles for different cultural activities. Separate matching funds must be provided for each application/project. **See pages 15-16 for details of program requirements and evaluation criteria.**

Funding will support activities related to programming and projects that are open to Fort Collins residents, visitors, and tourists and are consistent with the promotion and enhancement of the City of Fort Collins as a cultural destination.

Note: Sponsored projects do not count toward application limits for the Fiscal Sponsoring organizations. Colorado State University organizations are required to submit their applications through the Sponsored Programs Office.

Specific application deadlines are listed immediately following each program. Funding is subject to the amount of available funds per year. The Cultural Resources Board reserves the right to deny funding to any organization that does not fully meet the criteria or limit the number of awards to any one organization in any year.

General Eligibility Requirements

Organizations chartered in Colorado with IRS non-profit status may submit an application for consideration. Written proof of this status must accompany all applications. All organizations that fall under the same IRS non-profit tax number will be considered the same unit for funding.

- Events must be held in Fort Collins or in the Fort Collins Growth Management Area.
- Events must be open to the general public and efforts must be made to advertise and make the general public aware of the opportunity to attend and/or participate in the event.
- Events or activities must provide a direct public benefit of a reasonably general character to a significant number of City residents.
- Events may occur no earlier than 45 days after the application deadline.
- The applicant organization must be in good standing with the Fort Fund program.

Minimum Requirements for Fiscal Sponsors

All Fiscal Sponsors must adhere to the following requirements in addition to the Eligibility Requirements above. Fiscal Sponsors must:

- Be a 501(c)(3)(c) organization located in Fort Collins or the Growth Management Area (GMA)
- Be in existence for at least three (3) years and have an active volunteer Board of Directors that meets at least three times a year,
- Have a salaried, professional Executive Director, and
- Have at least a \$40,000 annual operating budget as evidenced by the most recently completed IRS Form 990.

Additional Requirements for Both Sponsored Projects and Fiscal Sponsors

Each funding category may have additional requirements that determine an organization's ability to apply for and receive funding. Details are included in the funding category descriptions.

Fiscal Sponsors that apply on behalf of groups or individuals as the fiduciary agency must take on the legal responsibilities to carry out the contract. The City of Fort Collins will directly contract with the Fiscal Sponsor. The Fiscal Sponsor will be responsible for all administration, financial management, reporting, and any other responsibilities associated with the completion of the project. Failure to comply with fiduciary responsibilities, contract compliance, and/or contract management requirements may result in loss of eligibility to serve as a Fiscal Sponsor. Examples of failing to meet sponsorship requirements include but are not limited to: failure to review materials for completeness and accuracy prior to submitting to the City, turning in late and/or incomplete applications, or contract materials, and/or final reports.

The **Fiscal Sponsor** may charge up to 10% of the award amount as a sponsorship fee for serving as a fiscal agent in all applicable funding programs. Sponsored project activities must be independent, separate from the general activities of the Fiscal Sponsor. Applications for sponsored projects may not be for an extension of an organization's regular programs and/or services, nor may a sponsored project be used to fund activities, events, or services put on or provided by the Fiscal Sponsor. Applicable professional services provided by the Fiscal Sponsor may be considered as eligible expenses.

Application Checklist

Each Fort Fund Cultural Arts Funding Program has a number of required attachments. Please be sure your applications are complete when submitted. Failure to supply required forms and materials may result in disqualification of your proposal.

Required Attachments

- Tourism Impact Form
- Board List
- Proof of Non-profit status
- Fort Fund Budget Forms

Be sure to select the funding program that best fits your organization/project. Staff are available for consultation. Completely answer all the project narrative questions for your program. Applications are scored on this information. Be brief and concise but address all the areas in question. Be sure the application is signed by individuals authorized to act on behalf of the applicant organization.

Ineligible Organizations and Activities

The City of Fort Collins will NOT award grants to:

- Governmental agencies or public authorities
- Applicants that have a delinquent status with the Fort Fund Cultural Services Funding Programs
- Sporting events, pageants, or hospitality costs
- Previously completed activities
- Religious and/or sectarian programming or any programming and/or services that are solely for the promotion of or consumption by a specific religious order and/or a particular sect
- Cash reserves or endowments of any kind
- Capital expenditures including construction, renovation, or purchase of real property
- Fundraisers or other private events or any activities offered for the purpose of raising money
- Programs and/or services of Fort Collins-based arts and cultural organizations that benefit other cities or regions
- Applications that do not support nonprofit public arts activities or projects that benefit a for-profit business or activity
- Costs associated with the start-up of a new organization
- School programs traditionally part of the academic curriculum
- Applications to reduce existing deficits
- Broadcast and print media organizations
- Foundations with a principle purpose of making grants to unrelated organizations or individuals. Foundations are eligible to serve as Fiscal Sponsors, however.
- Scholarly or academic research, tuition, and activities which generate academic credit or formal study toward an academic or professional degree

City of Fort Collins Funding may NOT be used for...

- Fundraising expenses
- Projects or activities by colleges or universities for on-campus activities not intended for the general public.
- Consultants who are members of an applicant's staff or board
- Payments to students
- Scholarships, fellowships, or tuition assistance
- Capital expenditures
- Project activities outside the City of Fort Collins
- Costs incurred before the start of the funded project
- Entry fees for competitions
- The purchase of computer software/hardware
- Operating costs not associated with the project
- Publication of manuscripts or compositions not created as part of a grant-supported project
- Activities not open to the Fort Collins general public
- Grant management costs, grant writing fees, application preparation costs, sponsorship fees, or any other grant preparation and management fees.
- Purchase of awards, cash prizes, contributions, or donations.
- Food or beverages for hospitality
- Entertainment or reception functions
- Curriculum development or curricular activities
- Creation of textbooks/classroom materials.
- *Travel expenses: transportation/mileage/lodging/meals

**Travel Expenses Exception: Arts education applicants may include student bus travel as an identified expense.*

Organizational Support

Annual Application Deadline - April

Purpose

The Organizational Support Program is designed to promote organizational stability and sustainability of Fort Collins' arts and cultural institutions and to cultivate organizational growth and development through investments that contribute to the City's overall livability, tourism industry, and creative economy. Organizational Support is made available to established nonprofit arts and cultural organizations in the City of Fort Collins that consistently demonstrate high quality artistic programming and/or services.

The City of Fort Collins expects Organizational Support recipients to:

- Participate as partners with the City of Fort Collins to further the goals of the City and the Cultural Services Department;
- Increase the city's competitive position, culturally and economically, through activities that create greater encouragement, promotion, and appreciation of the importance of the arts and culture, and foster an awareness of their aesthetic, economic, cultural, and social relevance;
- Present annual programming of a high artistic quality and cultural experiences accessible and marketed broadly to citizens, visitors, and tourists;
- Set standards and adhere to the strictest of professionally accepted practices;
- Serve broad audiences;
- Provide leadership to artists and smaller organizations in their fields; and
- Foster collaborations and partnerships between themselves and other arts organizations, as well as business and community leaders.

Program Eligibility Requirements

In addition to the General Eligibility Requirements, applicants must also meet ALL of the following requirements:

- Be a Fort Collins based, 501(c)(3) nonprofit arts and/or cultural producing, presenting, or promoting organization that has been in operation for at least five (5) years;
- Have minimum cash expenditures of \$150,000 as determined by the average cash expenses of the organization's recent previous 2 years IRS Form 990s;
- Provide year-round arts programming including performances, exhibitions, or other ongoing arts and cultural activities to the public and provide documentation of past programs and services, as evidenced by copies of programs, playbills, reviews, or similar documentation; and
- Have a professional, salaried executive director.

Note: This program is not designed for festivals, single events, individuals, broadcast organizations (e.g. radio/television) or first-time applicants; therefore, these organizations or activities are not eligible for this program.

What Will Be Funded and Funding Requests

Support under the Organizational Support program is designed to assist with operating expenditures, including artistic and administrative expenses, directly related to a yearlong program of events, a season, or a series of programs and activities that are open and marketed to the public that occur in Fort Collins.

Applicants in the Organizational Support program may request up to 25% of their unrestricted expenditures or \$40,000, whichever is less. Applicants that receive funding support in this category will match the award with a minimum 3:1 project related cash expenses. **Applicants who receive funding in this category are not eligible for funding in any other category.**

Organizational Support Evaluation Criteria

Applications to the Organizational Support Program will be reviewed according to the following criteria. There is a maximum score of 100 points possible. A score of at least 75 points must be earned for the application to receive a funding recommendation. The proposal must address each of the three sections of evaluation criteria. Each application will be scored individually based on the criteria outlined. The following criteria will be used for evaluation of Organizational Support applications:

Artistic Excellence and Innovation: 30 Points

- Does the organization and proposed programming demonstrate artistic excellence?
- Does the applicant demonstrate a history of providing programs or services of high quality?
- Does the applicant produce/present professional quality work that contributes to the unique artistic, cultural, historic landscape and to Fort Collins' recognition as a center for arts and culture in the region, state, nationally, or internationally?
- How does the proposed programming/project make use of high caliber artists and/or promote culture?

Administrative Capability: 20 Points

- Does the project adhere to and further the mission or goals of the organization?
- Does the applicant demonstrate business skills, production accomplishments, and administrative skills needed to complete the proposed programming/project?
- Is the season/project budget appropriate and reasonable and does the proposed budget provide sufficient funding from an appropriate variety of sources to successfully accomplish the programming/project?
- Does the applicant conduct ongoing planning and program evaluations with appropriate use of tools to measure program/project effectiveness?
- Does the applicant have a history of financial stability and sound financial practices?
- Does the applicant collect data regarding audience demographics, audience involvement, and tourists in attendance? Is data used in planning, programming and decision making?
- Does the applicant provide leadership to artists and smaller organizations in their field and foster collaborations or partnerships between themselves and other organizations?

Community, Cultural, and Social Impact: 50 Points

- Does the proposed programming expand the opportunities for residents, visitors, and tourists to actively participate in Fort Collins' cultural life?
- Does the applicant/project promote and encourage arts and cultural awareness to a broad and diverse audience?
- Does the proposed activity promote tourism by marketing to a broad constituency, including residents, visitors, and tourists with measurable goals to assess the outreach of the organization?
- Is the proposed programming accessible to all audiences, including individuals with disabilities, economically disadvantaged, or historically underserved?
- Does the applicant demonstrate efforts to diversify its audience and outreach?
- Does the programming provide a measurable economic contribution to the community, including expansion of tourism, employment of local artists, and leveraging of dollars?
- Does the proposed programming meet a recognized social or cultural need?

Project Support

Annual Application Deadline - April

Purpose

The purpose of the Project support category is to serve as a catalyst for the delivery of quality arts and cultural experiences, to stimulate programming that is reflective of Fort Collins' rich and diverse community, and to encourage artistic excellence and innovation, accessibility to the arts, and the promotion of cultural tourism.

Types of Eligible Organizations

- Small and medium nonprofit arts and cultural organizations
- Large arts and cultural organizations that do not meet Organizational Support eligibility requirements or do not choose to apply for Organizational Support
- Events and projects including multiple events or activities

Eligibility Requirements

In addition to the General Eligibility Requirements, applicants must also meet ALL of the following requirements:

- Be a 501(c)(3)(c) nonprofit organization;
- In operation for at least three (3) years;
- Qualified artistic, administrative, and management leadership (professional or volunteer) capable of completing the proposed project

Public Art Projects

Organizations proposing to do public art projects, that are defined as permanent or temporary visual art installations in locations that are visible and/or accessible to the public, must obtain permission from the *property owner* prior to the application deadline.

Privately Owned Property – If a private entity (or a public entity other than the City of Fort Collins) owns the property, the applicant must obtain a formal letter of support from the owner allowing the applicant to install the proposed artwork. This letter must be attached to the application. Without the property owner's written consent, the application will not be processed or forwarded to the panel for review.

What Will Be Funded

Production costs, artistic fees, project coordination (including staffing), audience development, outreach and marketing, and other direct costs specific to the project outlined in the application for funding. Public exhibitions, performances or presentations must be marketed to the public. See pages 10 for specific organizations, activities and costs that will not be supported. Contact Cultural Services Department Staff if you have questions.

Funding Requests (\$5,000-\$15,000)

Requests in the Project Support Program are allowed from \$5,000 - \$15,000. The project budget must be specific to the activities outlined in the application for funding. The organization's total operational budget may not be appropriate for submission under this component. Please contact Cultural Services Department staff if you have any questions regarding this information.

Matching Funds

A minimum 1:1 cash match is required for all Project Support contracts. Funding from another City of Fort Collins contract or grant may not be used as a match to the Project Support contract. Applicants who receive funding in this category may apply for and receive up to one (1) grant in the Project Support II category per year. The City reserves the right to limit the number of awards to any organization.

Project Support Evaluation Criteria

Applications to the Project support Program will be reviewed according to the following criteria. All of the following criteria total to a maximum score of 100 points. A score of at least 75 points must be earned for the application to receive a funding recommendation. The proposal must address each of the three sections of evaluation criteria. Each application will be scored individually based on the criteria outlined. The following criteria will be used for evaluation of Project Support applications:

Artistic Excellence and Innovation: 30 Points

- Does the organization and proposed programming demonstrate artistic/cultural excellence?
- Does the applicant show a history of providing programs or services of high quality or completing quality arts projects?
- Does the applicant produce/present professional quality work that contributes to the unique artistic, cultural, historic landscape and to Fort Collins' recognition as a center for arts and culture?
- Does the proposed programming/project make use of high caliber artists and/or promote culture?

Administrative Capability: 20 Points

- Does the project adhere to and further the mission or goals of the organization?
- Does the applicant demonstrate business skills, production accomplishments, and administrative skills needed to complete the proposed programming/project?
- Is the project budget appropriate and reasonable and is there a variety of sources to successfully accomplish the programming/project?
- Does the applicant conduct program evaluations and measure program/project effectiveness?
- Does the applicant have a history of financial stability and successful project management?
- Does the applicant collect data regarding audience demographics, audience involvement, and tourists in attendance?
- Does the applicant foster collaborations or partnerships between themselves and other organizations?

Community, Cultural, and Social Impact: 50 Points

- Does the proposed programming expand the opportunities for residents, visitors, and tourists to actively participate in Fort Collins' cultural life?
- Does the applicant/project promote and encourage arts and cultural awareness to a broad and diverse audience?
- Does the proposed activity promote tourism by marketing to a broad constituency, including residents, visitors, and tourists with measurable goals to assess the outreach of the organization?
- Is the proposed programming accessible to all audiences, including individuals with disabilities, economically disadvantaged, or historically underserved?
- Does the applicant demonstrate efforts to diversify its audiences and outreach?
- Does the programming provide a measurable economic contribution throughout the community, including expansion of tourism, employment of local artists, and leveraging of dollars?
- Does the proposed programming meet a recognized social or cultural need?

Project Support II

Annual Application Deadlines – January & June

Purpose

A similar program to Project Support, the purpose of the Project Support II program is to provide support for:

- Smaller nonprofit arts and cultural organizations that are implementing quality arts projects
- Nonprofit organizations that meet the requirements for presenting quality arts programming
- Micro nonprofit arts (see definition, page 12) and cultural organizations
- First Time Applicants – An organization that has not received funding through the Fort Fund Programs for two (2) cycles within the last five (5) fiscal years

The program serves to stimulate programming that is reflective of Fort Collins' rich and diverse community and to encourage artistic expression, accessibility to arts and culture, cultural education/lifelong learning, and the promotion of arts and cultural tourism. This program supports smaller, Community based organizations and projects that are an essential component of the overall cultural ecosystem that makes Fort Collins a center for creative expression and a cultural destination.

Individuals and unincorporated groups must apply under the sponsorship of a 501(c)(3)(c) nonprofit organization (fiscal agent) in Project Support II.

Applicants in the Project Support II program must be 501(c)(3)(c) organizations or be chartered in Colorado with nonprofit status or be sponsored by a fiscal agent who is.

Eligibility Requirements

In addition to the General Eligibility Requirements, applicants must also meet all of the following requirements:

- Be in operation for at least a year;
- Have qualified artistic, administrative, and management leadership (professional or volunteer) capable of completing the proposed project;
- Be a 501(c)(3)(c) or State of Colorado nonprofit organization or sponsored by one. See page 8 for details.

Arts Education

The Project Support II category supports quality arts education activities, conducted by artists of high quality and ability, in schools or communities as well as in arts education partnerships between schools and Community based organizations. Funded activities may involve collaboration among artists, educators (arts and other disciplines), community arts resources, arts organizations with strong educational programming, arts organizations interested in developing educational programming, local businesses, parents, students, and the general public.

This program supports projects integrating arts into education activities that take place outside of the general school curriculum, cannot be credit bearing, and may not constitute ongoing instruction normally provided by certified teachers. Applications for projects that take place in schools must submit a letter from the principal supporting the application and project activities.

Arts Education projects in this category support applications from nonprofit organizations or nonprofit schools for in-class and before/after-school projects involving teaching artists. Funded activities include artists in residence, collaborative programs and events by student participants, and activities of school-based extracurricular organizations which are open to the public. Funded events must have a public performance, exhibition, or presentation that is marketed beyond the school and to the general public.

Public Art Projects

Please refer to page 12 for details regarding proposals for public art projects.

What Will Be Funded

Production costs, artistic fees, project coordination (including staffing), audience development, outreach and marketing, and other direct costs specific to the project outlined in the application for funding. See page 9 for specific organizations, activities and costs that will not be supported. Contact Cultural Services staff if you have questions.

Funding Requests (up to \$5,000)

Requests in the Project Support II Program of \$2,000 to \$5,000 are allowed. The project budget must be specific to the activities outlined in the application for funding. An organization's total operational budget is not appropriate for submission under this program.

Matching Funds

A 1:1 match is required for all contract awards. Up to one half (1/2) of the match may be in well- documented in-kind support (at true market value with proper documentation). Applicants who receive funding in this category may apply for and receive up to two (2) grants in the Project Support II category per year. The City reserves the right to limit the number of awards made to any organization.

Project Support II Evaluation Criteria

Applications to the Project Support II Program will be reviewed according to the following criteria. There is a maximum score of 100 points. A score of at least 75 points must be earned for the application to receive a funding recommendation. Your proposal must address each of the four sections of evaluation criteria. Each application will be scored individually based on the criteria outlined. The following criteria will be used for evaluation of Project Support applications:

Project Design: 20 Points

- Does the proposed project support the goals for the Fort Fund program and the City of Fort Collins?
- Are the proposed project activities reasonably planned and thoughtfully crafted?
- Are the proposed project activities unique, innovative, or original?
- Is the project budget appropriate and reasonable?
- **EDUCATION PROJECTS ONLY** - How is this project aligned with educational standards and curriculum to extend the impact of learning beyond the arts and cultural context?

Artistic Excellence and Innovation: 30 Points

- Does the applicant produce/present quality work that contributes to the artistic, cultural, historic landscape in Fort Collins?
- Does the applicant show a history of providing programs or services of high quality or completing quality arts projects?
- Does the proposed programming/project make use of high caliber artists and/or promote culture?
- **EDUCATION PROJECTS ONLY** - How will the project provide arts experiences that expose participants to new artistic experiences, deepen appreciation of arts and culture, artists, media or history, and provide opportunities for engagement in the creative process?

Administrative Capability: 10 Points

- Does the applicant demonstrate artistic and administrative skills needed to complete the proposed programming/project?
- Does the applicant conduct program evaluations and measure program/project effectiveness?
- Does the applicant collect data regarding audience demographics, audience involvement, and tourists in attendance?
- **FISCAL SPONSORED PROJECTS ONLY** - Is the sponsoring organization's capable of managing the administrative and financial aspects of the project?

Community, Cultural, and Social Impact: 40 Points

- Does the proposed programming expand the opportunities for residents, visitors, and tourists to actively participate in Fort Collins' cultural life?
- Does the applicant/project promote and encourage arts and cultural awareness to a broad and diverse audience?
- Does the proposed activity market to a broad constituency, including residents, visitors, and tourists?
- Does the project promote local traditions, community assets, or city values in or through the arts, or build social connections and understanding between diverse groups of people?
- Is the proposed programming accessible to audiences, including individuals with disabilities, economically disadvantaged, or historically underserved?
- **EDUCATION PROJECTS ONLY** - Does the funded activity include a performance(s), exhibition(s), or activity(s) open to the general public and how will you promote such events to parents and community members?

Selection Process and Contract Award

Funding Process

Historically, available sources of funding for our programs are not sufficient to meet applicant demand. While it is recommended that an applicant request the highest reasonable amount based on the proposed project budget, the reality is it is rare that an award amount duplicates that of the request. Larger organizations may get larger awards, but smaller groups may receive a higher percentage of their budget. The final distribution of funding is dependent on, but not limited to, several factors: 1) projected available program funding; 2) number of applications submitted; 3) applicant score; and 4) number of applicants awarded funding.

The Cultural Resources Board will review applications and score each individually based on the published review criteria for each program. Applications do not compete against each other, they are assessed based on the information provided and scores determined based on the criteria as outlined in each program. Scores are tabulated using Olympic scoring and a draft funding plan will be developed by Cultural Services staff and presented to the Cultural Resources Board for discussion and revision as needed. The CuRB will provide a recommendation for funding to City Council, who will approve recommendations at a regularly scheduled meeting. Applicants will be notified by mail after a decision has been finalized.

Contractual Requirements

- All awards require leveraging of dollars and each program has specific details on required levels of matching funds.
- Contracts for services with the City of Fort Collins must be signed prior to the issuance of funds.
- All funds must be used for direct costs of the event(s) within the time frame as required by contract, or returned immediately to the Cultural Services Department. If the event changes significantly, the Cultural Services Department must be notified in writing. Any changes must be approved prior to implementation. Funding for the event may be re-evaluated at that time.
- Organizations that receive funding will be REQUIRED to post all city-funded events and projects on the arts calendar at www.visitfortcollins.com/events. Contractors will be required to acknowledge the City's support in all appropriate materials and media. All publicity and advertisements (including posters, programs, banners, flyers, newspaper ads and postcards print or electronic) of the funded event must include the City's logo. If there is no printed material, a Fort Fund banner must be exhibited at the event. Organizations must also list funded event on the Fort Collins Convention and Visitors Bureau website calendar at www.visitfortcollins.com/events.
- Funded applicants will also be required to provide verbal credit to the City of Fort Collins Cultural Services Department when such announcements are made for any sponsors at the performance(s) or event(s).
- All applicants are required to submit the Tourism Impact form.
- If awarded funding, a final report will be REQUIRED annually within thirty days of the programming completion. The report will require proof of award and match monies expended, a variety of demographics data and proof the funded programming was executed as well as the use of required publicity verbiage and logo(s).
- Cultural Resources Board and staff may be assigned to each event to act as a liaison between funded organizations and the Board. Complimentary tickets will be provided by contractors to all funded activities for this purpose.

Implementation

Following the approval of the funding recommendation, the applicant may be required to submit a revised budget and project narrative. The City will enter into a contract with the organization or Fiscal Sponsor. The contract will establish procedures and responsibilities for both the City and the contractor.

The City will conduct monitoring activities throughout the project as required. These activities may include site visits to verify compliance with contract requirements.

Appeal Process

The Cultural Resources Board and the City of Fort Collins Cultural Services Department have adopted a policy that provides for a process of appeal by an organization or individual whose application for funding was not approved. The City Manager makes final decisions in all matters in dealing with the award of Fort Fund contracts based on the recommendations of the review process, staff input, and the Cultural Resources Board recommendations. Cultural Resources Board meetings are public meetings held throughout the year and provide opportunities for citizen comments to funding program guidelines, general and specific Board and Fort Fund policies, objectives, budget requests, and other matters. During these meetings, public comments from organizations, artists and members of the public are encouraged.

Grounds for Appeal

An organization or individual whose application for requested funding has been reviewed and not approved for funding, shall be entitled to pursue a process of appeal based upon technical aspects of the application review and determination process; such as administrative error on the part of the board or staff, conflict of interest, or presentation of misinformation by board or staff.

Appeal Process

The appeal process is a review of decisions reached on an application as originally submitted or as amended in response to Cultural Services staff inquiries. New application information and subsequent application clarification are not considered in the appeal process. The following four steps of the appeal process are outlined below:

1. Preparation for Appeal

Contact the Cultural Services staff to request a summary report which describes the basis on which the decision was made and to discuss the review/determination process. This should be accomplished immediately upon notification of award.

Based upon discussions with staff and further study of the application review, if there is a decision to continue the appeal then immediately proceed to the next step.

2. Notification of Intent to Appeal

Submit a written letter of "intent to appeal" within 30 days from the date of the City funding notification letter. This correspondence must be addressed to the Cultural Services Director and should include the applicant's contact information, specific project, and a brief discussion on the basis on which an appeal is being made (administrative error, conflict of interest, or presentation of misinformation).

3. Conference

Following receipt and review of the "intent to appeal", the Cultural Services Director will schedule a staff/appellant conference. The purpose of this conference is to informally review and discuss the recommendations of the peer review panel and the action taken by the Cultural Resources Board.

City staff will provide appropriate guidelines and questions to determine the basis for appeal in preparation for the conference. Based upon the findings of the conference, a response will be developed which outlines the discussion and whether a recommendation for reconsideration or denial has been determined by the Cultural Services Director.

4. Cultural Resources Board Review

The Cultural Services Director's report recommending reconsideration or denial of the appeal will be forwarded to the Cultural Resources Board for review at their next scheduled meeting. The board will review the report and information related to the appeal. The applicant will be invited to attend the meeting to present information and respond to questions regarding the appeal. The board can choose to approve or deny the appeal based on this meeting. If the appeal is denied, the outcome of the application process stands. If approved, the applicant score will be changed to 75 points, the minimum level for funding eligibility and a recommendation for funding will be forwarded to City Council for consideration based on that score, pending available funding.

Roles and Responsibilities

Fort Collins City Council

- Establishes overall cultural funding policy and annual program budget;
- Authorizes all contracts made under the Fort Fund Cultural Arts Funding Programs to arts and cultural organizations; and
- Appoints members of the Cultural Resources Board

Cultural Resources Board

The Cultural Resources Board is responsible for the following tasks:

- To assist, advise and make recommendations to the Director of Cultural Services and Facilities and the City Council on arts and culture related matters and opportunities to promote awareness, understanding and appreciation for the value of cultural resources in the community;
- To review proposals for funding from the Cultural Development and Programming Account, following established and published guidelines, and to submit recommendations regarding such proposals to the City Council to be approved by the Council by resolution; and
- To advise and make recommendations to the City Manager regarding any proposed revisions to the guidelines used by the Cultural Resources Board to make the funding recommendations referred to in subparagraph (2) above;

City Staff

- Administers policies under direction of the Cultural Services Director and City Manager;
- Provides support to the Cultural Resources Board and it's workinggroups;
- Facilitates Fort Fund reviews, documents and verifies findings, and reports to the Cultural Resources Board; and
- Administers Fort Fund contracts with organizations

Definitions

- Activity – Refers to the specific project or range of operations proposed for cultural funding.
- Admissions – Revenue derived from fees earned through sales of services. Include ticket sales of proposed events, sales of workshops, etc., to other community organizations, government contracts for specific services, performances or residence fees, tuition, etc.
- Applicant Cash – Funds from the applicant's resources allocated to this project.
- Arts and Education – Artists who collaborate with schools, nonprofit organizations, and communities to provide arts education at the K-12 level, workforce development, adult, or audience development and/or other arts education activities.
- Arts and Cultural Organization – An organization that either has Federal 501(c)(3) (c) status or is chartered within the State of Colorado.
- Capital Expenditures – Expenses for purchases of building or real estate, renovations or improvements involving structural change, payments for roads, driveways or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., and expenses for additions to a collection.
- Community Outreach – A demonstrated commitment to extending services or benefits to communities traditionally under represented by the arts, defined by: 1) participation drawn from the underserved community, 2) providing resources, and 3) collaborating with existing community artists.
- Corporate Support – Cash support derived from contributions given for the proposed activities by businesses, corporations and corporate foundations or a proportionate share of such contributions allocated to this activity.
- Cultural Services – The conscious use of skill and creative imagination, especially in the production of aesthetic objects (music, dance, theater, folk art, literature, performance art, visual art, media, etc.).
- Cultural Tourism – The use of the performing and visual arts as well as food, festivals, architecture, and other phenomena that contribute to the cultural vitality of a city in order to attract tourists to a specific city/geographic region.
- Dance – Including, but not limited to, ballet, jazz, avant-garde and modern, experimental, ballet folklorico, folk, ethnic, traditional, or historic dance forms and collectives of individual choreographers.
- Earned Income – Revenue raised by selling items or services, such as admission, concessions, and space or equipment rental. Donations and grants are considered unearned income.
- Educational Institutions – Public or private schools, colleges and/or universities.
- Employee Costs:
 - Administrative – Payments for employee salaries, wages, and benefits specifically identified with this activity for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fundraisers, clerical staff such as secretaries, typists, bookkeepers, and Support live personnel such as maintenance and security staff, ushers, and other front-of-the-house and box office personnel.
 - Artistic – Payments for employee salaries, wages, and benefits specifically identified with this activity for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, actors, dancers, singers, musicians, instructors, puppeteers, etc.
 - Technical/Production – Payments for employee salaries, wages, and benefits specifically identified with this activity for technical management and staff such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparers and installers, etc.

- Federal Support – Cash support derived from grants or appropriations given for the proposed activities by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to this activity.
- Fiscal Sponsor – A 501(c)(3)(c) nonprofit organization that assumes all fiduciary and contractual responsibilities, so an individual artist or unincorporated group may receive funding from the city.
- Foundation Support – Cash support derived from grants given for the proposed activities by private foundations or a proportionate share of such grants allocated to this activity.
- Individual Artist Project – Artistic work, activities, or services created/performed by an individual artist or a collection of artists not formally organized as a group. A group of artists collaborating on a project is not necessarily considered a formally organized group. A group that is not incorporated as a nonprofit with the State of California will be considered an individual artist project.
- In-Kind Contributions – Services or goods contributed to an individual artist or organization for which one would otherwise have to pay. Services or goods provided by artists in a funded project, contract agency employees, or board members fulfilling board duties are not considered in-kind services.
- Good Standing – To be in Good Standing with the Fort Fund program, an organization must not be delinquent on any previous Fort Fund reports; must have used the new Fort Fund logo on promotional materials; and must have listed the funded event on the Fort Collins Convention and Visitors Bureau website calendar. Organizations not in good standing will not be considered for funding for one calendar year.
- Literature – Readings, workshops, and the publication of works of local writers including poetry, scripts, fiction, non-fiction, and sound or performance works. Projects of literary nonfiction such as essays, creative writing depicting actual events, biography, autobiography, or other prose must be deemed worthy of support as an art form.
- Marketing – All costs for marketing, publicity, and/or promotion specifically identified with the activity. Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters directly connected to promotion, publicity, or advertising.
- Media Arts – Creating, producing, recording, presenting, promoting, or Supporting film, video, audio, media programming and multi-media installation. Areas of concentration include, but are not limited to: animation, live action, electronic image manipulation, documentary, drama, and multimedia productions.
- Multidisciplinary – Fusing two or more art forms in a single event or programming. Only those projects that are not appropriate for funding in other artistic disciplines should apply for funding under multidisciplinary. It is important that you refer to the appropriate discipline components when applying in this category.
- Music – Classical, traditional, and new music including but not limited to symphonic, orchestral, opera, chamber, choral, contemporary, early, vocal, popular, concert band, jazz, ethnic, gospel, electronic, and computer music.
- New Applicant – An organization or artist that has not received funding through the Fort Fund Cultural Services Funding Program(s) for two cycles within the last five fiscal years.
- Non-Arts Organization – A nonprofit 501(c)(3)(c) organization whose primary mission is not related to the arts but has a documented history of providing arts programming and/or services within the City of Fort Collins/G.M.A.
- Non-Employee Costs:
 - Administrative – Payments to firms or persons for administrative services of individuals who are not normally considered employees of the applicant but are consultants or the employees of other organizations whose services are specifically identified with the activity.
 - Artistic – Payments to firms or persons for the artistic services of individuals who are not normally considered employees of the applicant but are consultants or the employees of other organizations, whose services are specifically identified with the activity.

- Technical/Other – Payments to firms or persons for other services of individuals who are not normally considered employees of the applicant but are consultants or the employees of other organizations whose services are specifically identified with the activity.
- Nonprofit Organization – An organization with tax-exempt status under Section 170c of the Internal Revenue Code of 1954 as amended (501(c)(3)(c) status) that ensures no part of net earnings benefits a private individual. Status may be in process at time of application but must be confirmed prior to contracting.
- Opera/Musical Theatre – Including but not limited to: traditional opera and musical theater, operetta, Broadway musical comedy; nontraditional music theater such as documentary music theater, blues and jazz musicals; new music theater pieces, and still evolving forms of musical theater.
- Other Financial
 - Other Expenses – All expenses not entered in other categories and specifically identified with the activity, such as: scripts and scores, lumber and nails, electricity, telephone, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, etc.
 - Other Private Support – Cash support derived from cash donations given for this activity or a proportionate share of general donations allocated to this activity. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fundraising events.
 - Other Unearned – Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.
- Professional Development – Opportunities, workshops or training that help staff members and/or individual artists enhance their artistic or administrative skills.
- Public Art – A permanent or temporary installation of art in a publicly visible and/or accessible location. Note: Applicants proposing public art projects must obtain permission from the property owner prior to the application deadline.
- Service Organization – An organization that provides services related to the presentation, execution, management, and exhibition of the arts.
- Space Rental – Payments specifically identified with the activity for rental of office, rehearsal, theatre, hall, gallery, and other such spaces.
- State Resources – Funds distributed by the Colorado Creative Industries or other sources for this project.
- Theatre/Performance Art – Producing, presenting, promoting, exhibiting, recording, or Supporting theatre and performance including, but not limited to: performance art, folkloric, cultural, drama, comedy, ensemble and solo work, and avant-garde performance.
- Travel – All costs directly related to travel of an individual or individuals and specifically identified with the activity. Includes fares, hotel and other lodging expenses, taxis, per diem payments, toll charges, mileage, etc. For trucking, shipping, or hauling expenses, see “Other Financial Expenses”.
- Unearned Income – Revenue that is donated, such as grants and donor contributions.
- Underserved Audiences – Those who lack access to arts programs, services, or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age, or other demonstrable factors. This includes, but is not limited to, diverse racial, ethnic, cultural, age, gender groups, and persons with disabilities.
- Visual Arts – Producing, presenting, promoting, exhibiting, recording, or Supporting visual arts, both historic and contemporary, including, but not limited to, painting, sculpture, drawing, printmaking, ceramics, fiberglass, glassmaking, photography, jewelry, textiles, and new technology such as computer art, holography, 3D/Virtual, etc.

Helpful Tips: Planning for Cultural Tourism

The expenditures of the Lodging Tax revenue are intended to support arts and cultural development and to cultivate and promote cultural tourism. For arts and culture, cultural tourism can provide an opportunity for greater earned income. Cultural tourism programs are the catalyst for new audiences and dollars, helping artists, culture bearers and arts organizations to grow stronger in these days of declining federal grants and increased competition for dollars at foundation and corporate levels. For tourism, arts and culture are the expressions of a community's heart and soul. Together they form an image that sets the city apart and creates anticipation and excitement for the traveler (*Americans for the Arts, MONOGRAPHS; January 2007*).

Cultural tourism will be a concerted focus for the Cultural Services Department in the coming years in an effort to grow, and expand the visibility of Fort Collin's unique and talented arts community. The City recognizes and relies on all of the amazing marketing and programmatic successes already being achieved by cultural contractors. In addition, the Cultural Services Department will be exploring collective and strategic opportunities to promote Fort Collin's arts and cultural offerings and creative industries. In an effort to maximize the benefits of a collective marketing approach as a way to extend the visibility of your organization, you are asked to initiate one or more of the following action items during the planning and implementation of your annual program or projects.

- Link your website to www.visitftcollins.com/events
- Post all non-city-funded events and projects to www.visitftcollins.com/events
- Note nearby lodging facilities through promotional materials and website related to a program.
- Partner with an area hotel for a block of rooms for visiting artists or for out of town audience members and promote the negotiated lodging rate in marketing materials. Invite front-line staff of the hospitality industry to attend an event as a guest and to encourage them to become a spokesperson for your organization or project.
- Drop program/project collateral materials to Visit Fort Collins and/or to travel centers
- Coordinate collective marketing with similar or comparable organizations or projects by advertising in a regional, statewide, national or international publication.
- Plan for an effective social media outreach strategy for tourism-related audience development

In addition to its direct economic impact, tourism can improve quality of life and build community. When the arts and tourism communities' work together to highlight the unique character of a place, they can harness market forces to educate and entertain visitors, preserve cultural assets, and engender community pride in its heritage and way of life (*Americans for the Arts; <http://www.artsusa.org>*)

To ensure arts and culture are incorporated into the civic infrastructure of the City, the City of Plano offers both arts and events grants to non-profit organizations.

Grant Manual

2019-20 Arts & Events



Cultural Affairs Commission | City of Plano, Texas

OVERVIEW

This manual provides year-round information regarding City of Plano-sponsored arts & events grants. This is an informational manual only and not the application.

This manual will be revised and updated yearly to ensure policy and procedure changes are always current and will be posted to the **Cultural Affairs Commission** webpage along with training information, deadlines, and application links.

Any questions regarding this manual and information therein should be directed to the appropriate City of Plano staff:

Raini M. Layne, MA, MPA
Cultural Affairs Commission Staff Liaison
Arts & Events Grants Contract Administrator
1520 K Avenue, Ste. 360
Plano, TX 75074
(972) 941-5154
rainil@plano.gov

TABLE OF CONTENTS

Overview	i
Section I: Introduction	1
Section II: Cultural Affairs Commission	1
Section III: Available Grants	2
Section IV: Eligibility & Restrictions	3
Section V: Application Content	4
Part I Online Application	
Pre-Application	
General Information	
Financials & Administration	
Supporting Documentation	
Optional Documentation	
Part II Presentation Requirements	
Section VI: Training & Submission	7
Application Training	
Application Submission	
Application Deadline	
Section VII: Application Review & Scoring	8
Scoring Definitions	
Section VIII: Funding Recommendations	8
Section IX: Contracting & Fund Disbursement	9
Award Notification	
Contracting	
Award Disbursement	
Section X: Required Reporting	10
Quarterly Reporting	
One-Time Reporting	
Requirements	
Spending Categories	
Expenditures	
Checks	
Verification	
Other Contract & General Requirements	
Logo	
Meeting Attendance	
Dishonesty Bond	
Insurance	
Section XI: Audit	12
Section XII: Fiscal Health Recommendations for Non-Profits	12
Warning Signs of Fiscal Instability	
Suggestions for Creating a Fiscally Secure Environment	
Action Items for Creating Fiscal Health	
Resources for Non-Profit Organizations	
Section XIII: Appendix	14

SECTION I: INTRODUCTION

A Cultural Affairs Commission was established by the City of Plano, Texas in 1982 to ensure arts and culture are incorporated into the civic infrastructure of the City. The purpose of the Commission is to make annual arts and events funding recommendations to Council during the regular budget process.

Arts and events funding recommendations made by the Commission are funded through the City's Convention & Tourism Fund, collected hotel occupancy tax receipts. Financial support of arts and events for use of tax receipts is outlined in **Texas Tax Code Chapter 351**.

SECTION II: CULTURAL AFFAIRS COMMISSION

Mission

To support arts and culture within the City of Plano by encouraging innovation in diverse programming, education, and community outreach.

Goals

The following goals have been set forth by the Commission in support of their overarching Mission:

- Encourage recognition of Plano as an arts destination
- Encourage awareness of the arts in underserved communities
- Encourage art initiatives and events that enrich Plano's multicultural communities
- Encourage community outreach and education and participation in the arts

Responsibilities

Responsibilities of the Commission have been set forth by the City and/or a Sub-Committee of the Commission charged with the task and voted on by the Commission. These responsibilities are:

Literature and Application Review

- Review Commission literature, grant application and/or Commission approval process through a sub-committee which includes the City Staff Liaison - annually
- Review and score all arts and events grant applications - annually
- Commission Chair or Vice Chair: present Commission funding recommendations, goals, and accomplishments to City Council during an August Budget Work Session - annually

Attendance at Commission Meetings

A Commission calendar is adopted by the Commission in September for the upcoming fiscal year, which begins October 1; Commissioners should make every effort to attend every meeting. Actions required by Commissioners in regard to meetings include but are not limited to:

- Reply to meeting RSVP requests; in the event of no reply, it will be assumed that the Commissioner will not attend
- Report absences and reasons to the Commission Staff Liaison when requested
- Maintain a 70% attendance rate (attend approximately x of x meetings with x absences allowed)

Attendance at Performances/Events

Commissioners are assigned as individual liaisons to various grant recipient organizations. Assignments are rotated as needed in order to provide unique opportunities for exposure and review of grant recipient groups. Where a performance/event requires admission, tickets will be provided by the organization for Commissioners. Each Commissioner is eligible for up to two (2) tickets per performance/event at no charge. Additional tickets may be purchased from the organization at the published rate. Additional attendance is encouraged and welcome, and should be coordinated directly with the grant recipient organization.

- Review the artistic and/or cultural merit of grant recipient performances, exhibits, and events periodically
 - Reach out to assigned groups each year when new liaison assignments are made
 - Request tickets directly from groups
 - Maintain contact with assigned groups throughout the year
 - Attend at least one performance/event produced by assigned groups
- Report on attendance and evaluation of performances, exhibits, and events
 - Share reports with the entire Commission at Commission meetings
 - Record attendance and review of performances/events on a form provided by the City of Plano and return to the Commission Staff Liaison at the meeting in which it is reported

SECTION III: AVAILABLE GRANTS

The City of Plano sponsors four (4) types of Arts & Events Grants that fall under the Cultural Affairs Commission purview:

- Small Arts Grants of \$2,500 or less to non-profit organizations and their projects; no more than four (4) approved in a single budget year

- Major Arts Grants of more than \$2,500 to non-profit organizations and their projects
- Special Events Grants - events and celebrations located anywhere within the City
- Urban/Town Center Events Grants - events and celebrations located in a pedestrian-oriented environment or densely populated geographic area within the City

For information on the Small Arts Grant, contact the Cultural Affairs Commission Staff Liaison directly. The following manual contains information on the Major Arts Grants and all Events grants only.

SECTION IV: ELIGIBILITY & RESTRICTIONS

Eligibility

All organizations submitting an application to Major Arts and Events Grants must meet all of following criteria:

- Federally tax-exempt under section 501(c)3 of the Internal Revenue Code
- Based in Plano: for the purpose of these grant applications, the applicant organization must meet two (2) of the following three (3) criteria:
 1. Maintain a principal office, primary facility, or a location where practice, rehearsals, performances or exhibitions are regularly conducted within the City of Plano
 2. Perform or operate at least two-thirds of its events, programs, or performances within the City of Plano
 3. Promote the City of Plano (e.g. the inclusion of Plano in the organization name, stated Plano-connected purpose in the organization's bylaws or articles of incorporation, or through other Plano-focused initiatives)
- Have an active Board of Directors or planning committee with either (a) three (3) members who reside or work in Plano, or (b) one-third of its members reside or work in Plano
- Produce events and/or programming within the City of Plano
- Produce events and/or programming open to the community at-large and open to the public
- Have at least a 24-month history of continuous, stable programming or a clear and well-thought-out event program prior to the grant application due date (The City of Plano funds planned events; event production contingent on City funding will not be considered)
- Have programming, administrative practices, and board membership which do not discriminate on the basis of race, color, national origin, sex or disability
- Have fulfilled all prior contract and reporting obligations to grantors, including the City of Plano successfully if previously funded

Restrictions

All organizations submitting an application to any of the grants should acknowledge and must adhere to the following criteria:

- Organizations applying for City of Plano Major Arts Grants are not eligible to apply for City of Plano Small Arts Grants in the same grant cycle
- All in-kind goods/services must be recognized in accordance with Generally Accepted Accounting Principles accepted within the United States (GAAP)
- Donated services are recognized ONLY if the services either: (a) create or enhance a non- financial asset or (b) require specialized skills, are provided by entities or persons possessing those skills and would need to be purchased if they were not donated
- Financial credit for volunteer hours should not be included in the applicant's expenses but may be reported as a reflection of support for the Organization. Volunteer hours spent by Board members on an organization's general affairs are NOT an in-kind donation

In addition, the City of Plano will not fund the following:

- More than 25% of the organization's most recently completed fiscal year's expenditures, excluding fundraising activities
- Grants to individuals
- Reduction of deficits from or expenditures related to activities of previous fiscal years
- Mortgage interest and depreciation on real property or capital improvements
- Activities in which academic credit is given
- Fines, penalties or costs of litigation
- Underwriting or subscriptions, investments, stocks, bonds or any financial obligation
- Scholarships and fellowships for employees/volunteers; however, scholarships for programming are acceptable
- Social functions, parties, receptions, openings, fundraising benefits, refreshments or beverages
- Run/walk/bike elements of an event
- Personnel employed full-time or part-time by an Event, specifically for the purpose of managing the Event (Programs funded through the Small and Major Arts grants may include Personnel expenses)

SECTION V: APPLICATION CONTENT

All applicants are required to produce 1) an online application in ZoomGrants and 2) a verbal and visual presentation to the Commission. New applicants are required to attend training sessions offered by the Commission Staff Liaison and posted on the Commission webpage.

Part I: Online Application Requirements

Pre-Application

All applicants must acknowledge reading and understanding this Grant Manual prior to entering data in the application. The grant manual includes reporting and insurance requirements if funds are awarded.

General Information

Includes contact information on the organization, its director, program administrator, finance officer, and grant contact.

Scored Application Questions

All scored application question have a response limit of 2000 characters or approximately 300 words. Narrative, enumerated and/or bulleted answers are acceptable. As the application system lacks the ability to format, asterisks or other punctuation should be used to indicate bullets.

1. What are your organization's **Mission and Goals** and how do your organization activities support them?
2. What do you consider to have been your greatest **success** in the last fiscal year?
3. What do you consider to have been your greatest need for **improvement**?
4. What is your organization's strategy for **diversification** of your board and volunteer base and/or attracting a **diverse** audience or participants?
5. What is your organization's strategy in maintaining the **fiscal health** of your organization in relation to section XII (fiscal health recommendations for non-profits) of this manual?
6. What is your organization's strategy for bringing in **revenue**? (Please be specific.) This may include fundraising and sponsorship or the sale of tickets and marketing space, etc.
7. How do you publicize or market your activities or event? (Please be specific.) How do you evaluate these efforts and what has been done to increase the effectiveness of your **marketing** efforts?
8. How does your organization engage **under-served** communities?
9. What **recognition** and/or **awards** has your organization received from peers, media, and/or other sources?
10. What **unique opportunities** does your organization provide to the public not otherwise available in the North Texas community? This may include guest performers, workshops, or recognition of excellence, etc.
11. How does your organization offer a **unique service or experience** that enriches or promotes the City and Plano residents?
12. What is your organization's strategy to provide an **excellent, innovative, and creative** experience to your audience or attendees? (This may include an event, exhibit or performance, etc.)
13. What are your organization's **outreach efforts to promote and educate** the community and region on the organization's art form or cultural experience?

14. How does your organization **collaborate** with other local and national groups for performance and marketing opportunities?
15. How does your organization **measure** the effectiveness and success of the experience (event, exhibit, performance, etc.) produced by your organization?
16. Does your organization use Plano **venues** for your programs, exhibits and gala/fundraisers? Which venues are used and why? If venues outside the City of Plano are utilized, which venues are used and why?
17. What is your organization doing to bring visitors to Plano to stay in local **hotels** and otherwise support the **hospitality** industry? (Please be Specific.) This may include endeavors such as partnerships with restaurants and hotels, multi-day events/workshops/performances, etc.
18. What is your organization doing that directly impacts **tourism** in Plano?
19. What is your organization's strategy to track and increase **attendance** of Plano and non-Plano residents?
20. Without this grant from the City of Plano, what impact would the loss of revenue have on your organization and how would your organization compensate?

Financials and Administration

Includes the following breakdown of information:

- Proposed Grant Budget
- Organization Budget and Funding Sources
- Budget Narrative
- Board of Directors
- Diversity breakdown of board and key staff members
- Projected estimate of volunteers and volunteer hours

Supporting Documentation

Required information must be provided each year of application in order to have current information on file. These documents should be uploaded individually in the appropriate area of the online application:

- List of Board of Directors if board consists of over ten (10) members
- Schedule of Board of Directors meetings for the grant year during which application pertains; Board of Directors meetings must occur at least once per quarter
- Schedule of all organization event(s) and/or program(s)
- IRS Letter of Determination certifying federal tax-exempt status under section 501(c)(3) of the Internal Revenue Service Code
- Articles of Incorporation, if applicable, must be provided if not provided in previous years
- Constitution and/or By-Laws
- Current independent audit of financial records if your organization was awarded a grant in the previous fiscal year that exceeded \$75,000 (exclusive of in-kind) (If no audit was completed, please explain)

- Form 990 (Including Balance Sheet & Statement of Income and expenses) as filed with the US Internal Revenue Service for the two most recently ended fiscal years
- Profit/Loss statement for the most recently ended fiscal year.
- Resumes of principal staff and artists or relevant job descriptions
- Current Certificate of Insurance (COI) for grants over \$1000 (See Appendix for specific insurance requirements and sample document)
- Employee Dishonesty Bond for grants over \$75,000

Please note, the balance sheet and income statement must be prepared in accordance with accounting principles generally accepted in the United States, or another recognized basis of accounting: your financial statements should clearly indicate the accounting basis used in their preparation)

Optional Documentation

Additional material that may further explain the activities of the applicant organization may include:

- Long Range Plan (3-5 years)
- Visual programs, publicity, articles, reviews, etc.
- Letters of support from patrons or other organizations in the community

Part II: Presentation Requirement

Presentations are scheduled for Events grants applicants during a special session on the second Thursday in May. Presentations for Small Arts & Major Arts grants applicants during a special session the first Saturday in June. On these dates, a 20-minute review process will take place for each applicant. The review process will consist of a ten (10)-minute presentation and a ten (10)-minute question and answer session for each applicant.

Logistics and suggested presentation content will be conveyed via email well in advance of the presentation dates as noted on the Cultural Affairs Commission Calendar.

SECTION VI: APPLICATION TRAINING & SUBMISSION

Application Training

Grant application training will be held in late February. Dates will be posted to the **Cultural Affairs Commission** website in January each year. [The training date for the 2019-20 fiscal year applicants will be on February 20, 2019. Four sessions will be available.](#)

Application Submission

Major Arts Grant, Special Events Grant, and Urban/Town Center Grant applications are accepted through the online grant application management system at the ***ZoomGrants*** website. Other formats will not be accepted.

Application Deadline

The FY 2019-20 Arts & Events Grants applications will open for submission at noon on February 8, 2019 and will be due by noon on April 3, 2019.

All applications are due by the deadline posted. Incomplete applications and/or applications posted after deadline will **not** be considered for the current grant year or held for the next fiscal year.

SECTION VII: APPLICATION REVIEW & SCORING

Online applications will be reviewed by Commissioners once the submission deadline has passed. Answers to all 20 narrative questions provided by the applicants will be scored on a cumulative scale of 0 to 100, each question worth up to five (5) points.

Scoring Definitions

A value of zero (0) through five (5) will be applied to each applicant question by each qualifying Commissioner. Fractions (i.e. 4.5, 3.25, etc.) are permitted. Scoring definitions are as follows:

- (5) – Outstanding/excellent job of meeting criteria
- (4) – Very good job of meeting criteria
- (3) – Meets minimum expectations
- (2) – Needs improvement to meet criteria
- (1) – Some effort at addressing criteria, but a significant shortfall from expectations
- (0) – Does not meet criteria

A minimum composite score of 70 is required for any funding consideration. A score of less than 70 will not be considered for funding.

SECTION VIII: FUNDING RECOMMENDATIONS

The Cultural Affairs Commission Staff Liaison will use a formula to calculate final eligibility for the grant-funding amount based on Commissioner scores and using the following formula(s):

- Major Arts Grants – (Lesser of the applicant's request or eligible expenses x raw score for Commissioners as a %) x % of available arts budget

- Special Events & Urban/Town Centre Events Grants – (Event budget x max % eligible) x total of raw scores from Commissioners

Final eligibility amounts are reduced proportionally to meet any funding cap set by City Council. The Cultural Affairs Commission will present its recommendations for grants funding to the Plano City Council for final review during an August budget work session for the 2019-20 fiscal year. The Plano City Council will adopt that fiscal year's budget in September of 2019. This includes the appropriation for all grant funding.

SECTION IX: CONTRACTING & FUND DISBURSMENT

Award Notification

Announcement of funding decisions will be made no later than October 1 of the funding year. A letter will be mailed to the grant contact listed in the application and should be retained by the organization for reference.

Contracting

Contracts will be prepared by the Contract Administrator after October 1 of the funding year. Primary organization contacts listed in the application will be emailed final contracts in pdf format with a deadline to return in hard copy or via email within a ten day period. Contracts should be reviewed to ensure amounts and information match award letters, printed single or double-sided, signed, notarized, and returned to the Contract Administrator along with a revised grant budget (scaled to coincide with the original application, but not entirely different from application), and proof of insurance. Also due upon contract submission are any documentation requiring update, such as Employee Dishonesty Bond, and external audit where applicable.

Upon receipt, the Contract Administrator then sends the organization's proof of insurance to the City's Risk Department for approval and then on to the City's Legal Department and City Manager for signature and notarization.

Award Disbursement

Funds will be made available after the contract has been executed by the City Manager's office and returned to the Contract Administrator. No funds will be available before November 1 of the funding year. Specific grant disbursement deadlines are:

Major Arts Grants awards will be disbursed as follows:

- An amount not to exceed 50% of the funds by November 30
- An amount not to exceed 25% of the funds by February 28
- An amount not to exceed 25% of the funds by July 15

Events Grant cash awards will be dispersed no sooner than 60 days prior to the event. Events Grant in-kind services awards will be held by the City and applied to services rendered. Any unused amount will be retained by the City; any expense over the award amount will be billed to the organization.

SECTION X: REQUIRED REPORTING

Quarterly Reporting

Organizations awarded Major Arts Grants must provide the Contract Administrator with detailed quarterly reports per the required format and for the following periods:

- October 1 – December 31 (1st Quarter)
- January 1 – March 31 (2nd Quarter)
- April 1 – June 30 (3rd Quarter)
- July 1 – September 30 (4th Quarter/final report)

Each quarterly report is due no later than 30 days after the end of the quarter. Reports will be due by the following dates:

- January 31 (1st Quarter)
- April 30 (2nd Quarter)
- July 31 (3rd Quarter)
- October 31 (4th Quarter/final report)

One-time Reporting

Organizations awarded Events grants must provide the Contract Administrator with detailed final report per the required format within 60 days of the event closure. Event reports should include usage of city funding and copies of receipts.

Requirements

Reports should sufficiently describe the expenditure of funds provided by the City, as well as a written description of program/event goals achieved that quarter and/or progress of same for the period covered by each report. The quarterly report should include the name and physical location of each performance/venue and a list of event attendance by zip.

Spending Categories

Per the executed contract, "at least 90% of expenses budgeted in each line item of the Application and funded by City monies must be spent within that line item,

[and]...requests to reallocate funds from one budget category to another must first be approved by the Contractor's Board, as evidenced by the official minutes of the Board authorizing the change and submitted to the Contract Administrator."

Expenditures

Should be described sufficiently, appropriate, and adhere to City ordinance and restricted use outlined in above restrictions

Checks

Contain should contain payee detail: EFT as a description is not sufficient, NAME of the organization or person receiving money is required; where employee or contractor time is split between programs, an hourly wage must be noted, as well as the total amount paid across all programs and amount and hours billed to grant (enumeration and percentage)

Verification

Reports should be signed by Board Members listed in initial application. In the event a board member has resigned or rolled off, a new Board of Directors list should be provided. In addition, neither verification nor notarization can be made by the document preparer.

Other Contract & General Requirements

Logo

Per Exhibit C contract requirements, The Contractor must officially recognize its relationship with the City of Plano by incorporating an acknowledgment, that is in accordance with City of Plano guidelines, in all of its publications and electronic media such as "_____ is funded in part by the City of Plano" and by including a link on their website to www.planocvb.com, the Plano Convention and Visitors Bureau site.

The Contract Administrator will review all print and electronic documents for this information.

Meeting Attendance

A representative of each organization receiving grant monies must attend a minimum of one (1) regular Cultural Affairs Commission meeting per quarter. Meeting dates and times are posted on www.plano.gov and are typically the first Thursday of the month at Municipal Center.

Dishonesty Bond

Per Contract Exhibit F, "at its own expense, a Contractor receiving funds in the amount of \$75,000 or more agrees to maintain during the term of this Agreement, or any extension thereof, an Employee Dishonesty Bond (EDB) in an amount equal to the total dollar amount awarded to Contractor by the City as defined in the Funding Agreement.

Insurance

Applicant, if awarded a grant, must provide a Certificate of Liability Insurance pursuant to SB 425 and approved by the Texas Department of Insurance listing the City of Plano as certificate holder with an appropriate endorsement naming the City of Plano as an additional insured. (See Appendix for specific requirements and sample COI.)

SECTION XI: AUDIT

Quarterly reports, final reports, and contracts are reviewed by the City for accuracy, appropriateness of expenditures, and appropriate submission of documentation. They are reconciled against initial application, revised budget, and contract. Check copies and/or other financials, may be periodically requested by the City of Plano at any time during the contract period.

SECTION XII: FISCAL HEALTH RECOMMENDATIONS FOR NON-PROFITS

Meaningful review by the Board of Directors of the financial activities of their organization is an important action in establishing a system of internal controls for fiscal health of the organization. Below are warning signs of fiscal insecurity, suggestions for creating a fiscally secure environment, and solid action items for creating fiscal health

Warning Signs of fiscal instability

- Operating losses
- Negative bank balances
- Missing receipts or support for bills
- Altered check images
- Cash withdrawn from deposits
- Deposit corrections
- Excessive bank charges
- Bridge loans

Suggestions for Creating a Fiscally Secure Environment

- Reduce the number of bank accounts. Most organizations need only an operating account and a payroll account. Using **Positive Pay** for all accounts

- and requiring two signatures on checks over \$500 is also recommended
- Limit and tightly controlled check stock. Only one number sequence should be used for an account. Have standard security features that combat counterfeiting and alteration on all check stock. Have two people witness the destruction all old check stock that does not meet these criteria
 - Have bank statements sent directly to the Board of Directors or an outside auditor. If the statements are sent to a PO Box for the Board of Directors, do not allow the Executive Director to have access to this box. The Executive Director should be given copies of the bank statements
 - External auditors should report directly (not via the ED) to the Board of Directors, and supporting documentation for expenditures and receipt of funds should be well documented and available for inspection by auditors and grantee organizations.
 - Create procedures for mail opening and check/cash receipt and deposit, as well as pledge billing
 - Perform background checks on all potential employees, and Fiduciary Bond for employees
 - Create a professional work environment by creating policies on nepotism and receipt of contributions by family and friends. Do not allow any employee to have their personal bills and packages sent to the organization, and document notifications to employees regarding ownership of email and other property by the organization

Action Items for Creating Fiscal Health

Board members should question anything they do not immediately understand. The Board of Directors or their appointee should be particularly concerned with any false invoices uncovered or invoices whose payment amounts do not match the payment. Following is a list of action items that will assist in creating a fiscally healthy organization:

- Have bank statements promptly reconciled by an outside party. This party is responsible for reporting any checks outstanding more than 30 days the Board of Directors and for alerting the Board of Directors to any pattern they do not believe is normal. Outstanding checks should be "aged" like Accounts Receivable. Items outstanding longer than 60 days should be of particular concern and should be investigated by an outside party
- Periodically review all payments to their organization's Executive Director
- Review of all of checks and their support above a preset dollar amount by the Board of Directors or an external auditor that reports directly to the Board
- After a regular pattern of expenditure is established, review financial statements for deviations in this pattern (budget versus actual). Any significant deviations should be examined
- Occasionally verify invoices to vendors that are frequently used and/or vendors that are paid large dollar amounts. A small but random sample of the vendor's invoices will usually suffice. Three questions should be asked

- Did each expenditure benefit their organization?
- Did the vendor send all of the bills in the sample?
- Did the check amounts match all of the bills in the sample?
- Periodically have payments for a selected vendor reviewed by an outside party. This review should include the matching of checks written to a vendor to the bills from this vendor. Reviewers should be alert to the possibility of double payments or diverted payments. Reviewers should also try to establish whether the goods or services were delivered (receiving documents, physical inspection of major repairs)
- Review deposits for cash withdrawals and corrections
- Issue 1099s. Refer responses to Board of Directors
- Periodically review the status of all physical (cars, boats, equipment, etc.) contributions received by their organization. Items should be in use, in inventory, sold (and cash deposited) or otherwise disposed. The disposal of all items of significant value should be documented

In addition, if all employees on the payroll do not pick up their own checks, conduct a payroll audit by requiring those employees who do not pick up their check to come to the office to pick up their check. If they are not recognized, have them present a picture ID. This ID must match the name on the check.

Resources for Non-Profit Organizations

- **Center for Non-Profit Management - Dallas**
- *Understanding Nonprofit Organizations: Governance, Leadership, and Management*, 2nd edition by J. Steven Ott & Lisa A. Dicke
- *The Only Grant-Writing Book You'll Ever Need*, 3rd edition by Ellen Karsch & Arlen Sue Fox
- *Asking: A 59-Minute Guide to Everything Board Members, Volunteers, and Staff Must Know to Secure the Gift* by Jerald Panas
- *Governmental and Nonprofit Financial Management* by Charles K. Coe
- *Essentials of Business Communication* (any edition) by Mary Ellen Guffey

SECTION XIII: APPENDIX

1. Indemnification Requirements
2. Insurance Requirements
3. Sample Certificate of Insurance (COI)
4. Employee Dishonesty Bond

CONTRACT SECTION VIII INDEMNIFICATION

The Contractor agrees to defend, indemnify and hold the City and its respective officers, agents and employees, harmless against any and all claims, lawsuits, judgments, fines, penalties, costs and expenses for personal injury (including death), property damage or other harm or violations for which recovery of damages, fines, or penalties is sought, suffered by any person or persons, that may arise out of or be occasioned by Contractor's breach of any of the terms or provisions of this contract, violations of law, or by any negligent, grossly negligent, intentional, or strictly liable act or omission of the Contractor, its officers, agents, employees, invitees, subcontractors, or sub-subcontractors and their respective officers, agents, or representatives, or any other persons or entities for which the Contractor is legally responsible in the performance of this contract. The indemnity provided for in the paragraph shall not apply to any liability resulting from the sole negligence of the City, and its officers, agents, employees or separate Contractors. The City does not waive any governmental immunity or other defenses available to it under Texas or federal law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

Contractor at its own expense is expressly required to defend City against all such claims. City reserves the right to provide a portion or all of its own defense; however, City is under no obligation to do so. Any such action by City is not to be construed as a waiver of Contractor's obligation to defend City or as a waiver of Contractor's obligation to indemnify City pursuant to this agreement. Contractor shall retain defense counsel within seven (7) business days of City's written notice that City is invoking its right to indemnification under this agreement. If Contractor fails to retain counsel within the required time period, City shall have the right to retain defense counsel on its own behalf and Contractor shall be liable for all costs incurred by the City.

CONTRACT EXHIBIT "E"

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the grant agreement, commercial general liability insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the Contractor, its agents, representatives, employees, volunteers, officers, directors or sub-contractors.

The City reserves the right to amend or require additional types and higher limits of coverage or provisions depending on the nature of the work.

Commercial general liability insurance shall be written on an ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-complete operations, personal and advertising injury and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The City, the City Council and its members, the City's agents, officers, directors and employees shall be included as an additional insured under the commercial general liability policy, including coverage for City with respect to liability arising out of the completed operations.

Commercial General Liability: \$1,000,000 limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 Aggregate.

Any deductibles or self-insured retentions must be declared to and approved by the City.

All insurance companies must be authorized by the Texas Department of Insurance to transact business in the State of Texas, must be acceptable to the City of Plano and be placed with an insurer possessing an A- VII A. M. Best rating or better.

General Requirements Applicable to All Insurance

The contractor shall obtain and maintain the minimum insurance coverage set forth in this section during the entire contract period.

The contractor agrees that the insurance requirements specified herein do not reduce the liability vendor/contractor has assumed in any indemnification/hold harmless section of the contract.

Coverage shall be on a primary basis and non-contributory with any other insurance coverage and/or self-insurance carried by City.

Evidence of Insurance Required

Prior to the effective date of the Funding Agreement, and thereafter upon renewal or replacement of coverage required by this Agreement, contractor shall furnish City a Certificate(s) of Insurance (COI) on a form approved by the Texas Department of Insurance and signed by an authorized representative of each insurer.

The COI shall list each insurer's NAIC Number or FEIN. The Certificate Holder Section shall state the following:

City of Plano
Risk Management Division
1520 K Avenue, Suite 117
Plano, Texas, 75074

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/9/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER _____ _____ _____	CONTACT NAME: _____ PHONE (A/C No. Ext): _____ FAX (A/C No): _____ E-MAIL: _____ ADDRESS: _____ _____ INSURER(S) AFFORDING COVERAGE: _____ NAIC #: _____ INSURER A: ABC Ins Co INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
INSURED _____ _____ _____	

COVERAGES **CERTIFICATE NUMBER:** 12/13 Master **REVISION NUMBER:** _____

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDRESS	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIED PER: ☒ POLICY ☐ PROD. ☐ LOC		A1234	8/16/2012	8/16/2013	EACH OCCURRENCE \$ 1,000,000 CLAIMS AGGREGATED PER POLICY \$ 100,000 MEDICAL (Per any one person) \$ 5,000 PERSONAL & ADVISORY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOS AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRE AUTOS ☐ SCHEDULED AUTOS ☐ NON-SCHEDULED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$
	UMBRELLA LIAB EXCESS LIAB EEO: ☐ RETENTION \$ COB: 167229					EACH OCCURRENCE \$ AGGREGATE \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ALL PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMPLOYEE/ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		A1234	8/16/2012	8/16/2013	Limit: 50,000 ded: 500 example limit and ded.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required)

Certificate holder is included as loss payee with respect to leased/rented equipment.

CERTIFICATE HOLDER _____ _____ _____	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE _____ _____
--	--

CONTRACT EXHIBIT "F"
EMPLOYEE DISHONESTY BOND

Per Section VII of the above Funding Agreement, "at its own expense, a Contractor receiving funds in the amount of \$75,000 or more agrees to maintain during the term of this Agreement, or any extension thereof, an Employee Dishonesty Bond (EDB) in an amount to equal to the total dollar amount awarded to the Contractor by the City as defined in the Funding Agreement. A copy of proof of this EDB shall be attached to the Funding Agreement as an additional attachment to Exhibit "



The City of Durant

Office of City Clerk

Memorandum

Date: 4/8/2019
To: Tourism Economic Development Authority
From: Trustee Reed
Re: Website Preview by Computer Services

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:



The City of Durant

Office of City Clerk

Memorandum

Date: 4/8/2019
To: Tourism Economic Development Authority
From: Office of the City Treasurer
Re: Financial Report - February 2019

Council Information / Action Requested

Information only.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Financial Report - February 2019	Exhibit	4/8/2019

City of Durant, Oklahoma

5% Lodging & Tourism Tax - UNAUDITED

Monthly Revenue and Expense Report February 28, 2019 - 66.67% of Fiscal Year Lapsed

	Current Period	Year-To-Date Actual	Current FY18/19 Budget	% of Budget Y-T-D
Lodging Tax	29,871	280,772	460,100	61.02%
Interest Earnings	346	2,325	1,000	232.48%
Event Boards	100	100	-	0.00%
Total Revenues	30,317	283,197	461,100	61.42%

Professional Services

Legal Fees	-	1,173	5,000	23.45%
Prorated Audit Fees	67	374	744	50.32%
TOTAL PROFESSIONAL SERVICES	67	1,547	5,744	26.93%

Contractual Expenditures

Advertising-Publications	-	267	-	0.36%
Public Relations	4,500	4,825	-	6.43%
Contract Labor	-	35,000	75,000	46.67%
TOTAL CONTRACTUAL EXPENDITURES	4,500	40,092	75,000	53.46%

Other Expenses

Special Projects	-	-	300,000	0.00%
Grants	-	10,000	-	
Promotions/Advertising/Sponsorship	1,062	11,612	-	
Conference Shows	2,780	6,127	-	
TOTAL OTHER EXPENSES	3,842	27,739	300,000	9.25%

Total Expenditures	8,408	69,379	380,744	18.22%
---------------------------	--------------	---------------	----------------	---------------

Net Gain / (Loss) - Excluding Balance Forward	21,909	213,818	80,356
--	---------------	----------------	---------------

FUND BALANCE AVAILABLE FOR BUDGET-UNAUDITED AT 6-30-2018

279,654

	GAIN (LOSS) BY MONTH	GAIN (LOSS) Y-T-D
Jul-18	30,776	30,776
Aug-18	49,547	80,323
Sep-18	30,606	110,929
Oct-18	28,370	139,299
Nov-18	20,220	159,518
Dec-18	19,424	178,943
Jan-19	12,966	191,909
Feb-19	21,909	213,818
Mar-19		
Apr-19		
May-19		
Jun-19		

125-5% LODGING TOURISM TAX

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
125-000-102.00-00	CLAIM ON POOLED CASH	<u>502,177.68</u>
		<u>502,177.68</u>
TOTAL ASSETS		502,177.68
		=====
LIABILITIES		
=====		
125-000-207.18-00	A/P PENDING	8,705.59
125-000-243.00-00	ENCUMBRANCES	(21,864.44)
125-000-244.00-00	RESERVE FOR ENCUMBRANCES	<u>21,864.44</u>
TOTAL LIABILITIES		<u>8,705.59</u>
EQUITY		
=====		
125-000-271.00-00	FUND BALANCE	<u>279,654.09</u>
TOTAL BEGINNING EQUITY		279,654.09
TOTAL REVENUE		283,196.61
TOTAL EXPENSES		<u>69,378.61</u>
TOTAL INCREASE/(DECREASE) IN FUND BAL.		213,818.00
TOTAL EQUITY & FUND BALANCE		<u>493,472.09</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE		502,177.68
		=====

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2019

125-5% LODGING TOURISM TAX

66.67 % OF YEAR COMPLETED

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
REVENUE SUMMARY						
BALANCE FORWARD	279,654.00	0.00	0.00	0.00	0.00	279,654.00
TAXES	460,100.00	29,870.93	280,771.80	61.02	0.00	179,328.20
MISCELLANEOUS REVENUES	<u>1,000.00</u>	<u>446.33</u>	<u>2,424.81</u>	<u>242.48</u>	<u>0.00</u>	<u>(1,424.81)</u>
*** TOTAL REVENUES ***	<u>740,754.00</u>	<u>30,317.26</u>	<u>283,196.61</u>	<u>38.23</u>	<u>0.00</u>	<u>457,557.39</u>
EXPENDITURE SUMMARY						
ECONOMIC DEVELOPMENT	<u>660,398.00</u>	<u>8,408.09</u>	<u>69,378.61</u>	<u>12.30</u>	<u>11,864.44</u>	<u>579,154.95</u>
*** TOTAL EXPENDITURES ***	<u>660,398.00</u>	<u>8,408.09</u>	<u>69,378.61</u>	<u>12.30</u>	<u>11,864.44</u>	<u>579,154.95</u>
*** REVENUE OVER/(UNDER) EXPENSES	<u>80,356.00</u>	<u>21,909.17</u>	<u>213,818.00</u>	<u>0.00</u>	<u>(11,864.44)</u>	<u>(121,597.56)</u>

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2019

125-5% LODGING TOURISM TAX
REVENUES

66.67 % OF YEAR COMPLETED

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>BALANCE FORWARD</u>						
000-301.10-00 BEGINNING BALANCE	<u>279,654.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>279,654.00</u>
TOTAL BALANCE FORWARD	279,654.00	0.00	0.00	0.00	0.00	279,654.00
 <u>TAXES</u>						
000-311.10-00 5% LODGING TOURISM TAX REV	<u>460,100.00</u>	<u>29,870.93</u>	<u>280,771.80</u>	<u>61.02</u>	<u>0.00</u>	<u>179,328.20</u>
TOTAL TAXES	460,100.00	29,870.93	280,771.80	61.02	0.00	179,328.20
 <u>MISCELLANEOUS REVENUES</u>						
000-361.10-00 INTEREST EARNINGS REVENUE	<u>1,000.00</u>	<u>346.33</u>	<u>2,324.81</u>	<u>232.48</u>	<u>0.00</u>	<u>(1,324.81)</u>
000-361.40-01 EVENT BOARDS	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(100.00)</u>
TOTAL MISCELLANEOUS REVENUES	<u>1,000.00</u>	<u>446.33</u>	<u>2,424.81</u>	<u>242.48</u>	<u>0.00</u>	<u>(1,424.81)</u>
*** TOTAL REVENUES ***	<u>740,754.00</u>	<u>30,317.26</u>	<u>283,196.61</u>	<u>38.23</u>	<u>0.00</u>	<u>457,557.39</u>
	=====	=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2019

125-5% LODGING TOURISM TAX
ECONOMIC DEVELOPMENT
DEPARTMENT EXPENSES

66.67 % OF YEAR COMPLETED

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>PROFESSIONAL SERVICES</u>						
070-518.20-05 LEGAL FEES	5,000.00	0.00	1,172.50	23.45	0.00	3,827.50
070-518.20-21 PRORATED AUDIT FEES	<u>744.00</u>	<u>66.51</u>	<u>374.41</u>	<u>81.95</u>	<u>235.29</u>	<u>134.30</u>
TOTAL PROFESSIONAL SERVICES	5,744.00	66.51	1,546.91	31.03	235.29	3,961.80
<u>CONTRACTUAL EXPENDITURES</u>						
070-518.30-38 ADVERTISING-PUBLICATIONS	0.00	0.00	267.39	0.00	0.00	(267.39)
070-518.30-50 PUBLIC RELATIONS	0.00	4,500.00	4,825.00	0.00	0.00	(4,825.00)
070-518.30-51 CONTRACT LABOR	<u>75,000.00</u>	<u>0.00</u>	<u>35,000.00</u>	<u>60.00</u>	<u>10,000.00</u>	<u>30,000.00</u>
TOTAL CONTRACTUAL EXPENDITURES	75,000.00	4,500.00	40,092.39	66.79	10,000.00	24,907.61
<u>OTHER EXPENSES</u>						
070-518.70-10 SPECIAL PROJECTS	300,000.00	0.00	0.00	0.00	0.00	300,000.00
070-518.70-17 FUND RESERVE	279,654.00	0.00	0.00	0.00	0.00	279,654.00
070-518.70-19 GRANTS	0.00	0.00	10,000.00	0.00	0.00	(10,000.00)
070-518.70-38 PROMOTIONS/ADVERTISING/SPO	0.00	1,062.00	11,612.27	0.00	1,629.15	(13,241.42)
070-518.70-40 CONFERENCE SHOWS	<u>0.00</u>	<u>2,779.58</u>	<u>6,127.04</u>	<u>0.00</u>	<u>0.00</u>	<u>(6,127.04)</u>
TOTAL OTHER EXPENSES	579,654.00	3,841.58	27,739.31	5.07	1,629.15	550,285.54
<u>TOTAL ECONOMIC DEVELOPMENT</u>						
	660,398.00	8,408.09	69,378.61	12.30	11,864.44	579,154.95
=====						
*** TOTAL EXPENSES ***	660,398.00	8,408.09	69,378.61	12.30	11,864.44	579,154.95
=====						
*** REVENUE OVER/(UNDER) EXPENSES	80,356.00	21,909.17	213,818.00	0.00	(11,864.44)	(121,597.56)
=====						
*** END OF REPORT ***						

City of Durant, Oklahoma
Yearly History Report - 5% Lodging Tax Revenue

	2017/2018	2018-2019	2019-2020	2020-2021	2021-2022	Collections for:
July	-	30,805				May
August	-	56,328				June
September	37,971	37,998				July
October	43,423	33,042				August
November	39,261	25,137				September
December	35,990	36,342				October
January	35,065	31,248				November
February	41,008	29,871				December
March	29,722	30,714				January
April	37,876					February
May	30,622					March
June	27,592					April
Total	358,531	311,486				
YTD Monthly Average	35,853	34,610				
% change from prior year for March	N/A	3.34%				
\$ change from prior year for March	N/A	\$993				

April Receipts from the Oklahoma Tax Commission not available at time of issue



The City of Durant

Office of City Clerk

Memorandum

Date: 4/8/2019
To: Tourism Economic Development Authority
From: Trustee Reed
Re: Durant Area Chamber of Commerce (Representative of DTEDA) Activity Report -
March/April 2019

Council Information / Action Requested

Information only.

City Staff Information / Action Follow-up, if Council authorizes this action: