



DeKalb County  
Office of Arts, Culture & Entertainment  
1300 Commerce Drive, 6<sup>th</sup> Floor  
Decatur, GA 30030

Ann Wead Kimbrough, Interim Director

## **2009 Application Guidelines: Arts Organizations**

for Arts and Culture Service Contracts (ACSC)

**Application Deadline: Monday, December 1, 2008, 4:30 pm**  
**Emailed, faxed or late applications will NOT be accepted**

All applicants must attend one of the applicant workshops. Workshops will be held at the Manuel Maloof Auditorium. You **MUST** attend a workshop for your contract to be eligible for an award.

Workshops will be held on

*Wednesday, November 5<sup>th</sup> 11:00 AM – 1:00 PM*  
*Wednesday, November 12<sup>th</sup> 4:00 PM – 6:00 PM*  
*Saturday, November 22<sup>nd</sup> 10:00 AM - Noon*

For more information contact:

Samuel Willis  
DeKalb County Office of Arts, Culture & Entertainment  
404-371-6364 phone  
[slwillis@co.dekalb.ga.us](mailto:slwillis@co.dekalb.ga.us) -email

## **DeKalb County Office of Arts, Culture and Entertainment**

### **Mission Statement:**

The Office of Arts, Culture and Entertainment serves to increase awareness and facilitate an enriched environment of artistic, cultural and entertainment activity in DeKalb County. The Office will foster relationships and provide services to Art Centers that are granted local county funds. A.C.E. will serve as an arts management resource by providing opportunities through funding, audience development, and assistance in information services. A.C.E. will address expansion developments within the County pertaining to the arts, culture and entertainment and provide leadership and arts vision for DeKalb County and the arts community.

### **Overview of Guidelines**

These guidelines include eligibility requirements and funding policies for 2009 ACSC Arts Organization Applicants. Please review them carefully to determine whether proposed projects are eligible for consideration.

All contracts awarded in 2009 will be paid from funds appropriated by DeKalb County Government for projects that take place within the County's fiscal year, January 1, 2009 through December 31, 2009. Organizations approved for funding will be required to sign a legally binding contract with DeKalb County to provide services as outlined in the submitted application. Failure to deliver services as required by said contract will result in a funding reduction or contract cancellation.

Applicants are encouraged to contact Samuel Willis with any questions or concerns about the guidelines or application prior to the December 1 application deadline. He can be reached via telephone 404-371-6364 or via email at [slwillis@co.dekalb.ga.us](mailto:slwillis@co.dekalb.ga.us).

### **Eligibility Requirements**

Arts and Culture Service Contracts (ACSC) are open to all not-for-profit arts organizations headquartered in DeKalb County that are certified under the State of Georgia Charitable Contributions Act, are tax-exempt under the U.S. Department of Treasury, Internal Revenue Service Code 501(c)(3) designated and that have been in business providing arts programs and or services for at least two years. Proof of State of Georgia not-for-profit certification and 501(c)(3) status must be submitted with the application. *Applications submitted without these documents will NOT be accepted.* All proposed projects must enhance the artistic and cultural life of the county. All projects must take place in DeKalb County during the calendar year January 1, 2009 and December 31, 2009. All applicants **MUST** attend one of the workshops listed on the first page of these guidelines. The maximum amount that may be requested is **\$5,000**.

### **Restrictions on the use of County Funds**

DeKalb County Office of Arts, Culture and Entertainment will not allow county funds to be used:

1. To support presentations by students or faculty of schools, colleges or universities or programs that serve primarily students or faculty.
2. To support internal programs of government entities.
3. To support projects proposed by organizations that exist primarily for the recreational benefit of their members, such as clubs.

4. To support projects that will take place outside of DeKalb County.
5. To support projects that are not open to the general public.
6. To support projects that are not fully accessible to people with disabilities.
7. To reduce deficits.
8. To support projects that have already been completed in a prior year.
9. To purchase buildings or real estate.
10. To renovate or make structural improvements or any other capital improvements.
11. For prizes or scholarships.
12. To add to or create endowments.
13. For expenses incurred for fundraising events
14. For entertainment (receptions, refreshments).

### **Funding Policies**

The Office of Arts, Culture and Entertainment recognizes the value of both contemporary and traditional art forms and it supports programs in dance, literature, media, music, theater and visual arts.

All projects must be involved in producing or presenting arts programs.

Contract reimbursements are distributed on a cash match basis. This means that the amount reimbursed will not exceed 50% of the cash expenditures up to the total amount of the award. Because the funds are dispersed on a reimbursement schedule, expenses must be incurred and paid for prior to reimbursement. No in-kind donations may be used to reach the 50% match; only cash may be counted.

A.C.E. only funds 501(c)(3) organizations that demonstrate financial and administrative stability. This includes prompt and complete reporting practices on this and any previous county contracts. Organizations must have a two-year financial record and be able to demonstrate compliance with Internal Revenue Service and Georgia Department of Labor policies and laws.

### **Review Process**

A panel of arts professionals representing the disciplines of dance, literature, media, music, theater and visual arts reviews and discusses the relative merits of the applications. The panel then makes recommendations to the Office of Arts, Culture & Entertainment who has final approval regarding contract awards. Applicants will be notified of decisions via mail.

In general, the panel considers the following criteria when critiquing applications:

- Artistic excellence
- Fiscal and administrative responsibility
- Ability to execute the project
- Disciplinary and geographic balance of contracts awarded
- Community outreach and education
- Accessibility of program and facility to people with disabilities

- Awareness and respect for the broad range of diversity in the community to be served including various socio-economic groups, ages, genders, sexual orientations, education levels and ethnicities
- Clarity of mission statement and degree to which the proposed project is consistent with that statement

Applications will be sent to review panels as submitted; applicants will not be allowed to make corrections or submit any additional material after the deadline. Therefore make sure you double-check your application for accuracy and completeness.

During the application review meeting, panels will review each application in budget order from the smallest budget to the largest. Panels use relative standards based on the size of the organization. Panels will complete an evaluation form for each application. Panels will use the form to judge the application on the following criteria: artistic excellence, fiscal and administrative stability and management capability, potential for maximum public participation, accessibility to the broad range of diversity that exists in the county, accessibility to people with disabilities, and the applicant's history of community and educational outreach.

The review of each application will begin with a report by staff on the applicant's history of administering county funded projects including late reports, failure to credit the county in project publicity and programs, and failure to meet past contractual obligations. After this report the panel will hear from the panelist assigned as the lead panelist and general discussion will follow.

Panelists arrive at preliminary scores for each evaluation criteria prior to the meeting and have the option of revising these scores during panel discussion.

During the discussion, a consensus statement is created which will later be communicated to each applicant giving the panel's analysis of the strengths and weaknesses of the application.

When all applications have been reviewed, the staff averages panels' scores. To eliminate any aberrations in the scoring process, the highest and lowest scores for each applicant are discarded and the remaining scores are included in the average. Staff then creates a scoring sheet listing all applicants from the highest average score to the lowest. This sheet is used by the panel to arrive at recommended funding amounts for each application.

The panel's recommendations are forwarded to the Director of the DeKalb County Office of Arts, Culture and Entertainment for final approval.

The 2009 panel will meet the week of January & March, 2009. The exact days, times and location are TBA.

Contract Administration

**Awarding of a contract:**

If a contract is approved, you may be asked to provide additional information. Failure to provide this information in a timely manner may result in the cancellation of the contract.

The acceptance of a contract results in a legally binding agreement with DeKalb County government. All funds awarded must be used as specified in the contract and all expenses must be incurred between January 1 and December 31, 2009. **If you encounter any circumstances that may prevent you from fulfilling all aspects of this contract, contact Office of Arts, Culture and Entertainment staff immediately to determine whether or not adjustments may be made that will allow you to keep some portion of your funding.**

**Availability of Financial Records for Inspection:**

As a DeKalb County contractor, you must keep complete financial records for all activities covered by this contract and those records must be available for inspection by county officials.

**Inclusion of Credit to DeKalb County Office of Arts, Culture and Entertainment:**

All contractors must recognize the support of the DeKalb County Office of Arts, Culture and Entertainment in all publicity. The following credit line **must** be used in all promotion, publicity and advertising: “This program is supported in part by the DeKalb County Office of Arts, Culture & Entertainment” In addition the Office of Arts, Culture and Entertainment logo must be prominently displayed on all publicity materials.

**Reimbursement:**

All funds are disbursed on a reimbursement basis. Once you have spent grant funds and an equal amount of your own matching funds, you may request reimbursement on the form provided by the Office of Arts, Culture and Entertainment. No requests for reimbursement will be approved if the contractor has any outstanding paperwork with the Office of Arts, Culture and Entertainment.

**Final Report:**

All contractors are required to submit a final report documenting that programs and services were delivered as outlined in the application, that required matching funds were raised and appropriately expended and that all project funds were expended as authorized. Further, the final report requires documentation that proper credit was given to the Office of Arts Culture and Entertainment in all publicity. Failure to submit a complete final report will result in the organization becoming ineligible for any future funding.

**Public Record:**

All financial records and other information contained in applications and reports submitted to the Office of Arts, Culture and Entertainment becomes a public record. All records are subject to audit by DeKalb County.

**Other Contract Requirements:**

Applications will not be accepted from any organizations that have overdue, incomplete or incorrect

final reports or other outstanding material.

All contractors must be in compliance with applicable federal statutes on Labor Standards. Organizations must also comply with federal nondiscrimination standards which state that no person in the United States shall, on the grounds of race, color, creed, national origin, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance. Organizations must not discriminate on the basis of sexual orientation. (See provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.)

**Appeal Process:**

Organizations not awarded a contract may appeal that decision if the application was rejected for any of the following reasons:

1. **Information not presented:** Information provided to the Office of Arts, Culture and Entertainment as part of the written application was not presented to the appropriate staff or advisory panelists (not including information provided that was in excess of information allowed under the guidelines or that was submitted after the application deadline). Note: Incomplete applications are not eligible for appeal. Information not included in the original application is not relevant to the appeal process and will be disallowed.
2. **Violation of Conflict of Interest Policy:** A member of the advisory panel violated the Office of Arts, Culture and Entertainment conflict of interest policy and thus improperly influenced other panel members.
3. **Decision based on inappropriate criteria:** Panel or staff decision was based on criteria other than those published by the Office of Arts, Culture and Entertainment.

Only applicants that were not awarded a contract may appeal; the amount of a contract cannot be appealed. Appeals must be submitted in writing to the Director, Office of Arts, Culture and Entertainment no later than fifteen (15) calendar days following the receipt of the written notice of the rejection of the application. The submission must include evidence to support one or more of the allowable grounds for appeal. The decision on the appeal will be made by the Director, Office of Arts, Culture and Entertainment who will render a decision within fifteen (15) days of receipt of the appeal submission. The ruling of the Director shall be the only administrative remedy and there shall be no further right of appeal.