



**2007-10**

# **CULTURAL ARTS AWARD**

**MID CYCLE REPORT for 2011 funding**

## **INSTRUCTIONS**

According to our records, your organization was funded by the SMAC Cultural Arts Award Program for Calendar years 2007, 2008, 2009 & 2010.

In order to be considered for 2011 funds, you must submit the Mid-Cycle Report by the deadline below.

- Please read through carefully, as all the directions are contained herein.
- The application must be filled out online, [www.smacgrants.org](http://www.smacgrants.org)
- Please refer to your original application and past mid-cycle reports when filling out this Report.

We encourage early submission of your Report.

**DEADLINE: Online, Midnight  
Thursday, September 30, 2010.**

Hard copy attachments due by 3 pm, Thursday, September 30, 2010.  
Postmarks not accepted.

# INSTRUCTIONS

## MID-CYCLE REPORTING REQUIREMENTS

This report is to be completed by 2007-10 Cultural Arts Award grantees requesting Fifth Year support. As a Fifth-Year applicant you are required to address only the questions in the Report. The Arts Commission may reject your Report if you do not meet the appropriate deadline or if directions are not followed as outlined in the Report.

## ONLINE MID-CYCLE REPORT

The Sacramento Metropolitan Arts Commission is only accepting online applications in order to provide a more streamlined granting process. No paper applications are accepted. If you do not have access to a computer or an Internet connection, call SMAC for resources.

### How do I begin?

To start your application, go to **www.SMACGrants.org**. Log in with your User Name and Password. If you do not have this information, please do not re-register. Call SMAC staff for your log in information at 916-808-3986.

Begin the application process by choosing "Funding Opportunities" from the Main Menu and then clicking on the application you are applying to.

**Be sure to check your application for completeness before submitting it. Once your application has been submitted you will not be able to make any changes.\***

\* Program Staff reserves the right to request additional information, or to recommend administrative changes in order to facilitate the review process.

Submission of an application grants SMAC permission to use it for training purposes with confidential information removed. At the time of submission, all applications including supplemental materials become public documents.

## APPLICATION

Organization and Contact Information: This information was entered when you registered. Make sure you update any changes. We will be sending contracts to the organization's mailing address provided on WebGrants and to the name listed under either Executive Director or Board President. If you have not done so already, please also update the legal name of your organization. This is the name under which your 501(c)3 status is registered with the IRS. Please make sure the information in this field is correct as it is used in the contract.

### The online application contains the following components:

#### **1. Evaluation of Last Year's Cultural Arts Award**

- a.) Organizational Activities: What organizational activities did the 2010 Cultural Arts Award support?
- b.) Activities Results: What overall benefits or measurable results came from these Commission supported activities?
- c.) Canceled Activities: What proposed grant activities will not be undertaken and why?

#### **2. Changes and Development in your Organization**

- a.) Artistic, Board, and/or Administrative Changes: What artistic, board and/or administrative changes have taken place in your organization in the last twelve months?

- b.) Stabilization and Organizational Development Efforts: *What training or consulting was your organization involved in over the last twelve months in terms of stabilization and organizational development efforts?*
- c.) Organizational Development Needs: *What stabilization and organizational development needs does your organization have? (Choose from a drop-down list.)*

### **3. Plans for Next Year's Cultural Arts Award**

- a.) Calendar year 2011 Cultural Arts Award Usage: *Describe how the Cultural Arts Award will be used next year. (January 1 to December 31, 2011)*
- b.) Organizational Goals: *What are your organization's major goals next year?*
- c.) Administration, Staffing, Board, or Program Changes: *Describe any anticipated changes to your organization's administration, staffing, board or programs next year.*
- d.) Community Relationships: *Describe any changes in your organization's outreach efforts next year, and how your relationship to the community will be affected.*

### **4. Income and Expense Notes**

(Please use this space to clarify any budget items from the Cultural Data Project funders report. If any of the years in the report show a deficit, please explain how the deficit has been/ will be resolved.)

### **5. Current Program Schedule**

- a.) enter season/ program information for fiscal year 2010-11 or calendar year 2011. You have the option of uploading an attachment with this information in the "Attachments" section.

### **6. Attachments (Important Note: A Statement of Income and Expense must be attached in the form of a "funders report" generated from the California Cultural Data Project. The funder report must be completed and attached at the time of deadline. You are required to have two completed years of budget information.)**

Submit only one copy of the following items, whether you are uploading them or sending them in.

- California Cultural Data Project Funder Report called, "SMAC Cultural Arts Award Mid-Cycle Report". Report must show 2 recent years of budget information. (If 2010 budget is not available, you will be asked to update the report and resend it in November.)
- Non-arts organizations must send in a signed Financial Statement
- Organizations with total revenue over one million dollars must send in one copy of their most recent Audited Financial Statement.
- Updated/ final program schedule for fiscal year 2009/2010 or calendar year 2010
- Brochures or flyers for fiscal year 2009/2010 or calendar year 2010
- Program schedule for fiscal year 2010/2011 or calendar year 2011
- Assurance of Compliance Form signed by your board president
- Fiscal Sponsor Form (if applicable)

Attach copies of the following items if available:

- Most recent Business or Strategic Plan (unless there is already one on file at SMAC)
- Most recent Annual Report
- Most recent Board Self-Evaluation or Annual Retreat Summary

### **7. Additional Documentation (See below.)**

### **8. Demographics**

- a.) Impact: *How has your programming, outreach efforts, and/or educational programs directly impacted a person or group of people in the community? Please provide at least one anecdote about a specific person or group who benefitted from your services.*
- b.) Ticket Distribution: Indicate the number of donated, discounted and purchased tickets for your entire season/project. Alternatively, upload a MS Word or Excel document with the information.
- Youth / List any schools to which tickets were donated
  - Senior/ List any Senior Centers to which tickets were donated
  - Service Organizations/ List any Service Organizations to which tickets were donated

- *General Admission* - does not include senior adult tickets or youth tickets, regardless of how you define General Admission in your ticket price matrix.

**9. Project Budget** (Consider carefully the line items you will invoice against in 2011.)

Use your 2010 award amount to project where you would like to use your CAA award in 2011.

Match amount reminder: If your organizational budget is under \$100,000, then your match amount is 2:1, or half of your award amount. If your organizational budget is over \$100,000, then your match amount is 1:1, the same as your award amount.

## **ATTACHMENTS**

The "Attachments" section of the Online Application gives you the ability to upload digital files including Word documents, PDF files, Excel files, scanned documents, etc. Give each uploaded file a relevant name, for example, "OrgName\_StratPlan2010.pdf". You are strongly encouraged to upload the Attachments listed below if available in digital form.

If you are using a Macintosh computer, please make sure that the files you upload include the file extension.

Those Attachments not uploaded need to be mailed or dropped off to the SMAC offices at 2030 Del Paso Blvd. Sacramento, **by 3:00 pm, September 30**. September 30 postmarked mailings will not be accepted.

Any documents listed that require a signature must be submitted with a handwritten signature (not typed). You may sign the document, scan it and then upload it to the online application, or you may submit a hard copy directly to the Arts Commission office.

Do not send any material other than those requested. If you have submitted a document in past years, please do not re-submit it. For example, if you submitted your most recent business or strategic plan last year and there is not an updated plan, you do not need to resubmit it.

Items sent by mail or dropped off at SMAC must be listed in the "Additional Documentation" portion of the application. Do not send in any material other than those requested.

## **ADDITIONAL DOCUMENTATION**

When providing a hard copy, you **MUST** list the items you are submitting in the "Additional Documentation" section of the online application. Please note: items not listed in this section at the time of submission, may not be accepted as part of the application.

The Arts Commission will not return hard copies of any of the above listed Attachments. The Arts Commission cannot be held responsible for lost or damaged materials. **Do not** send your originals: send copies only.

## **TECHNICAL ASSISTANCE**

If you are unfamiliar with the WebGrants system, please call SMAC staff for technical assistance. If the system does not seem to be working correctly, please contact SMAC staff right away. There will not be a workshop for technical assistance for this Mid-Cycle application.

If you need help with the report, please contact Anja Aulenbacher at [aaulenbacher@cityofsacramento.org](mailto:aaulenbacher@cityofsacramento.org) or 916-808-3986.

## **SCORES & RANKS**

Applicants funded for 2007-2011 hold their rank and score from the panel held in October, 2006. This rank/score is carried over and used as the basis for the 2011 grant award. Grant amounts may vary from year to year, depending on the availability of funds and contract compliance. At this time, we anticipate a reduced amount for your award in 2011 (about a 50% cut from your 2010 award). Please budget accordingly.

## **APPROVALS**

Staff will review all Reports. Organizations may be dropped from the program if they go through a substantial re-organization, or for other reasons determined by the Arts Commission. All Fifth Year grants must be approved by the Arts Commission, City Council and Board of Supervisors.

## **SITE VISITS**

Site visits may be conducted if recommended by panel, staff, or Commissioners.

## **CONTRACTS**

Grant contracts are issued separately for each year, after approval by the Arts Commission, City Council and County Board of Supervisors.

## **CITY OF SACRAMENTO**

Mayor: Kevin Johnson

District 1: Ray Tretheway  
District 2: Sandy Sheedy  
District 3: Steve Cohn  
District 4: Robert King Fong  
District 5: Lauren Hammond  
District 6: Kevin McCarty  
District 7: Robbie Waters  
District 8: Bonnie Pannell

City Manager: Gus Vina (Interim)  
Assistant City Manager: Cassandra H. D. Jennings  
Director, Convention, Culture and Leisure Department: Barbara E. Bonebrake

## **COUNTY OF SACRAMENTO**

First District: Roger Dickinson, Chair  
Second District: Jimmie Yee  
Third District: Susan Peters  
Fourth District: Roberta MacGlashan  
Fifth District: Don Nottoli

County Executive: Steve Szalay (Interim)  
Director, Economic Development Department: Robert B. Leonard  
Economic Development Manager: Troy Givans

## **SACRAMENTO METROPOLITAN ARTS COMMISSION**

COMMISSION:  
Carlin Naify, (Chair)  
Linda Cutler  
John Nicolaus  
Daniel Gorfain  
Charles Barr  
Sid Heberger  
Cheryl Holben  
Allison Joe  
Heather Hutcheson

STAFF:  
Executive Director: Rhyena Halpern  
Grants & Cultural Program Coordinator: Anja Aulenbacher

CITY AND COUNTY INFORMATION AS OF AUGUST 1, 2010

*This is a changing list. We thank all those past, present and future for their service.*



**Sacramento  
Metropolitan  
Arts Commission**

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Sacramento, CA 95815  
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916.808.3992

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