

CITY OF SURPRISE
Regular City Council Work Session
16000 N. Civic Center Plaza
Surprise, AZ 85374
Tuesday, March 16, 2021 @ 5:00 PM
COUNCIL CHAMBERS



NOTICE: In an effort to protect health and safety of city employees, residents, and visitors, the Council Chambers will be closed to the public during this meeting. The public may access the meeting by viewing a live stream or broadcast of the meeting. To watch live, please visit www.surpriseaz.gov/surprisetv, the Surprise City Gov Facebook page at www.facebook.com/cityofsurprise. Cox channel 11 and Century Link channel 8513 will also carry the meeting live.

For instructions on how to comment on agenda items and public hearings, please go to <https://bit.ly/3kFsM6l>

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Proclamation and Community Acknowledgements
- E. City Manager Report
- F. City Clerk Report
- G. Call To The Public

INSTRUCTIONS: In order to address the City Council, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the City Clerk before the meeting begins.

[Download the Call to the Public form](#) (PDF download requires Adobe Acrobat Reader)

[Fill out the Call to the Public form online](#) If submitting form electronically, please submit to City Clerk at least one hour before the meeting start time.

The Call to the Public form is also available at the front counter.

Note: A.R.S. 38-431.01(H)- During this time members of the public may address City Council only on issues within the jurisdiction of the City Council which are not an item on the agenda. At the conclusion of the open call, City Council may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

Approval of items on the Consent Agenda – all items with an asterisk (*) are considered to be routine matters and will be enacted by one motion and one roll call vote to the City Council. There will be no separate discussion on these items unless a Councilmember requests, in which event the item will be removed from the consent agenda and considered in its normal sequence on the agenda.

Please be aware that Council Members may not discuss or respond to matters raised during call to the public that are not specifically identified on the agenda. Council Members may however, in their discretion, discuss or respond to relevant matters raised during a noticed public hearing or agenda item.

- H. Regular City Council Work Session Agenda

CONSENT AGENDA:

REGULAR AGENDA ITEM - PUBLIC HEARING:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

1. Citywide Presentation and discussion pertaining to the proposed Arts & Culture Grant program. None
Danielle Osborne
Human Svcs and
Comm Vitality
- I. Other Business and Future Agenda Items
- J. City Council Reports
- K. Executive Session
For information Purposes; Upon a public majority vote of a quorum of the City Council, the Council may hold an executive session, which will not be open to the public, but for only the following purposes:
 - discussion or consideration of personnel matters (A.R.S. §38-431.03 (A)(1));
 - discussion or consideration of records exempt by law from public inspection (A.R.S. §38-401.03 (A)(2));
- L. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: March 11, 2021 at 11:45 AM

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Regular City Council Work Session

Council Meeting Date: March 16, 2021

Contact Person: Danielle Osborne, HSCV
Administrator

Submitting Department: Human Svcs and Comm
Vitality

District: Citywide

Staff Recommendations: None

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Presentation and discussion pertaining to the proposed Arts & Culture Grant program.

Motion:

None, discussion only.

Background:

The Arts & Cultural Advisory Commission is pursuing a program to award grants to non-profit organizations hosting arts & cultural events or programs in the city. This item has been placed on the agenda to allow for discussion and input from the City Council.

Objective Analysis:

The mission of the Surprise Arts & Cultural Advisory Commission is to spur cultural growth through education and advocacy, and to assist the city to create and implement a plan for the placement of public art within the community.

Policy Compliant:

This item is City and Council policy compliant.

Financial Impact:

Pending Fiscal Year 2022 budget approval, fiscal impacts for this program will not exceed \$10,000 in FY22.

Budget Impact:

Pending Fiscal Year 2022 budget approval, budget impacts for this program will not exceed \$10,000 in FY22.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:

1. 031621 Council WS - Arts & Culture Grant Program

2. Art Grant Application 2021-22 - FINAL
 3. Arts FY22 Timeline - Revised
-



Arts & Culture Grant Program

City Council Work Session
March 16, 2021



Background

- Arts & Cultural Advisory Commission has discussed establishing a grant program geared towards arts and cultural offerings in the city
- Previous budget package requests for additional funding were considered, but ultimately not included in the City Manager's Recommended Budget
- The commission has allocated \$10,000 to a grant program in the FY2022 operating budget request
- Staff was asked to undergo a legal review of the program, and draft an overview and application for commission review



Program Overview

- Modeled the Surprise Community Outreach Program (SCOP) Grant administered by the Human Service & Community Vitality Department
- Timeline allows for application distribution, submittal, and review ahead of new fiscal year
- If awarded, applicants will have the entire fiscal year to implement their event(s) or program(s)



Guidelines

- Receipt of award does not guarantee continued award/support
- Applicants must have enrichment of community arts & culture as their primary mission
- The proposed event or organization must take place or be based in the City of Surprise
- New applications are required for every round of funding
- Award recipients must comply with the latest city and/or state regulations for public gatherings during the COVID-19 pandemic
- Funds are provided on a reimbursement basis; no upfront monies will be distributed
- Applicants must provide proof of their status as a 501(c)(3) organization, or the applicant must partner with a 501(c)(3) organization



Eligibility

- Grant-funded activities must occur between July 1, 2021 and June 15, 2022
- Applicants must provide direct services which enhance the community for Surprise residents through arts and cultural events or activities
- Applicants that received previous city grant funding must be current in their reporting, regardless of the funding source
- Applicants must demonstrate the ability to generate revenue from other sources



What We Fund

- Event-based funds, including directly related administrative costs
- Funding artistic staff (salaries, wages, fees)
- Supporting a public presentation, production, exhibit, outdoor community celebration, arts fair or festival
- Arts-related supplies/materials
- Rehearsal space, office rental space
- Marketing, promotion, and publicity expenses





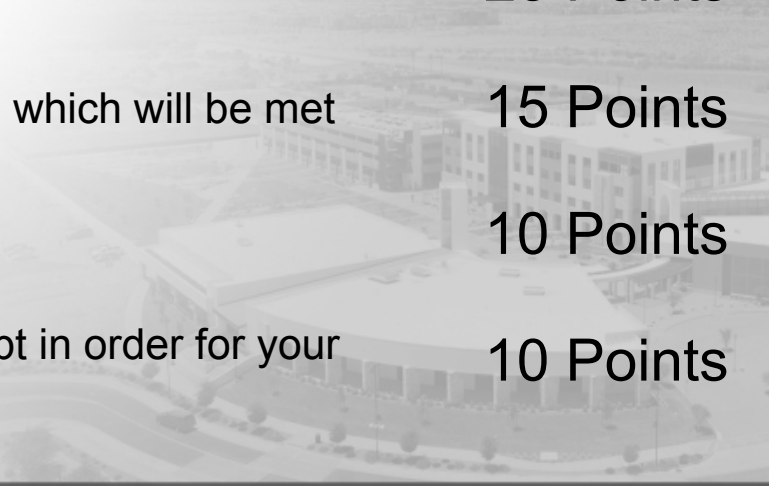
What We Don't Fund

- Activities occurring outside of Surprise city limits
- Bad debt – Deficit and debt reduction
- Funding general operations/administrative staff
- Most general operating costs
- Closed subscription series
- Projects already funded wholly by other sources
- Projects which are part of post-secondary academic degree program
- Fellowships
- Awards
- Social functions, parties, receptions
- Fundraising events
- Tuition assistance
- Schools (public or private) or other arts-in-education projects
- Out-of-state travel
- Food and beverages
- Capital construction
- Activities with a political or religious purpose
 - Faith-based organizations are eligible to apply for a grant to support the non-religious cultural and arts programming that they provide



Ranking System

Brief description of proposed program/event/activity	25 Points
Demonstrate the need for the proposed program/event/activity	15 Points
Specify the total number of persons expected to be served by this program/event/activity	25 Points
Identify one goal and three measurable objectives which will be met	15 Points
Provide evidence of other leveraged resources	10 Points
What is the minimum amount that you could accept in order for your program/event/activity to be successful?	10 Points





Timeline

March 1	Application and guidelines approved
March 16	Council Work Session presentation
March 22	Funding opportunity is publicly released
March 31	Virtual Pre-Application meeting held
April 23	Applications due



Timeline

- | | |
|-------------------|--|
| May 3 | Commission will review program applications and take action on FY22 funding |
| June 15 | City Council will approve a budget that identifies the amount of program funding allocated to the Arts & Culture Grant program |
| June 16-18 | Letters to awarded applicants will be issued*
<i>*Upon full City Council approval</i> |
| June/July | Initiate and finalize contracts with awardees |



**QUESTIONS OR
COMMENTS?**

Thank You



ARTS & CULTURE GRANT PROGRAM

GUIDELINES AND APPLICATION

FY 2021-2022



Surprise Arts & Culture Grant Program FY 2021-2022

The City of Surprise is pleased to announce the Arts & Culture Grant Program. The Surprise Arts & Cultural Advisory Commission is proud to offer grants to community-based organizations located in Surprise that are pursuing arts and cultural events or activities that further the Commission's mission to spur cultural growth in Surprise.

To be considered for the program, applicants must meet eligibility requirements and submit a completed application.

Applications for FY 2021-2022 will be accepted until Friday, April 23, 2021.

Applications must be post-marked to:

**Human Service & Community Vitality
Attention: Karina Caraveo
City of Surprise
16000 N. Civic Center Plaza
Surprise, Arizona 85374**

Applications must be typed, concise, and filled out completely. Applicants who receive an award during one fiscal year must re-apply for consideration for any subsequent rounds of funding.

A non-mandatory virtual pre-application meeting will be available to all applicants. This meeting will include information about the Arts & Culture Grant Program and application process. To participate, please send an e-mail to Karina Caraveo with your RSVP to the meeting. You will then receive an invitation with Webex information. This meeting will be held on:

**Wednesday, March 31, 2021
2:00pm
Webex Meeting**

Official notification will be sent to all applicants following official action by the Surprise Arts & Cultural Advisory Commission. Successful applicants must sign and return the acceptance form before funds are awarded.

Thank you for your interest. For questions about the application or the program, please contact Karina Caraveo at (623) 222-3243 or Karina.Caraveo@surpriseaz.gov.



Guidelines

1. Receipt of an award does not guarantee continued support in subsequent years.
2. Applicants must have enrichment of community arts & culture as their primary mission.
3. Applicants must provide an event, program, or activity that makes Surprise better.
4. The proposed event or organization must take place or be based in the City of Surprise and be open to the public.
5. New applications are required for every round of funding.
6. Applications must include any pertinent financial data, including a proposed budget.
7. Applications must be typed, with an original signature and include supporting materials.
8. Late or incomplete applications will not be accepted.
9. Final reports are due within thirty days of the completion of the program/event/activity. Late or incomplete final reports may hinder an applicant's future funding eligibility.
10. Quarterly updates and a final presentation to the Commission may be required.
11. Award recipients will acknowledge the award in all programs, press releases, and other publicity with the following credit line: "_____ is supported by an award from the City of Surprise Arts & Cultural Advisory Commission." Additionally, event or activity details such as date, time, and location must be submitted to Karina Caraveo. An event flyer or invitation is acceptable.
12. Award recipients must comply with the [latest city and/or state regulations](#) for public gatherings during the COVID-19 pandemic. This includes, but is not limited to:
 - a. Executive Order 2020-59 issued by Governor Doug Ducey
 - b. [Public Event Registration](#)
 - c. [Temporary Use Permit \(TUP\)](#) for special events
13. All applicants agree by accepting the award that all activities surrounding the function will be open to all members of the public and no person shall be denied access to, or participation in, the events on the basis of race, color, national origin, sex, religion, or disability.
14. Maximum award per applicant will be \$10,000.
15. Funds are provided on a reimbursement basis; no upfront monies will be distributed.
16. Applicants must provide 501(c)(3) verification by providing a list of the organization's board of directors, a copy of the non-profit federal tax status 501(c)(3), a copy of the 501(c)(3) Arizona Corporate Commission annual report and W9 Form. Or the applicant must partner with a 501(c)(3) organization.



17. Awarded applicants do not have authority or privileges associated with City sponsorship, donations and/or in-kind not identified within the grant award letter (example: Channel 11, Progress Magazine, rental equipment, etc.).

Applicants must present their proposal to the Arts & Cultural Advisory Commission during the **May 3, 2021** meeting. The meeting is currently scheduled for **6:00PM** at Surprise City Hall, Council Chambers, 16000 N. Civic Center Plaza. Additional meeting information will be sent upon receipt of application.



**ARTS & CULTURE GRANT PROGRAM
FY 2021-2022 FUNDING APPLICATION**

Section 1

Date: _____

Organization Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Contact Person/Title: _____

Proposal Due Date: Friday, April 23, 2021 by 5:00 p.m.

Name of the project/activity for which you are requesting funding: _____

Please indicate the amount of funding you are requesting: \$_____

Did you receive City grant funding last year? _____

Have you applied for other grant funding such as Community Outreach Program funding
from the city: Yes No

Authorized Agency Representative

Title

Date



Section 2

Eligibility Criteria

1. Grant-funded activities must occur between July 1, 2021 and June 15, 2022.
2. Applicants must provide direct services which enhance the community for Surprise residents through arts and cultural events or activities. The Arts & Cultural Advisory Commission is interested in seeing proposals focus on the following areas in Surprise:
 - a. Community building events
 - b. Programs, activities or services which provide public benefit
 - i. Projects that support art programs, events and services that include Surprise's diverse culture and values
3. Applicants that received previous city grant funding, regardless of the funding source, must be current in their reporting and have submitted timely and accurate reports.
4. Applicants must demonstrate the ability to generate revenue from other sources.

What We Fund

Organizations may apply for event-based funds, including directly related administrative costs. Some examples that will be considered:

- Funding artistic staff (salaries, wages, fees)
- Supporting a public presentation, production, exhibit, outdoor community celebration, arts fair or festival
- Arts-related supplies/materials
- Rehearsal space, office rental space
- Marketing, promotion, and publicity expenses

What We Don't Fund

- Activities occurring outside of Surprise city limits
- Bad debt – Deficit and debt reduction (e.g. loan fees, finance charges, etc.)
- Funding general operations/administrative staff (salaries, wages, fees)
- Most general operating costs
- Closed subscription series
- Projects already funded wholly by other sources
- Projects which are part of a post-secondary academic degree program



- Fellowships
- Awards
- Social functions, parties, receptions
- Fundraising events
- Tuition assistance
- Schools (public or private) or other arts-in-education projects
- Out-of-state travel
- Food and beverages
- Capital construction
- Activities with a political or religious purpose

***As a note,** faith-based organizations are eligible to apply for an Arts & Culture Grant to support the non-religious cultural and arts programming that they provide and proposals should outline the care taken to separate, in time or location, their inherently religious activities from any arts or cultural programming funded through a Surprise Arts & Culture Grant.



Application Directions

- a. Please provide comprehensive and clear responses to each of the sections below. Respond to all questions. If a question does not apply to your proposal; indicate this by responding "Not Applicable". Times New Roman or Arial 12 point font and black type must be used. It is preferred that completed applications be emailed to Karina.Caraveo@surpriseaz.gov. If it is not possible to email the application, please call Karina Caraveo at (623) 222-3243.
- b. Please respond to the following questions with clear and specific information. The responses to the following questions will be ranked on a point system of up to **100 points**.
 1. Provide a brief description of your proposed program/event/activity. Include any previous history, evidence that the event will take place in the City of Surprise, any partnerships with other groups/organizations and how the Arts & Culture Grant Program funds will be used. (no more than one page) **25 points**
 2. Demonstrate the need for the proposed project/program. (no more than 1/2 page) **15 points**
 3. Specify the total number of persons expected to be served by this project during the funded year and the number of Surprise residents who will be served. (no more than 1/2 page) **25 points**
 4. Identify one goal and three measurable objectives which will be met by this project. (no more than one page) **15 points**
 5. Provide evidence of other leveraged resources. (No more than a paragraph) **10 points**
 6. What is the minimum amount you could accept in order for your program/event/activity to be successful? **10 points**

The City of Surprise reserves the right to reject any and all applications and to waive any requirements in an application when it deems it necessary and in the best interest of the City.



Application Checklist

- ☐ Completion of Application -- sections b 1 through 6
- ☐ Application typed and signed
- ☐ Proposed budget
- ☐ 501(c)(3) verification includes all items listed below or the applicant must partner with a 501(c)(3) organization:
 - o List of Board of Directors
 - o Copy of the non-profit federal tax status 501(c)(3)
 - o Copy of the 501(c)(3) Arizona Corporate Commission annual report
 - o Completed W9 Form
- ☐ Any additional documentation supporting your proposed project

Turn in this checklist, the application, and all corresponding items no later than 5pm Friday, April 23, 2021.

Late or incomplete applications will not be accepted.

Section 3

Budget

Arts & Culture Grant Expense Report 2021-2022

PROGRAM: Arts & Culture Grant Program 2021-2022

Request \$

Start Date 07/01/2021

Other Funds \$

End Date 06/15/2022

APPLICANT INFORMATION:

Name: _____

Address: _____

Email: _____

Total Cost \$

Program Manager _____

Phone Number _____

	Description	Cost	SCOP Request	Other Funds	Total
1					-
2					-
3					-
4					-
5					-
6					-
7					-
8					-
9					-
10					-
TOTAL:					-

CEO Signature: _____
(Or authorized representative)

Provide a brief justification of all line items on a separate sheet.



Date: March 1, 2021
To: Arts & Cultural Advisory Commission
From: Danielle Osborne, HSCV Administrator
Re: Arts & Culture Grant Program FY 2021-2022

The following is a brief timeline of the process that will be followed to ensure that the program is consistently implemented.

Feb 1	Application to be reviewed by Commission for edits
March 1	Application and guidelines approved
March 16	Work Session presentation
March 22	Funding opportunity is publicly released
March 31	Virtual Pre-Application meeting held
April 23	Applications due (5-week application period)
May 3	Commission will review program applications and make a recommendation for FY22 funding.
June 15	City Council will approve a budget that identifies the amount of program funding allocated to the Arts & Culture Grant program
June 16 - 18	Letters to awarded applicants will be issued* <i>*Upon full City Council approval</i>
June/July	Initiate and finalize contracts with awardees

October 15, 2021	Quarterly Report due from program recipients, including requests for reimbursements
January 15, 2022	Quarterly Report due from program recipients, including requests for reimbursements
April 15, 2022	Quarterly Report due from program recipients, including requests for reimbursements
June 15, 2022	End of program report due, including final requests for reimbursements. Final presentation to Commission.