



CITY OF SURPRISE
Arts and Cultural Advisory Commission Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Monday, January 10, 2022 @ 6:00 PM
Council Overflow Room

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Arts and Cultural Advisory Commission Agenda

CALL TO THE PUBLIC:

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

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission 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.

CONSENT AGENDA:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|--|--------------------------------------|
| 1. | Citywide | Consideration and action pertaining to the December 6, 2021 Arts & Cultural Advisory Commission meeting minutes. | Human Svcs and Comm Vitality |
| 2. | Citywide | Discussion and action pertaining to the Dysart Festival of the Arts by Director of Arts, Danae Marinelli. | Human Svcs and Comm Vitality |
| 3. | Citywide | Discussion pertaining to the FY2022 Arts & Culture Grant Program. | None
Human Svcs and Comm Vitality |
| 4. | Citywide | Discussion and action pertaining to the Public Art Maps. | Human Svcs and Comm Vitality |
| 5. | Citywide | Discussion and action pertaining to the Charter School gallery reception. | Human Svcs and Comm Vitality |
| 6. | Citywide | Discussion pertaining to the Mobile Museum display. | None
Human Svcs and Comm Vitality |
| 7. | Citywide | Discussion and update pertaining to art at the Surprise Stadium. | None
Human Svcs and Comm Vitality |

REGULAR AGENDA ITEM - PUBLIC HEARING:

- G. Other Business and Future Agenda Items
- H. Executive Session

For information purposes: Upon a public majority vote of a quorum ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the

following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2));

or discussion or consultation for legal advice with the attorney or attorneys of the public body (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: Tuesday, December 28, 2021 @ 11:07 a.m.

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
Arts and Cultural Advisory Commission Meeting

Council Meeting Date: January 10, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the December 6, 2021 Arts & Cultural Advisory Commission meeting minutes.

Motion:

I move to approve the minutes of the December 6, 2021 Arts & Cultural Advisory Commission meeting.

Background:

N/A

Objective Analysis:

N/A

Policy Compliant:

N/A

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:

1. December 6, 2021 SACAC Minutes - DRAFT
-

CITY OF SURPRISE
ARTS AND CULTURAL ADVISORY COMMISSION

Meeting Minutes – DRAFT

December 6, 2021 / 6:00 PM

Community Room
16000 NORTH CIVIC CENTER PLAZA
SURPRISE, ARIZONA 85374

CALL TO ORDER:

A. Roll Call

Vice-Chair Rhiannon Miett, Commission members, Susan deJong, Margaret Lieu, Jay Lickus, Jo Grant, Kathie Morgan.

Absent: Chair Deborah Welch (excused).

Staff: Danielle Osborne, HSCV Administrator, Hobie Wingard, Assistant City Attorney, Karina Caraveo, HSCV Administrative Specialist.

B. Pledge of Allegiance

C. Current Events Reports

Commissioner Morgan visited the West Valley Arts Council market event in early November and the “Hidden in the Hills” Studio Tour by the Town of Cave Creek. She also mentioned that she met with the Sports & Tourism department for further discussions on the stadium art.

Commissioner Lieu attended the arts booth at the Surprise Party, and suggested inclusion of a checklist of items needed for each event to avoid having outdated materials. She also attended the “Barefoot in the Park” performance at Ottawa University, starring OUAZ students, Mayor Hall, and the president and CEO of Ottawa University.

Commissioner deJong mentioned that the first Public Art Tour and the Gallery Tour were a success, and that attendees were very happy. She also manned the arts booth at the SciTech Festival and the Surprise Party. She visited WHAM, Ground Floor Artists, RISE, and The Vista, where she enjoyed several events. She also participated in planning meetings for the MLK event in 2022 and the Xeriscape Garden.

Commissioner Lickus attended the Surprise Party, Veterans Day Parade, and visited Ground Floor Artists.

D. Staff Reports

Ms. Osborne reported on the following items:

- Xeriscape Garden/Gallery 37
- Five C's of Arizona
- PSERC art

CALL TO THE PUBLIC:

None.

REGULAR AGENDA ITEMS – NON PUBLIC HEARING

Item 1 – Consideration and action pertaining to approval of the November 1, 2021 Arts and Cultural Advisory Commission meeting minutes.

Commissioner Morgan asked to remove the second sentence on item #6, page 3.

Commissioner deJong asked to correct the second sentence under her report on page 1.

Commissioner Grant moved to approve the minutes of the November 1, 2021 Arts & Cultural Advisory Commission meeting as amended. Commissioner deJong 2nd. 6 Yes votes. 1 absent (Welch). Motion carried.

Item 2 – Discussion and update pertaining to the Arts & Culture Grant program.

Ms. Osborne shared reports overviewing updates and reimbursements submitted by the grant awardees.

HeARTsy Adaptive classes are ongoing and reimbursements are being used to pay for administrative and supply costs.

WHAM had not yet submitted their first quarterly report or reimbursement request. They have been contacted with a reminder regarding their report.

West Valley Chorale held their musical showcase on November 18th at RISE/Rio Salado College.

West Valley Choral Representative Bob Walling shared some details about their event and invited the Commission to their performance at the Lunchtime Theater at Arts HQ on December 9th.

Commissioner Grant asked to obtain the number of attendees at events held by awardees. Commissioner Lieu agreed and suggested the awardees should report if attendees are new attendees or if the same attended each class. Ms. Osborne agreed and mentioned it will be asked for in their next quarterly report.

Vice-Chair Mielt asked if events held by awardees were free to the public, Ms. Osborne responded yes. Vice-Chair Mielt asked the Commission to bring in their suggestions on their next meeting to review and discuss the overall grant selection process.

Item 3 – Discussion pertaining to potential expansion of the Aquatic Center Mural.

Commissioner Lieu asked if there was a picture of the proposed expansion. Commissioner Morgan stated she did not take pictures but suggested that the ceiling of the entryway be painted because this is very noticeable when you're up close, making it look unfinished. She

recommended having this done so that it would make it feel as though you are under the sea.

Commissioner Lickus pointed out that the biggest visual impact are the walls and pillars, not the ceiling. Commissioner Lieu agreed, and reiterated that if it is not noticeable by the public, then the expense should not be undertaken.

Item 4 – Discussion and action pertaining to enhancements to the Poetry Slam.

Ms. Osborne referred to the backdrop designed by the Marketing & Communications department, and shared that pricing had been included. She informed the commission that if approved, coordination with WHAM would be made to ensure their staff can store and set up this backdrop at each event.

Commissioner Lickus suggested that the event title be included in the backdrop. Commissioner Lieu agreed, suggesting that the Arts Commission name be included as well, and that the image of the microphones be removed. She felt that there were too many little things happening in the same space, and suggested more simplicity.

Commissioner Morgan recommended having the backdrop redrawn completely.

Ms. Osborne asked for clarification. Commissioner Lieu asked to see a more graphic design, but with simpler details. Commissioner Morgan suggested keeping it uniform, and Commissioner deJong suggested a more modern look. Vice-Chair Mielt liked the proposed backdrop, and felt that it compliments the event.

Ms. Osborne said that she would take the feedback back to the Communications team. No action was taken.

Item 5 – Discussion and action pertaining to City Hall Art Gallery.

Commissioner deJong shared with the Commission that she has been coordinating the City Hall Art Gallery exhibits since 2013. She asked to explore some options of how to proceed after Fall 2022. She suggested a permanent art collection, a mural, or continuation of the current format of having exhibits rotated on a quarterly basis, but with more commissioners leading the effort. Commissioner deJong recommended that the current art installer be reconsidered by the commission due to difficulties that have come arisen within the process.

Commissioner Lieu liked the existing format but expressed concern regarding how many people truly visit the gallery. She pointed out that most of the art pieces are displayed between the different public art galleries within the city, and that the only exhibit that has been highly successful is the Charter School gallery because families are involved. She agreed with the recommendation of a permanent art collection.

Commissioner Morgan mentioned that other galleries that she has visited do not rotate their exhibits so frequently. Commissioner Lieu felt that having art displayed only twice a year would not entice artists to participate.

Vice-Chair Mielt asked if it was necessary to place art on these walls. Commissioner Morgan felt that art on the City Hall walls were of value, and liked the idea of building a

permanent collection.

Vice-Chair Miett asked about the current agreement for art installation. Ms. Osborne responded that it was effective until May 2022.

Commissioner Lieu suggested that the student art exhibit be a rotating format. Vice-Chair Miett agreed and suggested meeting with the school art teachers for discussion. Commissioner Morgan suggested one wall be used for community rotating art and the other for the permanent collection. She also suggested a working group to explore all options.

Vice-Chair Miett reiterated a working group consisting of Commissioners Lieu, deJong, and Morgan convene for further research. No action was taken.

Item 6 – Discussion pertaining to the Charter School Gallery reception.

Commissioner Lieu suggested the Charter School Gallery reception to include a 1st, 2nd, and 3rd place prize for entries. She felt that this would encourage the students, and that outside organizations or the youth council can be involved as judges for the competition.

Commissioner deJong agreed this was a great idea, and shared that in the past there have been about 50 pieces placed.

Commissioner Miett suggested ribbons for the winners. Commissioner Lieu suggested gift cards.

Commissioner Grant felt that there was no time available to have this ready by the February reception. Commissioner Lieu felt that there were sufficient funds available to use towards the prizes, and that it would not have to be a big expense since it is just recognition for the students.

Ms. Osborne said that she would explore the possibility of involving the youth council and prize suggestions, and bring an item back to the Commission for further discussion during the next meeting. No action was taken.

Other Business and Future Agenda Items:

- Art Grant Process
- Charter School Gallery Award
- Art Maps
- Poetry Slam Backdrop
- Thunderbird Art & Wine Festival
- Event Tent - procedure/checklist

ADJOURNMENT – Motion to adjourn 7:28 p.m. – Commissioner Grant. Commissioner Lieu 2nd. 6 Yes votes 1 absent (Welch). Motion carried.

Rhiannon Miett, Vice-Chair

ATTEST:

Karina Caraveo, Administrative Specialist

CERTIFICATION:

I, Danielle Osborne, HSCV Administrator for the City of Surprise Human Service & Community Vitality Department, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Arts and Cultural Advisory Commission meeting held on December 6, 2021.

Danielle Osborne, HSCV Administrator



CITY OF SURPRISE
Arts and Cultural Advisory Commission Meeting

Council Meeting Date: January 10, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Discussion and action pertaining to the Dysart Festival of the Arts by Director of Arts, Danae Marinelli.

Motion:

I move to approve sponsorship to the Dysart Festival of the Arts at an amount not to exceed .

Background:

Danae Marinelli, Director of Arts at Dysart Unified School District, will provide an overview of the Dysart Festival of the Arts which is scheduled for Saturday March 26, 2022 from 10am - 2pm.

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:

If approved, costs associated with this item will not exceed \$5,000.00.

Budget Impact:

At this time, \$12,400 is available in the Community Relations Supplies line item.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:

1. Sponsor and Vendor Packages
-



Sponsor and Vendor Packages

2021-2022 SY

www.dysart.org/artsfest

Festival Director:

Danae Marinelli, danae.marinelli@dysart.org or 623.876.7973

Sponsor/Vendor Coordinator:

Kara Poling, kara.poling@dysart.org or 623.876.7155

Sponsor Options and Benefits

www.dysart.org/artsfest



For more information, contact the Sponsor Coordinator, Kara Poling: kara.poling@dysart.org or 623.876.7155

Presenting Sponsor (1 available)		\$5,000
• Sponsor provided banner displayed at The Vista Performing Arts Center • Digital Signage on the main stage of The Vista • Sponsor mention at each main stage performance • Step and Repeat photo booth* • Premier logo placement on event t-shirts* • Sponsor logo and hyperlink on the website • Vendor Booth up to 10x20 footprint		• Presenting sponsor name included in the press release and newspaper ad* • Presenting sponsor on the front of program* • Presenting Sponsor on A-frames and directional signage • Logo on the festival map* • Sponsor mentioned in digital marketing • Appreciation plaque • 2 Tickets to the current season at The Vista • Volunteer opportunities
Program/Map Sponsor (1 available)		\$3,000
• Official provider of the Festival Program/Map* • Premium ad space on Festival Program/Map* • Company name and logo on Festival Program/Map (Print Count: 2,000)* • Sponsor logo and hyperlink on the website		• Logo on event t-shirts* • Vendor Booth 10x10 • Sponsor mentioned in digital marketing • Appreciation plaque • 2 Tickets to the current season at The Vista • Volunteer opportunities
Stage Sponsor (8 available)		\$2,000
• Sponsor provided banner displayed near the performance stage • Sponsor mention at each performance • Logo on event t-shirts* • Sponsor logo and hyperlink on the website		• Vendor Booth 10x10 • Logo included in program* • Sponsor mentioned in digital marketing • Appreciation certificate • 2 Tickets to the current season at The Vista • Volunteer opportunities
Art Display Sponsor (2 available)		\$1,000
• Sponsor provided banner displayed near art displays • Logo on event t-shirts* • Vendor Booth 10x10 • Logo included in program*		• Sponsor mentioned in digital marketing • Appreciation certificate • 2 Tickets to the current season at The Vista • Volunteer opportunities
Friends of the Arts Sponsor		\$500
• Logo on event t-shirts* • Vendor Booth 10x10 • Logo included in program*		• Sponsor mentioned in digital marketing • Appreciation certificate • Volunteer opportunities
Advertising Sponsor		\$100
• Business name included in program*		
Arts Supporter Sponsor		varies
• Optional sponsorship for supporters wishing to give to the festival without other benefits.		
In-Kind Festival Sponsor		varies
• Sponsorship amount and benefits may be structured to suit individual business needs. Sponsorship amount and benefits will be comparable with the sponsorships listed above.		

*Benefits may be time sensitive

Vendor Options

www.dysart.org/artsfest



For more information, contact the Vendor Coordinator, Kara Poling: kara.poling@dysart.org or 623.876.7155

Retail and Info Booth

\$200

- Available to "Brick and Mortar" businesses or organizations not affiliated with the arts
- Standard 10x10 space (outdoors)
- Includes 6ft table and one chair
- Pop up tents are not provided but are permitted/recommended
- Audio systems and generators are prohibited
- No access to water or electricity
- A la carte options are available for an additional fee (see below)
- Pop up tents MUST be anchored by 20lb weights on each corner

Arts and Crafts Booth

\$75

- Available to businesses with arts & crafts focus and MLM based businesses
- Standard 10x10 space (outdoors)
- Includes 6ft table and one chair
- Pop up tents are not provided but are permitted/recommended
- Audio systems and generators are prohibited
- No access to water or electricity
- A la carte options are available for an additional fee (see below)
- Pop up tents MUST be anchored by 20lb weights on each corner

School Booster Booth

\$50

- Available to high school booster clubs
- Standard 10x10 space (outdoors)
- Includes 6ft table and one chair
- Pop up tents are not provided but are permitted/recommended
- Audio systems and generators are prohibited
- No access to water or electricity
- A la carte options are available for an additional fee (see below)
- Pop up tents MUST be anchored by 20lb weights on each corner

Community Partner Booth

\$0

- Available to district partners and programs offering free resources
- Standard 10x10 space (outdoors)
- Includes 6ft table and one chair
- Pop up tents are not provided but are permitted/recommended
- Audio systems and generators are prohibited
- No access to water or electricity
- A la carte options are available for an additional fee (see below)
- Pop up tents MUST be anchored by 20lb weights on each corner

Food Truck (7 available)

\$100-150

- Includes approximately 15x30 space (\$100)
- Extended spaces available (\$150)
- Tables and chairs are provided for attendees
- No electricity provided

Option A: Prime Location

+\$50

- Your booth will be located in an area with higher traffic and visibility

Option B: Electrical Access

+\$50

- Your booth will be located with access to an electrical outlet and 1 extension cord

Option C: Advertising Sponsor

+\$100

- Your business name included in program*

*Benefits may be time sensitive



CITY OF SURPRISE
Arts and Cultural Advisory Commission Meeting

Council Meeting Date: January 10, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations: None

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Discussion pertaining to the FY2022 Arts & Culture Grant Program.

Motion:

None, this item is for discussion only.

Background:

The Arts & Cultural Advisory Commission has allocated \$10,000 of their FY2022 budget for the award of grants to non-profit organizations hosting arts & cultural events or programs for the city. In FY2022, the commission awarded \$10,000 of financial assistance through this city general fund program, and have since received an update on the status of the awarded programs. The Commission has opted to increase the grant allocation amount to \$30,000 in FY2023.

This item has been placed on the agenda to allow the Commission to discuss and plan for the upcoming FY2023 grant cycle process.

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:

None at this time, however future action may lead to financial impact.

Budget Impact:

None at this time, however future action may lead to budget impact.

FTE Impact:

None

ATTACHMENTS:

1. Art Grant Application 2021-22
 2. Grant Application Review Form
-



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, or similar “invitation-only” events
- 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.

**Art & Culture Advisory Board
Surprise, AZ
Grant Application Review Form**

Individual / Organization Name:

Project Name:

Application Meets All Qualifications & Restrictions: **Yes / No**

Review & rate the application according to the criteria below on a scale of zero (0) to five (5)

5 = fully meets statement criteria

4 = meets statement criteria

3 = unsure / does not apply

2 = somewhat meets statement criteria

1 = minimally meets statement criteria

0 = does not meet statement criteria

****Please give each criterion a rating even if you don't think we should fund the project.****

Criteria	Rating	Comments
1 The project aligns with the Art & Culture Advisory Board's mission.		
2 There is an identifiable need and client population for the project.		
3 The project addresses, at a minimum, one of the five dimensions of focus identified in the Art & Culture Board's Strategic Plan.		
4 The use of Advisory Board funds is clearly articulated and makes sense.		
5 The project's budget is sound and reasonable.		
6 Art & Culture Board funding will leverage other funding; i.e., a grant will not be the sole source of revenue.		
7 The project timeline is reasonable.		
8 The project offers measurable results that will benefit the Surprise community.		
9 Overall project is compelling.		
10 Prior funding was effectively utilized. (Enter a '3' if there was no prior funding.)		

Total Score: (out of 50)				
Recommendation	Fully Funded	Partially Funded	Do Not Fund	Defer
Final Comments				
Reviewer's Name				



CITY OF SURPRISE Arts and Cultural Advisory Commission Meeting

Council Meeting Date: January 10, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Discussion and action pertaining to the Public Art Maps.

Motion:

I move to approve the purchase of Public Art Maps at a cost not to exceed .

Background:

For the past few years, the Arts & Cultural Advisory Commission has produced pocket-sized Public Art Maps for distribution to individuals interested in viewing Public Art throughout the City. The maps are distributed to local venues and organizations, and have been very successful.

This item has been placed on the agenda to provide an opportunity for review and discussion of current design, and to order additional stock.

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:

Sec. 2-299 (d)(6) of the Surprise Municipal Code directs the Commission to serve as arts advocates through art awareness activities. Hosting this event will allow the Commission to promote current and future arts and cultural efforts throughout the city.

Financial Impact:

If approved, costs associated with this action will not exceed \$1,500.00.

Budget Impact:

At this time, \$4,300.00 remains budgeted in the Printing Services line item.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:

1. Scottsdale Canal Convergence
 2. 421.BKN43 City of Surprise - Muriel Sawicki
-

On-Going Art Installations



Polygonum 2.0 by Tom Dekyvere

A large geometrical rhizome construction installed above the Arizona canal between Soleri Bridge and Marshall Way Bridge, and will extend up to wrap the Marshall Way Bridge.



Les Luminéoles and Lentille d'eau by Porté par le vent

Les Luminéoles is five colorful dragonfly and carp "light kites" in the sky each evening performing an aerial ballet. *Lentille d'eau* is a light installation composed of 50 luminous spheres in the canal from Marshall Way Bridge to Goldwater Boulevard.



Los Trompos

by Héctor Esrawe and Ignacio Cadena

Brightly colored, interactive "spinning-top" sculptures made from traditional Mexican woven fabric that function as both artworks and rotating seating spaces.



Blumen Lumen

by Foldhaus Artist Collective

Seven larger-than-life origami flowers that bloom and glow with multiple colors as people move around them.



IMPULSE Creation and Execution: Lateral Office and CS Design, Production: Quartier des Spectacles Partnership, Montréal, Canada, Executive Producer: CREOS

An installation of illuminated seesaws that when activated by the motion of the seesaw-rider, produce a unique sequence of light and sound.



HYBYCOZO

by Yelena Filipchuk and Serge Beaulieu

Three polyhedron sculptures inspired by mathematics and geometry that cast colorful, intricate shadows.



Canal Creatures - Where Are They Now?

by Isaac Caruso and Ashley Macias

An interactive mural painting installation where the artists will follow the story of their murals from the SRP Dry-Up in 2013. With this installation, Caruso and Macias answer the question of what these creatures would look like now if they continued to grow and thrive in the canal.



Moonflower by Lee Yun Qin

An iridescent arrangement of flower sculptures that begin to glow as the evening sets in. Each flower's petals are made with netting covered in glow-in-the-dark paint, which is then lit up from the inside.

Highlighted Events

Conversations with the Artist

The internationally recognized artists and performers of Canal Convergence 2017 give talks about how they got their start in the art world, and their careers and artworks. All talks take place at the Casablanca Roof Top Lounge. Tickets are \$10, and are available 30 min. prior to each talk.

Artist-Led Workshops

Artists Joerg Student and Jimmy Chion of Foldhaus Artist Collective and artists Yelena Filipchuk and Serge Beaulieu teach participants how to make small sculptures inspired by their artworks, *Blumen Lumen* and *HYBYCOZO*.

Short Films Screening: SEE THE WORLD, FEED YOUR MIND: ANIMATED SHORTS

The Scottsdale International Film Festival partnering with Scottsdale Public Art screens animated short films by international artists.

The 7 Fingers Dance Workshops & Demonstrations

Internationally-renown performance group The 7 Fingers gives two circus-themed dance workshops and demonstrations.

Night Lights Bike Ride

A 6 mile leisurely bike ride through Scottsdale where cyclists are invited to adorn their bikes with lights and decorations.

Four Chambers Press Poetry Reading

Eight selected authors respond to the nine public art installations of Canal Convergence and read their resulting poems in front of a live audience.



@CanalCovergence

@SDLPubArt

@SDLPubArt

#CanalCon

#CanalConvergence

ScottsdalePublicArt.org

WATER + ART

CANAL
CONVERGEN

February 23 – 26, 2017
4–10 p.m. Daily

arts scottsdale
scottsdale public art
Page 30 of 38

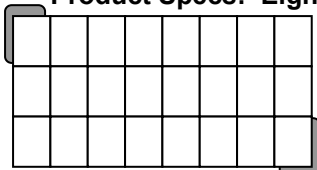
Z-CARD® North America – Instep Marketing, Inc
 90 Broad Street, 10th Floor
 New York NY 10004
 Tel: 212.797.3450
 Web: <http://www.zcardna.com>
 email: bnegrin@zcardna.com



Date: 12/21/2021
 Client: City of Surprise - Muriel Sawicki
 Quote Number: 421.BKN43

Z-CARD® POCKET BROCHURE TOTAL PROJECT PRICING – CREDIT CARD SIZE (NW)

Product Specs: Eight-Panel Credit Card



Outer Cards: 3 3/8" X 2 1/8" – 18 pt C1S Board with Gloss coating
 Inner Sheets: 15 1/2" X 9 1/4" – 50 lb Opaque
 Colors: Outers: 4/0, Inners: 4/4

<u>Quantity</u>	<u>Total Project Cost</u>
500	\$1,829
1,000	\$2,000

Z-CARD® PROJECT NOTES:

- **Pre Press/Proofing & Make Ready.** This is based on generating one round of proofs. Changes to the original proofs may incur additional charges.
- **PDF Proofs**
- **Production of the specified amount of Z-CARD®s**
- **Shipping is included in project cost. Based on regular ground shipping.**

Z-CARD® Pocket-Media® products and processes are protected under US law by US Patent 5945195 and others

Turnaround Times: 8 panel Z-CARD®

- **Z-CARD® North America** will supply you with an electronic design template for you to drop your artwork on. Once we receive the art disc the proofing process will take approximately 48 hours.
- **EIGHT PANEL Z-CARD®.** After the receipt of signed & final proof approvals the production process for 1- 50,000 units of the 8-panel card will take 20 days. On the 20th day the product will be ready to ship using the agreed upon shipping method. Orders over 50,000 please confirm schedule.
- **Production notes:** Proofing time is based on business days and Production time is based on calendar days. Production of the card must start on a business day but calendar days will be counted towards production. Holidays will not be counted towards production time either. Cards will ship on a weekday. A schedule can be created upon request.

Additional Costs & Information:

Payment Terms: We require a 50% deposit on all first orders. The remaining balance is due upon receipt of invoice. Subject to credit reference check. Credit Reference required of all 1st time customers. **CREDIT CARD PAYMENTS ACCEPTED.**

Pre-Press/Proofing/Make Ready: Includes a filecheck, ripping and trapping and output of digital proofs for each side of the inner sheet and outer card. Also included is a black and white laser production dummy. Changes to the proofs may incur additional charges.

Art Preparation: Design MUST be completed using a Z-CARD® Supplied Electronic Template.

Packaging: Cards will be tray packed in boxes of approximately 550- 1000.

Shipping: Based on Regular Ground Shipping. Expedited shipping will incur an additional cost.

Turn Around Time: See Last Page

Patent and Trademark Notification: The patent and trademark notification must appear on all cards produced. This quote is in effect for 60 days.

Z-CARD® North America – Instep Marketing, Inc
90 Broad Street, 10th Floor
New York NY 10004
Tel: 212.797.3450
Web: <http://www.zcardna.com>
email: bnegrin@zcardna.com



Additional Costs & Information:

Payment Terms: *We require a 50% deposit on all first orders. The remaining balance is due upon receipt of invoice. Subject to credit reference check. Credit Reference required of all 1st time customers. CREDIT CARD PAYMENTS ACCEPTED.*

Pre-Press/Proofing/Make Ready: Includes a filecheck, ripping and trapping and output of digital proofs for each side of the inner sheet and outer card. Also included is a black and white laser production dummy. Changes to the proofs may incur additional charges.

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Shipping: Based on Regular Ground Shipping. Expedited shipping will incur an additional cost.

Turn Around Time: See Last Page

Patent and Trademark Notification: The patent and trademark notification must appear on all cards produced. This quote is in effect for 60 days.



CITY OF SURPRISE Arts and Cultural Advisory Commission Meeting

Council Meeting Date: January 10, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Discussion and action pertaining to the Charter School gallery reception.

Motion:

I move to approve the procurement of gift cards at a cost not to exceed .

Background:

The City Hall art gallery regularly features rotating artwork submitted by local artists. In recent years, the Surprise Arts & Cultural Advisory Commission has elected to host a reception for the Fall gallery featuring works from Charter School students in Surprise. At the November 1, 2021 meeting, the commission approved expenditures towards food and refreshments at the February 7, 2022 reception. This item has been placed on the agenda to discuss the possibility of adding an awards component to the annual reception, to include the award of gift cards to winning entries.

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:

Sec. 2-299 (d)(6) of the Surprise Municipal Code directs the Commission to serve as arts advocates through art awareness activities. Hosting this event will allow the Commission to promote current and future arts and cultural efforts throughout the city.

Financial Impact:

If approved, costs associated with this item will not exceed \$500.00.

Budget Impact:

At this time, \$12,400 is budgeted in the Community Relations Supplies line item.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:



CITY OF SURPRISE
Arts and Cultural Advisory Commission Meeting

Council Meeting Date: January 10, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations: None

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Discussion pertaining to the Mobile Museum display.

Motion:

None, this item is for discussion only.

Background:

The Surprise Arts & Cultural Advisory Commission has taken on an ongoing project in the form of the Mobile Museum, a portable display which showcases information relevant to arts and culture in Surprise. The Mobile Museum was created with the intention of exhibiting displays which would span multiple themes, and could be rotated on a continuous basis. This item has been placed on the agenda to allow for discussion of preparation and materials necessary for upcoming and future displays.

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:

None at this time, however future action may lead to financial impact.

Budget Impact:

None at this time, however future action may lead to budget impact.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:



CITY OF SURPRISE
Arts and Cultural Advisory Commission Meeting

Council Meeting Date: January 10, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations: None

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Discussion and update pertaining to art at the Surprise Stadium.

Motion:

None, this item is for discussion only.

Background:

A work group was formed to explore opportunities to place public art pieces within Surprise Stadium in an effort to further expand the footprint of public art in the city. This item has been placed on the agenda to provide an update from the working group.

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:

None at this time, however future action may lead to financial impact.

Budget Impact:

None at this time, however future action may lead to budget impact.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:
