



CITY OF SURPRISE
Arts and Cultural Advisory Commission Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Monday, February 7, 2022 @ 6:00 PM
COMMUNITY 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 | Discussion and action pertaining to the selection of a Chair for the Arts & Cultural Advisory Commission. | Human Svcs and Comm Vitality |
| 2. | Citywide | Consideration and action pertaining to the January 10, 2022 Arts & Cultural Advisory Commission meeting minutes. | Human Svcs and Comm Vitality |
| 3. | Citywide | Presentation and discussion pertaining to the "W.E.C.A.R.E. Runway" hosted by the Surprise Youth Council. | None
Human Svcs and Comm Vitality |
| 4. | Citywide | Discussion and action pertaining to the FY2023 Arts & Culture Grant Program. | Human Svcs and Comm Vitality |
| 5. | Citywide | Discussion pertaining to the Dysart Festival of the Arts event. | None
Human Svcs and Comm Vitality |
| 6. | Citywide | Discussion pertaining to the Mobile Museum display. | None
Human Svcs and Comm Vitality |
| 7. | Citywide | Presentation and possible action pertaining to updates from West Valley Arts and the Commission's potential participation in a West Valley Arts exhibition. | 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: February 3, 2022 at 8:45 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 Arts and Cultural Advisory Commission Meeting

Council Meeting Date: February 7, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Discussion and action pertaining to the selection of a Chair for the Arts & Cultural Advisory Commission.

Motion:

I move to elect (name) as chair of the Arts & Cultural Advisory Commission.

Background:

Per Surprise Municipal Code Sec. 2-2296 (11)(c), any vacancy for chair or vice-chair, as may occur for any reason, must be filled from the body membership at the next meeting where a quorum of the body is present. The Commission will bring forth nominations and then select a new Chairperson to serve through the remainder of Fiscal Year 2022.

Nominations will take place and a paper ballot will be available in the event numerous commissioners are nominated. A motion, second, and roll call vote will follow the paper ballots.

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. The role of the Chair, or Vice-Chair when the Chair is absent, is to preside over meetings, decide all points of order and procedure, and perform any duties required by law as they relate to the Arts & Cultural Advisory Commission.

Policy Compliant:

Sec. 2-295 (11)(c) of the Surprise Municipal Code states that any vacancy for chair or vice-chair, as may occur for any reason, must be filled from the body membership at the next meeting where a quorum of the body is present. The Commission will bring forth nominations and then select a new Chairperson to serve through the remainder of Fiscal Year 2022.

Financial Impact:

There is no financial impact associated with this item.

Budget Impact:

There is no budget impact associated with this 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: February 7, 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 January 10, 2022 Arts & Cultural Advisory Commission meeting minutes.

Motion:

I move to approve the January 10, 2022 Arts & Cultural Advisory Commission meeting minutes.

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. January 10, 2022 Meeting Minutes DRAFT
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CITY OF SURPRISE
ARTS AND CULTURAL ADVISORY COMMISSION

Meeting Minutes – DRAFT

January 10, 2022 / 6:00 PM

Community Room
16000 NORTH CIVIC CENTER PLAZA
SURPRISE, ARIZONA 85374

CALL TO ORDER:

A. Roll Call

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

Staff: Danielle Osborne, HSCV Administrator, Karina Caraveo, HSCV Administrative Specialist.

Commissioner Kathie Morgan arrived at 6:03pm.

B. Pledge of Allegiance

C. Current Events Reports

Commissioner Lickus attended the FS 308 ribbon cutting and manned the arts booth at the Thunderbird Art and Wine Festival.

Commissioner deJong manned the arts booth at the Thunderbird Art and Wine Festival, attended the Lunchtime Theater performance, the FS 308 ribbon cutting, and a Martin Luther King, Jr. Day planning meeting.

Commissioner Lieu attended the Poetry Slam at WHAM and visited some of the newest art pieces in the city.

Commissioner Grant attended a planning meeting for the new Countryside Park.

D. Staff Reports

Ms. Osborne reported on the following items:

- Xeriscape Garden/Gallery 37
- “Bloom Where You’re Planted” Roadway art project
- Martin Luther King, Jr. Day
 - 1/12/22 6:00 – 8:00pm MLK Musical Celebration & Reflections at Willow Canyon High School
 - 1/15/22 8:30am Celebration & Service at City Hall Courtyard

CALL TO THE PUBLIC:

None.

REGULAR AGENDA ITEMS – NON PUBLIC HEARING

Item 1 – Consideration and action pertaining to the approval of the December 6, 2021 Arts and Cultural Advisory Commission meeting minutes.

Commissioner Grant moved to approve the minutes of the December 6, 2021 Arts & Cultural Advisory Commission meeting. Vice-Chair Mielt 2nd. 6 Yes votes. 1 Abstain (Welch). Motion carried.

Item 2 – Discussion and action pertaining to the Dysart Festival of the Arts by Director of Arts Danae Marinelli.

Ms. Marinelli made the presentation to the Commission, and stated that the purpose of the festival is to showcase and celebrate the visual and performing arts programs in the Dysart School District.

Vice-Chair Mielt thanked the presenter for their presentation and asked about the presenting sponsorship. Ms. Marinelli stated the presenting sponsorship had been taken.

The Commission discussed the possibility of acquiring multiple sponsorship levels. The sponsorship levels that they were interested in all resulted in complimentary tickets to The Vista. The Commission agreed that it would be best to raffle those tickets off at their booth.

Ms. Marinelli mentioned that with the stage sponsorship, their emcee would announce the sponsors before each performance. Commissioner deJong commented this would be a great opportunity for publicity. Commissioner Lieu thought this was a great way to support the school district and be recognized.

Commissioner Morgan suggested acquiring two stage sponsorships and an art display sponsorship. This would allow the Commission three opportunities both indoor and outdoor to be recognized, . Her hope was that the increased visibility would entice more people to the Mobile Museum tent , and provide opportunities to raffle off the tickets.

Vice-Chair Mielt moved to approve the sponsorships at a cost not to exceed \$5,000.00. Chair Welch 2nd. 6 Yes votes. 1 Abstain (Welch). Motion carried.

Item 3 – Discussion pertaining to the FY2022 Arts & Culture Grant Program.

Ms. Osborne advised the request to increase the art grant fund to \$30,000.00 was processed and will be presented to Council along with the rest of the Commission's operating budget.

Chair Welch showed concern about the timing allowed to review the applications; she suggested a special meeting to allow some time for review. Ms. Osborne reminded the Commission that their timeline last year aligned with the SCOP timeline, and that it had not

yet been decided for this year. She would provide a timeline at the same time as the revised application. The Commission collectively agreed that one week of review for the applications would suffice, and that a dedicated meeting was needed for deliberations.

Commissioner Morgan suggested two meetings - one to allow the applicants an opportunity to present, and another for the Commission to make their selections. Commissioner deJong thought a lapse of time would make it more difficult to make their selections. Commissioner Morgan asked whether the applicants needed to attend the meeting, and stated her preference to not include them so as to allow for a more fluid process. Ms. Osborne advised meetings are open to the public, and applicants are invited to present but are not required.

Commissioner Grant asked to have the applicants obtain prior approval from the city departments involved in their proposed projects. Commissioner Lieu suggested a letter such as a conditional approval letter be submitted with the application. Chair Welch agreed stating this would avoid the misunderstanding they saw during last year's selection.

Vice-Chair Miett felt that using the rubric provided by Commissioner Morgan would help with the selection process. Commissioner Lieu suggested that Commissioners make their decisions based on the application alone, and not on how they personally feel about the organization. Commissioner Morgan felt that following the rubric would allow the selections to be made based strictly on the criteria.

Ms. Osborne acknowledge the Commissioners' suggestions, and stated that awarding grants is not an easy task. She assured them that they would receive the application in a timely manner to allow them an opportunity to review before they make a selection. Ms. Osborne suggested that they collectively decide whether they would like to see more events, programs, or activities, and allow that to guide their decision-making process.

Vice-Chair Miett advised that allowing the applicants to attend the review/selection meeting would provide a clear view of the process. Commissioner Lieu agreed, stating this would also help applicants understand why some Commissioners abstain during the process.

Commissioner Grant asked if staff checks whether similar projects are already in place within the city. Ms. Osborne responded that it is not an existing practice, but advised a conditional approval letter would help to identify whether there is a duplication.

Vice-Chair Miett asked whether the organizations are verified upon receipt of their application. Ms. Osborne responded yes, verification of their non-profit status is required.

Ms. Osborne thanked the Commission for their feedback and said the application will be revised to align the rubric. The revised application and timeline will come back to the Commission for approval.

Item 4 – Discussion and action pertaining to the Public Art Maps.

Ms. Osborne informed the Commission that there are currently no maps available. She advised that the Marketing & Communications department is suggesting a new format for the maps. She directed the Commission to the agenda attachment as an example.

Vice-Chair Miett asked if the pamphlet would have a map and corresponding numbers identifying each of the art pieces. Commissioner Lieu trusted the work of the Marketing & Communications team and was comfortable with their direction.

Vice-Chair Mielt suggested printing the current maps so that they would be available during the DUSD Festival of the Arts event on March 26th. Ms. Osborne suggested contracting a professional printer. Commissioner Lieu recommended having 500 copies printed since there are no other events at this time. Vice-Chair Mielt suggested 1,000 copies instead. Commissioner deJong agreed, citing her need for maps during the public art tours.

Commissioner Lieu moved to approve an order of 1,000 copies of public art maps at a cost not to exceed \$1,500.00. Commissioner Grant 2nd. 7 yes votes. motion carried.

Item 5 – Discussion and action pertaining to the Charter School gallery reception.

Ms. Osborne shared that the Surprise Youth Council has agreed to participate in the art judging. She asked for clarification with regards to awards.

Commissioner deJong asked that SYC include the art in the display case as part of their deliberations.

Vice-Chair Mielt suggested ribbons for the winners.

Chair Welch inquired about a limit on the dollar amount for gift cards, to which Ms. Osborne responded that there was not.

Commissioner deJong suggested honorable mention awards. Vice-Chair Mielt suggested the gift cards are for purchases at an art store. Commissioner Morgan suggested gift cards from Barnes & Noble. Commissioner Lieu suggested Amazon and or Wal-Mart.

Commissioner Grant asked how many kids are participating. Commissioner deJong did not have this information at the moment.

The Commission decided to award gift cards in \$20, \$30, and \$50 increments.

Vice-Chair Mielt moved to approve the purchase of materials and gift cards for the Charter School gallery reception at a cost not to exceed \$500.00. 6 Yes votes. 1 No vote (Grant). Motion carried.

Item 6 – Discussion pertaining to the Mobile Museum display.

Commissioner Lieu shared that she and Commissioner deJong met to make a list of items that needed to be included in the arts bin for events. She asked Ms. Osborne to share this list with the rest of the Commission.

Regarding a display, Ms. Osborne advised that Marketing & Communications would like to know more about what the commission would like to see. Ms. deJong suggested having pictures of the art pieces. Vice-Chair suggested an activity be planned to hold inside the tent. Commissioner deJong agreed and suggested raffles as an option.

Commissioner Lickus reiterated that a showcase is needed. Commissioner Lieu suggested the Commission begin by showcasing five of the City's pieces.

Vice-Chair Mielt asked Commissioner Lieu and Commissioner deJong if they would like to take over the planning of the Mobile Museum display. Commissioner Morgan suggested they use what she and Vice-Chair Mielt had provided as a starting point. Commissioner Lieu recommended having pictures of current events such as Poetry Slam, and bus tours to allow the public an opportunity to learn more about these events. Vice-Chair Mielt suggested hiring a guest artist to attend the Dysart Arts Festival. Chair Welch advised that could be a discussion on the next agenda.

Item 7 – Discussion and update pertaining to art at the Surprise Stadium.

Commissioner Morgan stated she and Vice-Chair Mielt met with staff where it was discussed that the first of the public art should go outside of the stadium, where it will be visible from the parking lot or street. She advised that there is still much to plan, and the baseball teams, City Council, and the Commission will have a part in the selection.

Commissioner deJong asked if this would be coming out of the Commission's budget, to which Commissioner Morgan responded, that it would as discussed at a prior meeting.

Commissioner Lickus asked why the main entrance was not considered as a potential location. Commissioner Morgan shared that the entrance was considered, but there is currently a tree that is in the way of any viable placement. Commissioner Mielt added that staff has future plans to update the area, and the addition of art may be revisited then.

Other Business and Future Agenda Items:

Art Grant Process
Backdrop-Poetry Slam
Dysart Event-Mobile Museum
State of the City event – History Wall

ADJOURNMENT – Motion to adjourn 7:48 p.m. – Commissioner Grant. Commissioner Lickus 2nd. 7 Yes votes. Motion carried.

Deborah Welch, 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 January 10, 2022.

DRAFT



CITY OF SURPRISE

Arts and Cultural Advisory Commission Meeting

Council Meeting Date: February 7, 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:

Presentation and discussion pertaining to the “W.E.C.A.R.E. Runway” hosted by the Surprise Youth Council.

Motion:

None, discussion only.

Background:

The Surprise Youth Council (SYC) gives youth a genuine voice and engages them in common interests to make Surprise one. SYC is host to a number of initiative-based subcommittees, one of which is the W.E.C.A.R.E. Committee. This committee is planning to host its first SYC Runway event on Saturday, February 26th from 5:00 - 8:00 p.m. The event is a fashion show and expo with an emphasis on using recycled materials. This item has been placed on the agenda to allow an opportunity for SYC to overview the event, answer questions, and entertain any collaborative opportunities or contact referrals.

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.

Financial Impact:

There is no financial impact associated with this item.

Budget Impact:

There is no budget impact associated with this item.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:

1. WECARE Runway Interest Flyer
-



W.E.C.A.R.E. RUNWAY



Join us in a thrifted and recycled fashion show to help us promote sustainable fashion!

February 26th, 2022 | 5p - 8p | Sierra Montana Recreation Center
14861 N. Spring Lane Surprise, AZ

Disclaimer:
These views do not reflect those of the City of Surprise or Surprise Youth Council.



CONNECT WITH OTHERS



FREE ADMISSION



WIN PRIZES

If you are interested in participating, visit tinyurl.com/WECAREInterest or scan the QR code to fill out the interest form.

W.E.C.A.R.E. is hosting a sustainable fashion show to promote thrifted fashion and showcase local artists' recycled fashion. We are looking for recycled fashion designers or thrifted fashionistas to be a part of our runway show on February 26, 2022!





CITY OF SURPRISE Arts and Cultural Advisory Commission Meeting

Council Meeting Date: February 7, 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 FY2023 Arts & Culture Grant Program.

Motion:

I move to approve the FY2023 Arts & Culture Grant timeline, application, and rubric.

Background:

The Arts & Cultural Advisory Commission has allocated \$30,000 of their FY2023 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. At the January 10, 2022 meeting, the commission held a preliminary discussion regarding process, procedure, and guidelines for the new grant cycle. Staff has taken their feedback and incorporated changes to the application.

This item has been placed on the agenda to allow the Commission an opportunity to discuss and approve the FY2023 grant timeline, application, and rubric.

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.

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:

1. DRAFT_Art Grant Application 2022-23
 2. DRAFT_Arts FY23 Timeline
 3. Grant Application Review Form
-



ARTS & CULTURE GRANT PROGRAM
GUIDELINES AND APPLICATION
FY 2022-2023



Surprise Arts & Culture Grant Program FY 2022-2023

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 2022-2023 will be accepted until Friday, April 22, 2022.

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 30, 2022
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.

Commented [D01]: Should this amount be adjusted?



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 2, 2022** meeting. The meeting is currently scheduled for **6:00PM** at Surprise City Hall, Community Room, 16000 N. Civic Center Plaza. Additional meeting information will be sent upon receipt of application.



**ARTS & CULTURE GRANT PROGRAM
FY 2022-2023 FUNDING APPLICATION**

Section 1

Date: _____

Organization Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Contact Person/Title: _____

Proposal Due Date: Friday, April 22, 2022 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, 2022 and June 15, 2023.
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

Commented [D02]: Is this a good use of funds? Perhaps 'venue space' instead?

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 **50 points** [each question is ranked on a scale of zero (0) to five (5)].
 1. The proposed project aligns with the Arts & Cultural Advisory Commission's mission.
 2. There is an identifiable need and client population for the proposed project.
 3. The proposed project addresses, at a minimum, one of the five areas of focus identified in the Surprise Public Art Master Plan.
 4. The proposed use of grant funds is clearly articulated and makes sense.
 5. The proposed project's budget is sound and reasonable.
 6. The applicant is able to demonstrate their ability to leverage other funding.
 7. The proposed project timeline is reasonable.
 8. The proposed project offers measurable results that will benefit the Surprise community.
 9. The overall proposal is compelling.
 10. Prior funding was effectively utilized (if applicable).

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:
 - List of Board of Directors
 - Copy of the non-profit federal tax status 501(c)(3)
 - Copy of the 501(c)(3) Arizona Corporate Commission annual report
 - 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 22, 2022.

Late or incomplete applications will not be accepted.

Section 3

Budget

Arts & Culture Grant Expense Report 2022-2023

PROGRAM: Arts & Culture Grant Program 2022-2023

Request

\$

**Start
Date**

07/01/2022

Other Funds

\$

**End
Date**

06/15/2023

APPLICANT INFORMATION:

Name:

Address:

Email:

Total Cost

\$

**Program
Manager**

**Phone
Number**

	Description	Cost	ACGP 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: February 7, 2022
To: Arts & Cultural Advisory Commission
From: Danielle Osborne, HSCV Administrator
Re: Arts & Culture Grant Program FY 2022-2023

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

Feb 7	Application and Timeline to be reviewed/approved by Commission for edits
Feb 8	City Council Work Session presentation
March 21	Funding opportunity is publicly released
March 30	Virtual Pre-Application meeting held
April 22	Applications due (5-week application period)
April 25	Applications distributed to Commission for review
May 2	Commission will review program applications and make a recommendation for FY23 funding.
June 21	City Council will approve a budget that identifies the amount of program funding allocated to the Arts & Culture Grant program
June 22 - 24	Letters to awarded applicants will be issued* <i>*Upon full City Council approval</i>
June/July	Initiate and finalize contracts with awardees

October 15, 2022	Quarterly Report due from program recipients, including requests for reimbursements
January 15, 2023	Quarterly Report due from program recipients, including requests for reimbursements
April 15, 2023	Quarterly Report due from program recipients, including requests for reimbursements
June 15, 2023	End of program report due, including final requests for reimbursements. Final presentation to Commission.



Surprise Arts & Cultural Advisory Commission
Grant Application Review Form
FY2022-2023



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 proposed project aligns with the Arts & Cultural Advisory Commission's mission.		
2. There is an identifiable need and client population for the proposed project.		
3. The proposed project addresses, at a minimum, one of the five areas of focus identified in the Surprise Public Art Master Plan		
4. The proposed use of grant funds is clearly articulated and makes sense.		
5. The proposed project's budget is sound and reasonable.		
6. The applicant is able to demonstrate their ability to leverage other funding.		

7. The proposed project timeline is reasonable.		
8. The proposed project offers measurable results that will benefit the Surprise community.		
9. The overall proposal 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	Abstain
Final Comments				
Reviewer's Name				



CITY OF SURPRISE Arts and Cultural Advisory Commission Meeting

Council Meeting Date: February 7, 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 Dysart Festival of the Arts event.

Motion:

None, discussion only.

Background:

At the January 10, 2022 meeting, the commission approved three sponsorship categories for the Dysart Festival of the Arts. Sponsorship of the event affords the commission an opportunity to host a booth. This item has been placed on the agenda to allow the commission an opportunity to discuss details related to display and schedule.

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.

Financial Impact:

There is no financial impact associated with this item.

Budget Impact:

There is no budget impact associated with this 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: February 7, 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, 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:

Sec. 2-299 (d)(6) of the Surprise Municipal Code directs the commission to serve as arts advocates through art awareness activities.

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: February 7, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Presentation and possible action pertaining to updates from West Valley Arts and the Commission's potential participation in a West Valley Arts exhibition.

Motion:

I move to approve participation in the Joe Tyler exhibition at an amount not to exceed .

Background:

West Valley Arts President and CEO Sandra Bassett will share updates with the commission, as well as an opportunity for the City of Surprise/Arts & Cultural Advisory Commission to participate in an exhibition of Surprise artist Joe Tyler at Arts HQ.

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.

Financial Impact:

If approved, expenditures for this item will not exceed \$11,000.00.

Budget Impact:

Currently, \$11,400.00 is available in the Community Relations Supplies line item.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:
