



CITY OF SURPRISE
Arts and Cultural Advisory Commission
16000 N. Civic Center Plaza
Surprise, AZ 85374
Monday, March 6, 2023 @ 6:00 PM
Community Room

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Staff Reports
- E. 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:

REGULAR AGENDA ITEM - PUBLIC HEARING:

- | | | | |
|----|----------|--|--------------------------------------|
| 1. | Citywide | Consideration and action pertaining to the February 6, 2023 Arts & Cultural Advisory Commission meeting minutes. | Human Svcs and Comm Vitality |
| 2. | Citywide | Presentation and discussion pertaining to Ground Floor Artists. | None
Human Svcs and Comm Vitality |
| 3. | Citywide | Discussion and action pertaining to the FY2024 Arts & Culture Grant Program. | Human Svcs and Comm Vitality |
| 4. | Citywide | Discussion and action pertaining to a Charter School Exhibit reception. | Human Svcs and Comm Vitality |
| 5. | Citywide | Discussion pertaining to participation in the 2023 Mayor's State of the City event. | None
Human Svcs and Comm Vitality |
| 6. | Citywide | Discussion pertaining to Arts Week 2023. | None
Human Svcs and Comm Vitality |

- F. Other Business and Future Agenda Items
- G. Current Events and Reports
- 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: Thursday, March 2, 2023 @ 3:30 PM

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

Council Meeting Date: March 6, 2023 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 February 6, 2023 Arts & Cultural Advisory Commission meeting minutes.

Motion:

I move to approve the February 6, 2023 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. February 6, 2023 Meeting Minutes DRAFT
-

CITY OF SURPRISE
ARTS AND CULTURAL ADVISORY COMMISSION

Meeting Minutes – Draft

February 6, 2023 / 6:00 PM

Community Room
16000 NORTH CIVIC CENTER PLAZA
SURPRISE, ARIZONA 85374

CALL TO ORDER:

A. Roll Call

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

Staff: Danielle Osborne – HSCV Administrator and Kelsey Lamphier – Arts Culture & Library Director

B. Pledge of Allegiance

C. Current Events Reports

Commissioner Miett moved this section to the end of the agenda for efficiency.

D. Staff Reports

Ms. Osborne reported on the following items:

- “Bloom Where You’re Planted” was installed last Wednesday, Thursday and Friday. Everything went smoothly and it passed inspection. Staff are doing a final walkthrough in the coming weeks to closeout the project. The dedication ceremony is scheduled for Friday, February 17th at 2:00 p.m. at the art site, and a press release went out inviting the public to the event. Speakers will include Mayor Hall, Councilmember Hastings, and artist Brad Oldham. Direct invitations will be going out to our local arts organizations and their member rosters to encourage a good turnout. A small memento will be provided to a limited number of attendees. Please feel free to spread the word about this event!
- Black History Month exhibit tours over at Arts HQ have begun, and we have four schools total lined up to participate throughout February and March.
- The February 9th Public Art Bus Tour was cancelled due to a lack of availability of charter buses. All bus companies are booked out due to the Super Bowl.
- The State of the City event is coming up on March 30th from 6-8 p.m. in the City Hall courtyard, and the commission will get a table. Please save the date. We will discuss on next month’s agenda.
- Attendance numbers:
 - Local Gallery Tour on January 19th: 8
 - Tour of Joe Tyler’s Home & Studio on January 21st: 25

- AZ Speaks presentation on January 24th: 50
- Lunchtime Theater on January 26th: 78

Ms. Lamphier provided an update on the Arts & Culture Manager recruitment.

CALL TO THE PUBLIC:

Ms. Osborne read an email from Connie Whitlock, Executive Director of WHAM Arts Association, regarding acknowledgement of the Arts & Cultural Advisory Commission at the Poetry Slam events into the record.

REGULAR AGENDA ITEMS – NON PUBLIC HEARING

Item 1 – Consideration and action pertaining to the minutes of the December 5, 2022 Arts & Cultural Advisory Commission meeting.

Commissioner Grant moved to approve the December 5, 2022 Arts & Cultural Advisory Commission meeting minutes with amendments. Commissioner Lickus 2nd. 7 Yes votes. Motion carried.

Item 2 – Update and discussion pertaining to the Arts & Culture Grant Program FY23 cycle.

Ms. Osborne provided the following update:

- OUAZ: three days, four performances, over 15,000 tickets requested. Majority of participants were from Surprise.
- The Vista Complimentary tickets: funding has been used to purchase tickets for drawing winner recipients, in-kind exchanges, and promotional marketing. \$4,850.00 of the \$10,000.00 award has been disbursed. 122 tickets have been issued. A breakdown report of residents vs. non-residents will be supplied in a future report.
- The Vista Promotional Tickets: No funds disbursed at the time of report, however funds will be used towards the Doo Wop Project on April 29th.
- Drum AZ: A Native American Drum Circle was held at WVAC. 50 participants were accepted, and a waitlist was started. 42 attendees total, 37 from Surprise.

Commissioner Lickus raised a question about the number of tickets requested for the OUAZ show and whether it was a typo since The Vista only holds about 1,300 audience members. Ms. Osborne said she would clarify with OUAZ.

Item 3 – Discussion pertaining to the FY2024 Arts & Culture Grant Program.

Ms. Osborne reviewed the application and asked a few questions to make the application process more clear to applicants. She asked for clarification on whether the grants should be limited to Surprise-based organizations, or if it could be open to all organizations as long as they host their event or program in Surprise. She said that currently, it is open to any non-profit organization. The commission agreed to leave it open to all organizations. She then asked if there was a preference between the awarded events being paid vs. ticketed, to which the commission preferred to leave it open and they would evaluate on a case-by-case basis.

Ms. Osborne also asked to create more clarity about the “areas of focus” within the evaluation criteria since they are only referred to as part of the Master Plan, but not clearly defined within it. Some discussion ensued regarding how to properly convey what was being evaluated to the applicants, with the commission ultimately deciding to list what the areas are – Partnerships, Events & Activities, Outreach & Advocacy, Public Art, and Leverage Funding Mechanisms.

The commission then discussed including a disclaimer about evaluation scores and how they are not necessarily reflective of the amount of funding that awardees may receive.

Conversation surrounding the methodology and process arose with the commission ultimately settling on language within the application that states: “The scores can be modified based on your presentation;” “The highest score does not necessarily reflect the final ranking;” and “The final decision is at total discretion of the commission.”

Vice-Chair Morgan brought up a concern about the grantees’ final presentations and the information that is reported out to the commission, asking that they be directed to include measurable results in addition to any other allegorical details they want to share. The commission agreed that quantitative results should be shared, and asked Ms. Osborne to modify criteria 8 within the guidelines accordingly.

Item 4 – Discussion pertaining to the Dysart Festival of the Arts.

Ms. Osborne reported out that Ground Floor Artists has graciously offered to do a complimentary interactive arts demonstration in the Mobile Museum tent at the event. Half of the space (10x10) will be dedicated to their demonstration. In addition, Ground Floor Artists will be presenting an in-depth overview of their organization and offerings at next month’s meeting. Ms. Osborne invited Director Jessica Pierce to discuss her plans for the event in greater detail and answer any questions.

Ms. Pierce asked the commission if they were comfortable with an interactive display to include quick hits, mini sessions, make and takes, and hands-on experiences, to which the commission agreed. She said that she would work with Ms. Osborne to coordinate the display.

The commission discussed coverage at the event to ensure no gaps in service.

Other Business and Future Agenda Items:

- Top Knot protection
- Grant application - final approval
- Art Week

Current Events and Reports

Commissioner Lieu shared that another Poetry Slam was coming up on 2/17, and the last time about 40 people were in attendance, and they are starting to get regulars again. She attended the Dr. Martin Luther King, Jr. Day of Celebration & Service event which she thought was fabulous, and attended several exhibit openings including Black History Month at Arts HQ

Commissioner deJong attended the Dr. Martin Luther King, Jr. Day of Celebration & Service event and also helped plan it, and she handed out arts awards at the event. She led various

tours, attended Lunchtime Theater which did well, went to both WHAM & Ground Floor Artist shows, and participated in a meeting regarding art week.

Vice-Chair Morgan attended the City Council meeting for the Stadium art approval, was at the AZ Speaks event on 1/24, and shared that the March 1st AZ Speaks engagement is coming up and encouraged everyone to attend. She shared that the speaker, Natalie J. Stewart-Smith, has presented before, but this event would be extra special because the flyover at the Super Bowl will be comprised of multiple pilots, half of them women.

Chair Mielt helped present the Stadium art concept to the City Council, and thanked Commissioners Lieu, Whitwell, and Vice-Chair Morgan for showing up to support the presentation. She shared that Commissioner Lieu has agreed to speak at the “Bloom Where You’re Planted” dedication ceremony, and she reported that she met with City Manager and Mayor to discuss the commission.

Commissioner Grant attended the Dr. Martin Luther King, Jr. Day of Celebration & Service.

Commissioner Whitwell attended the City Council meeting for the Stadium art proposal, visited the “Bloom Where You’re Planted” piece, and shared that the city is giving a bell to Ottawa University. He also reported that he would be attending the Friends of the Surprise Library’s bookmark contest judging on Wednesday night and reminded the commission to join him.

ADJOURNMENT – Motion to adjourn 7:00 p.m. – Commissioner deJong. Commissioner Grant 2nd. 7 Yes votes. Motion carried.

	Rhiannon Mielt, Chair
ATTEST:	
	Danielle Osborne, HSCV Administrator

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 February 6, 2023.

	Danielle Osborne, HSCV Administrator



CITY OF SURPRISE
Arts and Cultural Advisory Commission

Council Meeting Date: March 6, 2023 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 Ground Floor Artists.

Motion:

None, discussion only.

Background:

The mission of Ground Floor Artists is to be a collaborative hub that encourages creative development by making available studios, instructional spaces, and exhibition opportunities, while increasing community awareness and providing support for the Arts in the West Valley. This item has been placed on the agenda to allow an opportunity for Ground Floor Artists to present an overview of their services to the commission.

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:

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

Council Meeting Date: March 6, 2023 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 FY2024 Arts & Culture Grant Program.

Motion:

I move to approve the timeline, application and rubric for the FY2024 Arts & Culture Grant Program.

Background:

The Arts & Cultural Advisory Commission has allocated \$30,000 of their FY2024 budget for the award of grants to non-profit organizations hosting arts & cultural events or programs for the city. In FY2023, the commission awarded \$30,000 of financial assistance through this city general fund program, and have since received an update on the status of the awarded programs.

This item has been placed on the agenda to allow the commission an opportunity to discuss and revise the FY2024 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 2023-24
 2. DRAFT_Arts FY24 Timeline
 3. Grant Application Review Form
-



ARTS & CULTURE GRANT PROGRAM

GUIDELINES AND APPLICATION

FY 2023-2024



Surprise Arts & Culture Grant Program FY 2023-2024

The City of Surprise is pleased to announce the Arts & Culture Grant Program. The Surprise Arts & Cultural Advisory Commission is proud to offer \$30,000 in available funding in the form of grants to community-based organizations serving Surprise residents, 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 2023-2024 will be accepted until Friday, April 21, 2023 at 5:00 p.m.

Applications must be post-marked to:

**Human Service & Community Vitality
Attention: Danielle Osborne
City of Surprise
16000 N. Civic Center Plaza
Surprise, AZ 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 Danielle Osborne with your RSVP to the meeting. You will then receive an invitation with Webex information. This meeting will be held on:

**Wednesday, March 29, 2023
2:00pm
Webex Meeting**

Recommendations made by the Surprise Arts & Cultural Advisory Commission will be presented to the Surprise City Council for final approval. Official notification will be sent to all applicants following official action by the Surprise City Council. Successful applicants must sign and return the acceptance form before funds are awarded. **All funding decisions made by the City Council are final.**

Thank you for your interest. For questions about the application or the program, please contact Danielle Osborne at (623) 222-1034 or Danielle.Osborne@surpriseaz.gov.



Guidelines

1. All Arts & Culture Grant Program funding decisions made by the Surprise City Council are final.
2. The Arts & Cultural Advisory Commission reviews applications prior to the grant meeting, and may modify their scores based on applicants' presentations. Upon evaluation, the highest score does not necessarily reflect the final ranking. Final allocations of funding are at the discretion of the commission.
3. Approved funds shall be used for the event, program, or activity as proposed by the respective applicant and may not be used or otherwise repurposed for any other event, program, or activity. Further, the approved funds shall be spent within one (1) year of the date of award. Any funds not spent will be forfeited.
4. Awarded applicants must seek reimbursement for spent, approved funds between July 1, 2023 and June 15, 2024.
5. Receipt of an award does not guarantee continued support in subsequent years.
6. Applicants must have enrichment of community arts & culture as their primary mission.
7. Applicants must provide an event, program, or activity that makes Surprise better.
8. The proposed event or organization must take place or be based in the City of Surprise and be open to the public.
9. New applications are required for every round of funding.
10. Applications must include any pertinent financial data, including a proposed budget.
11. Applications must be typed, with an original signature and include supporting materials.
12. Late or incomplete applications will not be accepted.
13. 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.
14. Quarterly updates and a final presentation to the Commission may be required.
15. 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.
 - a. 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 [Temporary Use Permit \(TUP\)](#) for special events.



16. 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.
17. Funds are provided on a reimbursement basis; no upfront monies will be distributed.
18. 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 Corporation Commission annual report, ACC Letter of Good Standing and W9 Form. Or the applicant must partner with a 501(c)(3) organization Applicants utilizing third-party venue space must submit a Conditional Letter of Approval from the venue host affirming that arrangements have been made and agreed to by both parties in the event that the program/event/activity is funded.
19. 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 1, 2023** 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 2023-2024 FUNDING APPLICATION**

Section 1

Date: _____

Organization Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Organization website: _____

Contact Person/Title: _____

Proposal Due Date: Friday, April 21, 2023 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, 2023 and June 15, 2024.
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 focused 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 leverage funding 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 which takes place within Surprise city limits
- Arts-related supplies/materials
- Venue 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 ensure that your proposal comprehensively and clearly addresses each of the evaluation factors below. If a factor 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 Danielle.Osborne@surpriseaz.gov. If it is not possible to the application, please call Danielle Osborne at (623) 222-1034.
- b. Completed application will be ranked on a point system of up to **50 points** based on the evaluation factors listed below [each factor 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 following five areas of focus identified in the Surprise Public Art Master Plan: Partnerships, Events & Activities, Outreach & Advocacy, Public Art, and Leverage Funding Mechanisms.
 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
- ☐ Conditional Letter of Approval from any third-party venue space agreeing to host applicant's program/event/activity (if applicable)
- ☐ Any additional documentation supporting your proposed project

Turn in this checklist, the application, and all corresponding items no later than 5:00pm Friday, April 21, 2023.

Late or incomplete applications will not be accepted.

Section 3

Budget

Arts & Culture Grant Expense Report 2023-2024

PROGRAM: Arts & Culture Grant Program 2023-2024

Request \$

Start Date 07/01/2023

Other Funds \$

End Date 06/15/2024

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 6, 2023

To: Arts & Cultural Advisory Commission

From: Danielle Osborne, HSCV Administrator

Re: Arts & Culture Grant Program FY 2024

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

Feb 6	Application and Timeline to be reviewed by Commission for edits and possibly approved
March 6	Application and Timeline to be approved by Commission <i>(if needed)</i>
March 13	Funding opportunity is publicly released
March 29	Virtual Pre-Application meeting held
April 21	Applications due (5-week application period)
April 24	Applications distributed to Commission for review
May 1	Commission will review program applications and make a recommendation for FY24 funding.
June 6	City Council will vote on recommendation for funding.
June 7 - 9	Letters to awarded applicants will be issued*
	<i>*Upon full City Council approval</i>
June/July	Initiate and finalize contracts with awardees

October 15, 2023	Quarterly Report due from program recipients, including requests for reimbursements
January 15, 2024	Quarterly Report due from program recipients, including requests for reimbursements
April 15, 2024	Quarterly Report due from program recipients, including requests for reimbursements
June 15, 2024	End of program report due, including final requests for reimbursements. Final presentation to Commission.



Surprise Arts & Cultural Advisory Commission
Grant Application Review Form
FY2023-2024



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 (Partnerships, Events & Activities, Outreach & Advocacy, Public Art, Leverage Funding Mechanisms)		
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

Council Meeting Date: March 6, 2023 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 a Charter School Exhibit reception.

Motion:

I move to approve the purchase of snacks and refreshments for the Dysart Unified School District art gallery reception at a cost not to exceed \$300.00.

Background:

The City Hall Gallery regularly hosts exhibitions featuring local artists and curated by the West Valley Arts Council. An exhibit featuring artwork from local Charter School students will feature in the gallery beginning in March, and the commission would like to welcome the students, their parents, and their teachers by hosting a small opening reception. This item has been placed on the agenda to discuss the details of the reception.

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 \$300.00.

Budget Impact:

Currently, \$400.00 remains budgeted towards Special Event Hosting.

FTE Impact:

There is no FTE impact associated with this item.

ATTACHMENTS:



CITY OF SURPRISE
Arts and Cultural Advisory Commission

Council Meeting Date: March 6, 2023 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 participation in the 2023 Mayor's State of the City event.

Motion:

None, discussion only.

Background:

The Mayor's annual State of the City address is scheduled to take place on March 30th at 6pm in City Hall. The Arts & Cultural Advisory Commission will be provided a table to showcase and promote public art and cultural programming in the city. This item has been placed on the agenda to allow the commission an opportunity to discuss details related to their participation at the event.

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:

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

Council Meeting Date: March 6, 2023 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 Arts Week 2023.

Motion:

None, discussion only.

Background:

In 2017, the Arts & Cultural Advisory Commission established its first-ever "Art Week" as part of their master plan outreach. Art Week consisted of a series of programs scheduled consecutively each day to create more exposure and awareness around arts and culture in Surprise and beyond. Due to the success of Art Week, the commission discussed exploring it again in the future, but have not planned another Art Week since. During the Commission's retreat on June 16, 2022, the commission made a list of their priorities and re-establishment of art week made it to their top priorities. This item has been placed on the agenda to allow the commission to further discuss and art week event.

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:
