



**AN ORDINANCE BY  
COUNCILMEMBER KEISHA LANCE BOTTOMS**

**AN ORDINANCE AUTHORIZING THE MAYOR OR HIS DESIGNEE, ON BEHALF OF THE CITY OF ATLANTA TO ENTER INTO GRANT AGREEMENTS WITH ARTISTS AND ARTS ORGANIZATIONS AS PART OF THE CITY OF ATLANTA'S CONTRACTS FOR ARTS SERVICES PROGRAM IN AN AMOUNTS NOT TO EXCEED ONE HUNDRED THOUSAND DOLLARS AND NO CENTS (\$100,000.00) PER ARTIST OR ORGANIZATION PER YEAR, ON BEHALF OF THE MAYOR'S OFFICE OF CULTURAL AFFAIRS; TO BE CHARGED TO AND PAID FROM ACCOUNT 1001 (GENERAL FUND) 040216 (EXE CULTURAL AFFAIRS ARTS AND EDUCATION SERVICES) 5212001 (CONSULTANT/PROFESSIONAL SERVICES) 6110000 (RECREATION ADMIN); AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Atlanta (the "City") is committed to promoting rich and diverse cultural experiences within Atlanta while preserving and protecting Atlanta's cultural heritage; and

**WHEREAS**, the Mayor's Office of Cultural Affairs is tasked with administering cultural and art programming and awards financial grants to organizations and/or artists benefiting arts and culture in Atlanta; and

**WHEREAS**, the Mayor's Office of Cultural Affairs receives numerous grant applications each year; and

**WHEREAS**, the artists and organizations (collectively referred to as "Recipient") are selected by the community advisory panel based on specific criteria and benefits to arts and culture in Atlanta as described in Exhibit A attached (the "Policy"); and

**WHEREAS**, no City grant award shall exceed One Hundred Thousand Dollars (\$100,000.00) per Recipient, per year; and

**WHEREAS**, awarding these grants is consistent with the City's commitment to promoting arts and culture in Atlanta; and

**WHEREAS**, the agreements and grants awarded are contingent upon yearly appropriations of budgeted funds.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA**, that the Mayor or his designee, on behalf of the City is hereby authorized to enter into grant agreements with Recipients in an amount not to exceed One Hundred Thousand Dollars and No Cents (\$100,000.00) per Recipient, per year contingent upon yearly appropriations of budgeted funds.

**BE IT RESOLVED**, that Recipients shall be selected by the City's community advisory panel in a manner consistent with the Policy.

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**BE IT FURTHER RESOLVED**, that all contracted work will be charged to and paid from Account 1001 (GENERAL FUND) 040216 (EXE CULTURAL AFFAIRS ARTS AND EDUCATION SERVICES) 5212001 (CONSULTANT/PROFESSIONAL SERVICES) 6110000 (RECREATION ADMIN).

## **EXHIBIT A**

### **Contracts for Arts Services: Policies & Procedures** Updated April, 24 2013

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## INTRODUCTION

The Contracts for Arts Services program supports the artistic development and presentation of the arts in Atlanta. The presence of artists and non-profit arts organizations is critical to Atlanta's vitality. The arts enrich the creative development of the city's diverse populations and contribute positively to the social and economic well being of Atlanta and the region. The Contracts for Arts Services program awards contracts related to the production, creation, presentation, exhibition and managerial support of artistic and cultural services in the city of Atlanta.

The goals of the Contracts for Arts Services program are:

1. To provide support for the existence and excellence of artists and arts organizations in Atlanta;
2. To assist in the artistic development of the arts in Atlanta so that all citizens may participate in the diverse cultural life of the city;
3. To develop the contributions of Atlanta's culturally diverse communities;
4. To ensure that the arts have a broad geographic distribution and reach all segments of the population;
5. To support a broad range of educational activities in the arts;
6. To preserve the city's history, including artistic and cultural aspects; and
7. To enhance neighborhood vitality and economic development through the arts.

The Contracts for Arts Services Policies and Procedures manual is designed to provide a step-by-step guide to understanding the contract process. The manual is organized into three parts:

1. Application Procedure
2. Contract Procedure
3. Monitoring Funded Projects

# APPLICATION PROCEDURE

## I. Development and Distribution of the Contracts for Arts Services Application Guidelines

The Application Guidelines serve as a resource for individual artists, arts organizations and community organizations seeking funding support from the Office of Cultural Affairs. The guide provides information on funding categories, review criteria and evaluation, eligibility requirements, submission deadlines, application assistance workshops and application procedures.

Each year, the guide is updated to include changes in application due dates, funding levels and/or Office of Cultural Affairs policies and procedures. The Project Supervisor is responsible for consulting with the Program Manager and Office of Cultural Affairs Director on all changes to the guide.

### Development

The Contracts for Arts Services process begins with the preparation of the Application Guidelines for the Contracts for Arts Services program for the upcoming year. The project supervisor meets with the Director and Program Manager to review past guidelines and to approve additions and/or changes in policies. The guidelines are then drafted, reviewed and approved by the Director.

### Distribution

As part of a commitment to sustainability, the Contracts for Arts Services program no longer prints hard copies of the guide, unless requested by an applicant. The Project Supervisor compiles an electronic mailing list for the guidelines. The list should include all current and previous contractors, past applicants and potential applicants. The mailing list is kept in a database and is updated regularly. The Application Guidelines for each year are uploaded in a downloadable format to the Contracts for Arts Services page of the Office of Cultural Affairs website.

## II. Application Workshops

The Office of Cultural Affairs conducts Application Workshops for potential applicants. A minimum of two workshops are scheduled to provide potential applicants with assistance in completing their application proposals. **New applicants, previous applicants not recommended for funding and applicants who have not received an award within the last two (2) years are required to attend.** The workshops will provide an overview of the program, application tips and the review process. The Project Supervisor is thoroughly prepared to answer any questions on completing applications, eligibility or review criteria, as well as OCA policies on the Contracts for Arts Services program. Sample application forms and budgets are helpful in illustrating correct methods of filling out the application.

### III. Application Intake

According to the Contracts for Arts Services Application Guidelines, applications are received on or before the application due date. Beginning in FY14, applications are accepted electronically via the WESTAF Grants Online platform. The system will not allow incomplete applications to be submitted, nor will it allow any applications to be submitted after the deadline.

Each applicant is assigned an application number and organized according to the following categories:

#### Category

Dance

Literary Arts

Music

Theater

Media Arts

Visual Arts

Multi-Discipline/ Arts Services

Community & Cultural Development

Emerging Artist Award

Major Arts Organizations

Application numbers are assigned based on discipline and fiscal year. The method below is used to allow for easy identification and application retrieval. Examples from a funding cycle are as follows:

#### Artist Project

AP01Year

AP02Year

#### Visual Arts Organizations

V01Year

V02Year

The Project Supervisor reviews applications online for eligibility. Proposals which do not meet eligibility requirements will not be considered and applicants will be notified accordingly.

### IV. Panel Review Process

#### Panel Selection

Panelists are selected to serve on the Advisory Review Panels a minimum of one year and may be reappointed for up to three years. After a third term, panelists may sit off one year and be reappointed to serve up to three additional years.

Panelists are chosen from a variety of disciplines and professions and must be willing to commit the necessary time and energy to review applications and perform site-visits. The Project Supervisor reviews resumes and terms of panel members from the previous funding cycle and solicits resumes from

individuals in the Metropolitan Atlanta area and seeks recommendations of other local arts administrators.

During the selection process, it is important that each panel be balanced, respective to the racial/ethnic make-up and the male/female ratio of the group. Ideally, each panel should reflect a diversity of race, ethnicity, background, experience and expertise.

Panel Review of Applications/Site Visits

Once the panel is selected and notified of the panel meeting date, panelists are given access to the online application review portal and panel packet. Included in the packet are the following items:

Applications	All eligible applications submitted in the respective category/discipline are sent to the panelists. On top of each application is a copy of the Application Review Summary Sheet.
Application Summary	A summary list of all the applications received in the category is compiled and the total number of applicants and dollar amount requested is provided.
Panel Assignments/Site Visits	A list of panel site visit assignments is provided. When assigning panelists site visits, try to avoid conflicts of interest by carefully reviewing resumes and community affiliations.
Introductory Letter	The letter welcomes the panel participants and briefly describes the panel review process. The letter also serves as a reminder of the panel meeting date, time and location.

Panelists read and review applications online, complete site visits for applications for which they are the primary reader and complete cursory evaluations prior to the in-person panel meeting.

**V. Panel Meetings**

**Pre-meeting Responsibilities**

The panel meeting is scheduled by the Project Supervisor. All support material should be previewed prior to the panel meeting date. The equipment necessary for the meetings includes: a laptop, speakers, a digital projector and screen.

The Project Supervisor prepares *Panel Forms* prior to the panel meetings: meeting agenda, panelist Conflict of Interest and Workscope Agreement, Invoice, Evaluation Forms (artist projects and organizations), CAS Application Guidelines and evaluation form for the panel meeting. Each panel member should have a name card at their seat and note pads and pens should be available.

**Meeting Activities**

The Project Supervisor reviews the *Panel Forms* at the beginning of the panel meeting. Once the forms are reviewed, each panel member summarizes the project(s) assigned to him/her and provides additional remarks on his/her review of the application. If the panelist conducted a site-visit,

information on the site-visit evaluation is shared with the entire group. The support material provided by the applicant is reviewed before the panel moves to an open discussion of the proposal. Any panel member who has a conflict of interest with an applicant will step out of the room for the floor discussion of the proposal. It is the responsibility of the Panel Chairperson to make certain that each proposal has been fully reviewed and discussed by the panel before moving on to the next applicant and that the comments that are written up are complete and accurate. Proposal review and discussion should be allowed 15-20 minute time limit to maintain an equitable review process. The Project Supervisor and Panel Chairperson are responsible for maintaining the necessary time limits throughout the meeting.

It is the Project Supervisor's responsibility to take concise notes during the discussion of the proposal. These notes are read back to the panel and reviewed for completeness. This information becomes the *Panel Comments*, which are sent to each applicant, along with their award notification letter. Before moving on to the next applicant, each panel member should complete an evaluation form, which is then passed to the Project Supervisor to compile score averages to come up with a ranking of all proposals that have been reviewed.

After the full review of all of the applicants in the category, a ranking of the proposals is established by averaging the scores from the evaluation forms. This ranking serves as a numerical gauge based on the established review criteria, and is written up for review by the full panel. The budget for the category is then revealed to the panel. The Project Supervisor then opens the table up for discussion and the panel makes funding recommendations based on a funding formula provided to them by the project supervisor in advance. The Panel Chair and/or Project Supervisor moderate during this interchange until an agreement is achieved and voted upon. The dollar recommendations are then summarized by the Project Supervisor and accepted by the panel by a raise of hands.

At the close of the meeting, a few minutes are set aside for the discussion of policies and procedures. If the panel has any comments or recommendations on the program, they can be discussed at this time.

#### **Post-meeting Responsibilities – Award Notification**

Following the panel meeting, the Project Supervisor compiles the panel recommendations by category and presents them to the Director for approval. All of the panel comments and recommendations are entered into a database and reviewed by the Director for approval.

A calendar is established for contract processing: the completion of the revised budget form and contract signing. All funded organizations and individuals receive an award notification letter, a contract processing procedures form and the revised budget form (a revised budget form needs to be completed by all organizations and individuals who receive less than the amount requested).

Pending approval of the revised budget form, a contract is drafted constituting an agreement between the City of Atlanta Office of Cultural Affairs and the organization/individual, for the specified project. When the applicant is awarded a Contract for Arts Services, the Authorized Official and the Board President/Chairperson of the funded organization (or the individual artist) signs a contract with the City

of Atlanta agreeing (1) to implement the activities in the applicant's proposal and (2) to comply with the conditions outlined in the contract. The contractor is given a packet containing the forms necessary for the completion of the contract, including the following: the Office of Cultural Affairs logo and credit line information, a list of current City Council members and Office of Cultural Affairs staff for their mailing list and a final report form.

## **CONTRACT PROCEDURES & ACCOUNTING**

The Project Supervisor is responsible for preparing all of the necessary financial processing forms, which will accompany the contracts as they are routed for review, approval and payment. All Contracts are divided into two 50% payments. The first payment is made upon the execution of the contracts and the second payment is made upon completion of the project and electronic submission of the final report form. After the revised budget is reviewed and the contractor has signed contracts, the contracts are prepared for routing. The process is as follows:

Approximate time frame for processing: Eight (8) weeks

- Submit two (2) copies of a contract for each contractor to the Program Manager and Director for review and signature. The contracts are accompanied by the Contract Summary and Signature Request Form, Requisition Form and the first invoice, along with all necessary affidavits and insurance certificates (if applicable).
- The Contracts are routed to the Management Services Office (MSO) for the Commissioner's signature and a requisition number. The contracts must be entered into the system by (MSO) to be approved for the payments that are attached.
- The Contracts are returned to the OCA to have the financial forms photocopied.
- The Contracts are routed to the Finance Department Risk Management Division to review and approve Certificate of Insurance for contracts \$10,000 and over.
- The Contracts are routed to the Law Department for the signature of the Senior Assistant City Attorney assigned to the Department of Parks, Recreation and Cultural Affairs.
- The Contracts are then routed to the Department of Procurement to be signed and issued a purchase order number (route contracts to the Buyer in the Department of Procurement that is assigned to the Office of Cultural Affairs).
- The Department of Procurement returns copies of the contracts to the Office of Cultural Affairs (one copy for our files and one for the contractor). The Project Supervisor processes the first

payment of the contract. The Office of Cultural Affairs receives a copy of the purchase order to be filed.

The Project Supervisor is responsible for maintaining accurate records of reporting forms and financial accounting. The Project Supervisor works closely with the OCA's Accounting Specialist in maintaining the accounts and processing the contract payments.

## **MONITORING FUNDING PROJECTS**

### **I. Attending Funded Activities**

The Project Supervisor is responsible for regular attendance of projects funded by the Office of Cultural Affairs. On-going programs and specific projects are monitored throughout the year. The Project Supervisor summarizes grant monitoring in his/her monthly reports and should prepare a summary of events and activities attended on a quarterly basis.

### **II. Final Reports**

The Project Supervisor is responsible for reviewing all final reports and support material. Final Reports are due electronically upon completion of the project and are due within thirty days of the end of the project period. Since the funding cycle ends on June 30<sup>th</sup> of each year, all final reports must be submitted no later than July 30<sup>st</sup> of that calendar year (which is in the following fiscal year).

Final Report forms include project budget and information on the scope of the project. Copies of all printed programs, catalogues and other material that is published in conjunction with the funded program should be uploaded with the final report. The execution of the final payment of the contract is contingent upon the receipt and approval of the final report.

Contractor's failure to close out the contract will result in the cancellation of the final 50% payment. Should a contractor fail to submit a final report, the contractor is ineligible to apply and/or receive funding until the required documentation is submitted. The contractor should be contacted in order to officially respond to the terms and conditions of the contract. Failure to complete a project or failure to submit a final report will result in the contractor being ineligible to apply for funding for five (5) years.