



# COMMISSION ON THE ARTS

Annual Grant Funding Application Form for the City of Ames, Iowa  
Fiscal Year July 1, 2020 through June 30, 2021

**APPLICATION DEADLINE: OCTOBER 8, 2019**

## COTA Annual Grant Application

### Process & Guidelines

To apply for 2020/21 funding through Local Option Sales Taxes allocated by the City of Ames through the Commission on the Arts (COTA), it is required that organizations comply with the following process:

1. Attend the workshop for applicants that will be held in the City Hall Council Chambers at 5:00 p.m. on **September 9, 2019**, to assist in completing the application.
2. The application must be completed in its entirety, and returned to the City Manager's Office by **5:00 p.m. on October 8, 2019**. Applications received after this deadline will not be considered for funds. A complete application includes:
  - a. One (1) PDF copy of each completed application must be submitted electrically or a copy may be submitted in person.
  - b. Attach one copy of your organization's current I.R.S. Tax Documentation Letter. (If your organization is not currently tax exempt, please attach a copy of your application for tax exempt status.)
  - c. Attach one copy of your organization's by-laws.
  - d. Please do not submit substitute forms for those contained in this application.
3. **In order to receive funding, an organization representative must attend the Commission hearing on MONDAY, November 4, 2019**, which will begin at 5:00 p.m. in the City Hall Council Chambers.
  - a. Please call 239-5101 to schedule your time.
  - b. The Commission will allow **5 minutes** for each organization; additional time will be allowed at the Commission's discretion.
  - c. The purpose of this hearing is to allow organization representatives to answer questions.
4. **Initial funding recommendations will be posted on the City's website January 10, 2019 and in City Hall.**
5. The Commission presents its recommendations to the City Council as part of its budget process. Once the budget receives Council approval, the Commission's recommendations become official.

### Guidelines

The following guidelines are to assist you in the application process.

#### Definitions of Eligible Organizations

1. Be located in Ames.
2. Be incorporated under the Iowa Non-Profit Corporation Act.



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3. Have by-laws or other documentation which identify its major responsibility as meeting specific arts goals.
4. Be federally tax exempt, or affiliated with a federally tax exempt organization.
5. Those which do not discriminate, in accordance with law, on the basis of race, creed, color, sex, age, national origin, religion, physical or mental disability, and sexual orientation.
6. Be a non-governmental agency.

### **Criteria for Funding**

1. Need for financial support.
2. Efforts to obtain funding from other sources.
3. Fiscal responsibility and accountability.
4. How the Ames community would be served.
5. Nature of audience to be served/benefitted with emphasis on benefit to young people.
6. How the arts awareness of the community of Ames will be furthered.

### **Not Eligible for Funding**

1. Capital improvements.
2. Permanent supplies and equipment.
3. Personnel employed on a continuing basis (salaried staff).
4. Out-of-state travel by organization members.
5. Replacement of available local funds.
6. Previous year's or projected deficits.
7. Hospitality expenses (e.g. Receptions).
8. Tuition assistance for academic study and continuing education.
9. Activities that restrict participation on the basis of race, creed, color, sex, sexual orientation, age, national origin, religion, physical disability, mental disability, or that require the purchase of private memberships.
10. Project requests not submitted on required forms, not received by published deadlines, or not falling within the current grant period.
11. Organizations which fail to submit previous final reports.
12. Organizations which do not have specific arts goals as their major responsibility.

### **Responsibilities and Obligations of Grantees**

The contribution of Local Option Tax funds provided by the City of Ames through the Commission on the Arts should be acknowledged on all printed materials produced to support a COTA-funded activity. Organizations should provide information as completely as possible on the balance sheet (Part 4) to allow the City to verify the fiscal responsibility and accountability of the organizations.

### **Request for Payment**

To receive payment for your organization, please complete the **Reimbursement Form for Art Organizations** and follow the directions on the form. The form is available on the City's



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website at [www.cityofames.org/COTA](http://www.cityofames.org/COTA) or by contacting the City Manager's Office at 515-239-5101.

All requests for payments under the 2019/2020 contract must be received **by July 13, 2020**.

### **Final Report**

ONE COPY of the final report and supporting documents must be received by the City Manager's Office, 515 Clark Avenue, **by July 13, 2020**. *Organizations failing to submit final reports by this date will not be eligible for funding during the next application cycle.*