

INSTRUCTIONS
2010 CULTURAL ARTS CORE PROGRAMS
PRE-CONTRACT FUNDING MATERIALS
(Due by 10/30/09)

REVISED BUDGET AND NARRATIVE FORM

(Fax, e-mail or hand carry to Barbara Sparks)

Barbara.sparks@ci.austin.tx.us

974-6379 (fax)

Section 1: Summary Information

Applicant/sponsor name and address = Organization name and address

Sponsored project = mark box if this is a sponsored project, otherwise leave blank

For Whom? = list sponsored project's name if sponsored, otherwise leave blank

NOTE: If you are sponsoring a project this form must be completed for your organization as well as the project (or each project) you are sponsoring.

Project Revision

Mark whichever box pertains to your particular situation

Revised Narrative = What, where, when for the use of your funding award =

Be concise, brief and to the point

List specific event(s), project(s), season

List beginning and end dates of project(s), event(s), season

NOTE: IF YOU ARE NOT SURE OF THE EXACT DAY - LIST BEGINNING AND END, MONTH AND YEAR. Project begin date IS NOT the date of the first event, its when planning, etc begins AND Project end date IS NOT the last performance, its when bills are in, etc. typically 2-4 weeks AFTER the final event date.

Revised Budget Information - Income

Earned Income - List all income as it applies to the appropriate line

Item number

Pay special attention to the "hints" on line 3, 8, 10 and 12

These will aid you to properly fill out the form

(Revised Budget and Narrative Form Continued)

Revised Budget Information - Expenses

List amounts as it applies to the appropriate line item number within each of the columns - COA (your funding award), Applicant Cash, In-Kind, Total

**NOTE: EXPENSES MUST EQUAL INCOME; Line 9=Line 24 (COA);
Lines 3+8=Line 24 (App. Cash); Line 11=Line 25 (In-Kind);
Line 12=Line 26 (Total)**

Itemization

You must provide an itemization for both the **income and expense** side of your budget. There is not a form provided. You must prepare this yourself. It should be a mirror image of your budget with further explanation as to how you arrived at the amount stated for each line item number. List line item numbers on the itemization.

INSURANCE INFORMATION FORM

(Fax or e-mail to Carol Vance)

Enter your organizations pertinent information.

If sponsoring an individual list that person as well as your Organization name.

If sponsoring an individual this form will need to be completed for your organization as well as the sponsored individual.

Answer questions 1 thru 7 by marking yes or no.

Fax or e-mail, **along with your revised narrative, budget and itemization**, to Carol Vance (see form for e-mail and fax information)

Notify Barbara Sparks that the form has been sent.

NOTE: A contract cannot be completed until Risk Management has assessed each circumstance and determined insurance required per contractor. An insurance certificate is then required displaying the necessary requirements. This can be time consuming, so it is to your benefit to initiate this part of the process as your first priority.

ACCESSIBILITY ASSESSMENT FORM

(Fax or e-mail to Dolores Gonzalez)

Enter your organizations pertinent information.

If sponsoring an individual list that person as well as your Organization name.

If sponsoring an individual this form will need to be completed for your organization as well as the sponsored individual.

Answer questions 1 - 16 by circling yes or no. Enter explanations if necessary.

Fax or e-mail to Dolores Gonzalez (see form for e-mail and fax information)

Notify Barbara Sparks that the form has been sent.

MANDATORY PUBLICITY STATEMENT

Both logos and verbiage must be displayed on all written materials.

See our website at www.ci.austin.tx/culturalcontracts for various formats of the logos.

PLEASE NOTE: TCA LOGO HAS CHANGED

NEW CONTRACTORS TO THE CULTURAL CONTRACTING PROCESS

In order to receive a funding check you must register your organization as a vendor with the City of Austin. You may do this in one of two ways as described below.

Method One

Complete and sign a Company Profile form and a W-9 form. Fax or e-mail this to Barbara Sparks.

Method Two

Complete vendor registration on-line at www.ci.austin.tx.us. Notify Barbara Sparks that you have completed on-line registration.

SPONSORSHIP AGREEMENTS

(For sponsoring organizations only)

Fill in all blanks.

Sponsorship fee can be no more than 10%.

Both organization and sponsored entity must sign.

Keep the original form. This will become part of your contract once Pre-contract materials are completed. You will then insert this into your contract before forwarding to our office. This is your contract between your organization and the sponsoring entity.

***NOTE: ALL FORMS CAN BE FOUND ON OUR WEBSITE AT
WWW.CI.AUSTIN.TX.US/CULTURALCONTRACTS.***