

**ATTACHMENT A  
(Work Statement and  
Revised Narrative)**



**2009-2010 CULTURAL SERVICES AGREEMENT  
CAPACITY BUILDING II WORK STATEMENT  
WORK STATEMENT**

I. Contract Agency and Assistance Type

Contractor: \_\_\_\_\_

II. Statement of Responsibility

Unless otherwise specified in this Work Statement, the Board of Directors and the Chief Executive Officer of Contractor shall have full responsibility for the administration, operation, and staffing of programs conducted under this contract. The Board of Directors shall also have the authority to make decisions with regard to policy, budget, and fiscal matters. However, any policy decisions and any budgetary or fiscal decisions, which may result in a departure from the terms of this contract, are subject to the advance written approval of the City.

III. Program Description

Program or budget changes in this contract may be made only by written amendment. During the term of this contract, Contractor shall: (See attached Revised Narrative).

IV. Program Budget

1. The program budget shall be as detailed in Attachment "B".
2. Contractor must also provide a detailed revised budget itemization included in Attachment B.

Payments will be processed in accordance with the "2009-2010 Contracting Requirements for the Cultural Arts Division Funding Programs", updated September, 2009.

V. Reporting Requirements

A. Financial Statements and Activity Reports

Contractor shall furnish the City with a Final Report and an Activity Report within thirty (30) days of the completion of each program/project specifically funded by the City. Final report shall be made on the appropriate form as provided by the City and completed in accordance with established procedures. Failure to comply with reporting requirements shall be grounds for suspension of funds and/or rejection when considering future applications for City of Austin cultural arts funding.

VI. Match Requirement

Contractor must provide a half match as outlined in the "2009-2010 Contracting Requirements for the Cultural Arts Division Funding Programs", updated September, 2009. The Contractor shall provide verification of the match requirement to the City. Payment to the Contractor shall be restricted to only the applicable percentage of the authorized funding until all match requirements have been met by the Contractor.

City of Austin  
**Cultural Arts Division**  
Economic Growth and Redevelopment  
Services Office

2009-2010  
**Cultural Arts Funding Programs**  
**Capacity Building II**  
**REVISED NARRATIVE**

**Section 1: Summary Information**

**Control Number:**

Applicant/sponsor name & address	<input type="checkbox"/> Sponsored project	For whom?
	Project/activity title	

**PROJECT REVISION**

\* The Project scope has neither changed nor been reduced: We will assume any additional costs.

The Project will change as a result of the level of funding awarded by the City of Austin.

**\*NOTE: Even if the project narrative will not change, contractors must complete a revised narrative (below), revised budget and revised budget itemization reflecting the actual City of Austin contract award amount.**

**REVISED NARRATIVE:**

In the space below, please provide a concise and specific description of the actual activities that will take place in the context of the City of Austin Cultural Services Agreement. This section must be completed regardless if there are changes to the narrative or not. Activities must be limited to those outlined in the application for funding, but may be revised to reflect the nature and scope of the project associated with the award amount.

# **ATTACHMENT B (Revised Budget and Itemization)**

**Note: In addition to the Revised Budget forms provided, Contractor must also include a detailed budget itemization for all income and expenses outlined in the revised budget. The itemization is also attached and incorporated as Attachment B.**

Contractor Name: \_\_\_\_\_

Control No. \_\_\_\_\_

Sponsored Name: \_\_\_\_\_

<b>Section 5 Projected Budget Information</b>				
The budget must balance. Total income (line 10 c) must equal total expenses (line 17). Round all budget figures to the nearest whole dollar.				
<b>PROJECT INCOME</b>	<b>COA</b>	<b>CASH</b>	<b>IN-KIND</b>	<b>TOTAL</b>
<b>EARNED INCOME</b>				
1. Total Admissions				
2. Total Other Earned Income				
3. TOTAL EARNED INCOME (Add Lines 1 and 2)				
<b>UNEARNED INCOME</b>				
4. Total Private Support (Corp, Foundation, Individual)				
5. Total Public Support (Government Grants)				
6. Total Other Unearned Income				
7. Applicant Cash				
8. TOTAL UNEARNED INCOME (Add Lines 4 – 7)				
9. COA Request Amount				
10 a. TOTAL CASH INCOME (Add Lines 3, 8, and 9)				
10 b. Total In-Kind Support (must equal In-Kind Line 17)				
10 c. <b>TOTAL INCOME</b> (Add Lines 10 a and 10 b)				

<b>PROJECT EXPENSES</b>	<b>COA</b>	<b>CASH</b>	<b>IN-KIND</b>	<b>TOTAL</b>
11. Total Employee Costs				
12. Total Non-Employee Costs				
13. Space Rental				
14. Travel				
15. Marketing, Promotion, Publicity				
16. Total Other Expenses				
17. <b>TOTAL EXPENSES</b> (Add Lines 11-16, must equal Line 10 a, b, and c)				

Signed this the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Authorized Official: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTACHMENT C**  
**(Mandatory Publicity**  
**Statement)**

*Mandatory Publicity Statement*

**The following statement must be prominently included in/ on all printed materials relating to City of Austin Cultural Arts Program materials disseminated by the Contractor, including promotions for events. For further information or clarification, please contact your Contract Administrator:**



**The following line must be included in all promotional materials along with the two logos above:**

This project is funded and supported in part by the City of Austin through the Cultural Arts Division.