
ARTS COMMISSION AGENDA

City of Chico Arts Commissioners: Stephen Cummins, Daniela Ferguson, Mary Gardner, Louis Nava, Jedrek Speer, Vice-Chair Kimberly Ranalla, and Chair Monica McDaniel

Meeting of July 13, 2022 – 4:30 – 6:30 p.m.
Council Chamber Building, 421 Main Street, Conference Room 1

1. **CALL TO ORDER**
2. **CONSENT AGENDA**
 - 2.1 Approval of Arts Commission Minutes from April 13, 2022.
3. **2019-2020 ARTS AND CULTURE GRANT CYCLE END OF YEAR REPORTS** (*Chair McDaniel & Vice-Chair Ranalla*)
4. **2022-2023 ARTS AND CULTURE GRANT CYCLE GUIDELINE REVIEW AND AD HOC COMMITTEE APPOINTMENT**
5. **FOLLOW UP ON UTILITY BOX IMPROVEMENT PROGRAMS** (*Commissioners Gardner & Nava*)
6. **UPDATE ON MURAL COATING DONATION/COLLABORATION** (*Commissioners Ferguson & Gardner*)
8. **ACHIEVEMENT IN ARTS AWARD WINNER SELECTION & SELECTION OF THE TYPE OF AWARDS**
9. **CALIFORNIA ARTS COUNCIL FUNDING POSSIBILITY DISCUSSION** (*Vice-Chair Ranalla*)
10. **DISCUSSION REGARDING COLLABORATION WITH ARTS & CULTURE FOUNDATION IN ASSESSMENT & PRIORITIZATION OF PROJECTS FOR PUBLIC ART MAINTENANCE FUND** (*Commissioner Gardner*)
11. **REPORT FROM CHICO ARTS AND CULTURE FOUNDATION** (*Commissioner Gardner*)
12. **BUSINESS FROM THE FLOOR**
13. **ADJOURNMENT AND NEXT MEETING**

Members of the public may address the Commission at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Commission cannot take any action at this meeting on requests made under this section of the agenda.

The meeting will adjourn to the next regular Arts Commission meeting scheduled for Wednesday, October 12, 2022, at 4:30 p.m.

SPEAKER ANNOUNCEMENT

NOTE: Citizens and other interested parties are encouraged to participate in the public process and will be invited to address the Committee regarding each item on the agenda.

Distribution available in the office of the City Clerk

Posted: 07-07-22 prior to 5:00 p.m. at 421 Main St. Chico, CA 95928 and www.ci.chico.ca.us

Copies of the agenda packet are available for review at: City Clerk's Office, 411 Main St. Chico, CA 95928



Please contact the City Clerk at 896-7250 should you require an agenda in an alternative format or if you need to request a disability-related modification or accommodation in order to participate in a meeting. This request should be received at least three working days prior to the meeting in order to accommodate your request.

ARTS COMMISSION MINUTES

City of Chico Arts Commissioners: Stephen Cummins, Daniela Ferguson, Mary Gardner, Monica McDaniel, Louis Nava, Jedrek Speer, Vice-Chair Kimberly Ranalla, and Chair Monica McDaniel

Meeting of April 13, 2022 – 4:30 – 6:30 p.m.

Via Zoom

1. CALL TO ORDER

Chair McDaniel called the meeting to order at 4:35 p.m. Commissioners Cummins, Ferguson, and Speer were absent.

2. CONSENT AGENDA

2.1 Approval of Arts Commission Minutes from January 12, 2022.

A motion by Vice-Chair Ranalla was seconded by Commissioner Nava to approve the minutes as presented. The motion carried (4-0-3, Commissioners Cummins, Ferguson, and Speer absent).

3. STATUS OF THE 2019-2020 ARTS AND CULTURE GRANT CYCLE END OF YEAR REPORTS (Chair McDaniel)

Chair McDaniel provided a brief update on the status of the reports and stated that she and Vice Chair Ranalla will be meeting and preparing a report for the City Council.

4. REPORT FROM CHICO ARTS AND CULTURE FOUNDATION (Commissioner Gardner)

Commissioner Gardner provided an update on the current activities of the Chico Arts & Culture Foundation. She stated that the Foundation has updated their website with new content and have been working on refreshing some of their programs such as the Downtown Art tours, and the Art Mentor program as well as launching some new programs including the Neighborhood Art Project.

A motion by Chair McDaniel was seconded by Vice Chair Ranalla to agenda discussion of the following Arts & Culture Foundation requests:

- Sending a letter to request that the city allow businesses applying for the Façade Improvement grants to be able to include public art features in their proposals.
- Allowing the Arts & Culture Foundation to collaborate in the discussion of the assessment and prioritization of projects for the public art maintenance fund.

The motion carried (4-0-3, Commissioners Cummins, Ferguson, and Speer absent).

5. FOLLOW UP ON UTILITY BOX IMPROVEMENT PROGRAMS (Commissioners Ferguson & Nava)

Commissioner Nava reported that he had received information that PG&E was no longer participating in utility box beautification projects. After additional discussion, he will reach out to PG&E to see if that determination is specifically related to the sponsorship of such programs or if they would allow the Commission to launch a program at no cost to the Company.

6. REPORT ON CULTURAL MAPPING PROJECT (Karen Avis)

Karen Avis from the University Public Engagement Department provided an update on the Creative City Chico project. She shared that the project is moving into the next phase and will be once again inviting community input.

7. UPDATE ON MURAL COATING DONATION/COLLABORATION (Commissioners Ferguson & Gardner)

Commissioner Gardner provided a brief report and suggested that Commissioner Ferguson would possibly have more to report at the next meeting.

8. MAYOR’S ART ACHIEVEMENT NOMINATION FORMS-REVIEW & UPDATE

The Commission approved the nomination form and determined that the completed forms will be due prior to the July 13th meeting. The nominations will be reviewed, and the winners selected at that meeting.

It was suggested that the Commission should consider moving the achievement awards to April next year in conjunction with “Arts, Culture and Creativity Month”.

9. BUSINESS FROM THE FLOOR

Members of the public addressing the Commission on this item were Adela Carrillo and Lisa Freeman-Wood.

10. ADJOURNMENT AND NEXT MEETING

The meeting was adjourned to the next regular Arts Commission meeting scheduled for Wednesday, July 13, 2022, at 5:33 p.m.



Approved: _____

Prepared by:

Stina Cooley, City Clerk Technician



City of Chico 2021-22 City Arts Grant Application Policy and Guidelines *Revised 05/26/2021*

The purpose of the City of Chico Arts Grant Program is to support Chico Arts Organizations and Artists so that they may make quality arts and cultural work, performances, and exhibitions available and accessible to members of the Chico community.

Funding Source

The funding source for the City of Chico Arts Grant Program is 1% percent of the Transient Occupancy Tax (TOT).

Funding Limits

The minimum award that may be requested is \$2,000 and the maximum award is \$5,000. Matching funds are required to receive all awards.

Projects Should

- Deliver or provide support for the delivery of opportunities for the community to engage in arts and cultural experiences.
- Demonstrate artistic rigor and thoughtful planning to engage the community and audiences.
- Demonstrate strong support from the community.
- Demonstrate inclusive service to broad, diverse, and underserved populations.
 - Diversity: The fact or quality of difference in terms of ability, age, belief, culture, ethnicity, gender, language, race and sexual orientation.
 - Underserved Population: People who genuinely lack access to arts programs, services, or resources for geographic, economic, cultural, social, physical, or other demonstrable reasons.

Eligibility

- Nonprofit arts and cultural organizations
- Operating within the city of Chico
- With a two-year history of producing or presenting
- Individual artists are only eligible if applying under the sponsorship of a 501(c)3, not for profit that meets the other eligibility requirements

Definitions

An arts or cultural organization is defined as a nonprofit organization which is organized and operated exclusively for the purpose of providing artistic or cultural exhibitions, presentations, or performances or cultural or art education programs.

Arts or cultural organizations may include arts service organizations, community and cultural centers, arts councils, agencies and foundations, dance companies, theaters, music groups, education and training programs, galleries and museums, historic and cultural preservation organizations, horticultural and zoological societies, libraries and archives, literary groups and publications, media arts and multi-disciplinary arts centers.

A nonprofit organization's income is used to support its operation and does not provide monetary gain to stockholders, the board of directors, or others with an interest in the company. Such organizations are defined under the 501(c) section of the federal tax code.

Project Scope

Funds may be used for projects, events, exhibitions, and performances or for capital improvement and equipment projects that support the organization's ability to provide arts and cultural services. Funds should be considered "seed" monies for projects and not ongoing support.

Funds may not be used for

- non-arts and cultural activities
- general operations
- staff salary or benefits
- debt service
- fundraising activities
- programs intended for private use or use by a restricted membership
- projects with religious purposes
- trust, endowments, or investment purposes

Timeline

Grant Application Deadline – 4 p.m. Thursday, August 17, 2021

Funding Decisions and Notifications – September 10, 2021

Funding Activity Period – July 1, 2021 – June 30, 2022

Completion of Projects – June 30, 2022

Completion Report due upon completion of the project or no later than July 15, 2022.

Match

All grant applications must offer a dollar-for-dollar (1:1) match. A cash match may be from corporate or private contributions, state or federal government funds, or earned income. City of Chico funds cannot be used as a match. Applicant must indicate whether matching funds are projected, pending, or committed. See **Addendum A** for clarification and additional information regarding partial in-kind match option.

Review Criteria

The review panel will evaluate applications based on the following criteria:

- Project Design and Implementation Project design indicates a realistic timeline, appropriate budget, clear artistic and community-based objectives and achievable outcomes. Design articulates methods to evaluate and measure success, collect and analyze data, and document activities. Design demonstrates a depth of involvement and clear plans for community outreach and marketing.
- Artistic Merit Artists and organizations involved in the project demonstrate skills, expertise, and experiences that are central to the outcomes of the project design.
- Community Impact Project demonstrates reach and/or depth of engagement in an identified community. The project is responsive to the community to be served. Project execution and evaluation involve significant community participation in accordance with the identified project outcomes.
- Management and Leadership Ability of applicant organization to implement the proposed project is clearly demonstrated by the qualifications of the project's team, the viability of the project budget, and overall fiscal and managerial health of applicant and partnering organizations. Demonstrate a history of project and operational success.

Questions

Questions should be directed to the City of Chico Arts Commission by email and check the Arts Commission Facebook page for frequently asked questions, or email the City Clerk at debbie.presson@chicoca.gov.

Application Submission

Electronic grant applications should be submitted to the North Valley Community Foundation, including the budget upload, before 4 pm on Thursday, **August 17, 2021**.

Review Panel

Applications will be evaluated by a panel of five (5). Two or three (2 or 3) from the City of Chico Arts Commission, Two or one (2 or 1) from the Chico Arts and Culture Foundation and 1 community member at large selected by the Arts Commission.

Awards

The North Valley Community Foundation will facilitate notification and distribution of awards.

Reporting

Upon completion of the project and no later than **July 15, 2022**, a grant project completion report is due to the City of Chico Arts Commission. The report should include:

- Narrative of the realized project (180 words)
- Realized outcomes (180 words) To include:
 - community served
 - population and persons served
 - arts and cultural goals realized
- Budget to Actual report
- Timeline of project completion
- Archival support of the project (video, photos, audio, advertising, program, interviews, etc.)

Failure to Complete Project

In the event that a Grant Recipient is unable to complete their project within the fiscal year awarded, the Grant Recipient may:

- Submit a written request for an extension to the City Clerk's office or
- Return the funds to the City Clerk's office (check payable to City of Chico)

Extension requests or return of grant award funds are due to the City by June 15, 2022, by 4 PM (one month prior to the reporting deadline of July 15).

Requests for an extension should include the following:

- Status of project
- Reason for delay in project completion
- Revised project timeline and completion date

The Arts Commission Grants Committee will review all extension requests and provide a recommendation to the full Arts Commission to determine whether to grant extensions or require the grant funds to be returned to the City of Chico.

Consequences for failure to submit a report, apply for an extension, or return funds to the City may result in ineligibility for future City Arts Grant funding.



Addendum A

City of Chico 2021-22 City Arts Grant In-kind Match Information

The dollar-for-dollar match of City Arts Grant funds aligns with the California Art Council's grant programs and with the California Art Council's philosophy of encouraging diverse and sustainable sources of revenue for grant activities. As such, the City of Chico Art Grant program becomes a partial funder for any specific project or organization.

The City of Chico Art Commission recognizes that support for organizations can come in many forms. For that reason, up to 50% of the dollar-for-dollar match requirement can be met through **in-kind contributions**. According to the Financial Accounting Standards Board (FASB), "In-kind refers to a payment made with goods or services, rather than currency." The applicant organization may choose to meet the matching funds requirement with either cash or a combination of in-kind goods or services and cash.

The City of Chico Art Commission's policy on eligible in-kind matching and reporting reflects both state and federal guidelines. In accordance with the Code of Federal Regulations and FASB, in-kind contributions must be provided by **third parties**, and a monetary value must be able to be determined for goods and services rendered.

Third-Party: For the purposes of the City of Chico Art Grants, a third party is defined as a service provider, partner, or supplier that is independent of the applicant organization and the City of Chico Art Commission and is not compensated with grant funds.

Eligible In-kind Services: Eligible in-kind services are those that require "specialized skill" and can be documented and reported on financial statements, according to the FASB. The general rule to follow when determining if contributed services can qualify as an in-kind match is to determine whether the organization would have purchased the services if they had not been donated. According to the FASB, services that require specialized skills include those provided by accountants, architects, carpenters, lawyers, etc.



Recommendations

- Contact the City Clerk or a City of Chico Art Commissioner if you have questions about whether a service may be applied to the matching funds requirement, or whether an organization or individual may be considered a third party.
- While some services performed by volunteers may be very valuable to an organization, they may not be considered “specialized skills” as defined by the FASB. We recommend that you consult an accounting specialist to follow generally accepted accounting principles for your financial records. The FASB website may be helpful for regulations on the use of volunteer time on financial forms.
- Keep accurate records of all in-kind contributions. The National Endowment for the Arts website features [Sample In-kind Contribution Forms](#) with instructions for how to document in-kind contributions for your organization.

Keep in Mind:

- In-kind contributions should be reflected as an expense in the grant application budget. For example, if rehearsal space is donated to the organization for a project, the value of that space should be reflected as an operating/production expense. The same value should be reflected in the matching funds table as an in-kind contribution.
- Applicant organizations should accurately document and report in-kind contributions on their SMU DataArts Cultural Data Profile and Funder Report, or in their Budget Snapshot (as required). [This blog offers guidance for reporting in-kind contributions on your SMU DataArts profile and report.](#)
- Grant review panels consider the appropriateness and accuracy of matches and any in-kind contributions when ranking the fiscal management of organizations or projects and the viability of project plans.

Resources:

- [Code of Federal Regulations Section 200.306: Cost sharing or matching](#)
- [Financial Accounting Services Board: “Statements of Financial Accounting Standards”](#)
- [FASB Statement of Financial Accounting Standards No. 116: “Accounting for Contributions Received and Contributions Made”](#)
- [SMU DataArts: What are in-kind contributions, and how do I record them in the Data Profile?](#)
- [National Endowment for the Arts Sample In-Kind Contribution Forms](#)