



## City of Richland Parks and Public Facilities Department

### 2016 Richland Arts Commission Partnership Program Application

#### Introduction:

The City of Richland will designate up to \$4,000 total for 2016 to provide matching fund grants to encourage and support art in Richland. This designation is a one-year pilot to evaluate the benefit of an Art Partnership Program.

#### Goals:

- To enhance the city's quality of life, character and image through art
- To explore enhancing city programs, activities and amenities through art
- To leverage city resources to expand local art opportunities

#### Program Guidelines:

##### Eligible Applicants:

Applications will be accepted from visual, performing, literary, and media artists.

Non-Profit [501(c)3] arts organizations, service and civic groups are also invited to apply.

#### Project Time Line:

**Application Due Dates:** Applications must be submitted by 4:00 pm on Thursday December 1, 2016. Applications shall be submitted to the Parks and Recreation Department, 500 Amon Park Drive, Richland, WA 99352.

**Award Decisions:** Award decisions will be announced within sixty (60) working days of application deadlines. Successful applicants will be expected to sign a contract outlining the specific conditions and budget of their project.

**Project Time Limit:** All projects must be completed within twelve (12) months of award.

**Excess Monies:** A second call for applications will be made in the spring of 2017 if there are unused funds remain in the program after the initial disbursement.

#### Project Evaluation:

Written applications will be reviewed by the Director of Parks and Facilities or his/her designee to determine eligibility. Projects which fall within program guidelines will be forwarded to the Richland Arts Commission for review, Applicants will be asked to schedule an oral presentation to the Commission before the final awards are announced. A second brief presentation to the Commission will be required upon completion of the project.

Those applications that support the attached Richland Arts Commission (RAC) goals will be considered as a higher priority to receive funding. Applications that do not support these goals will be accepted and considered for funding on a lower priority basis. Arts Commission will forward to City Council for approval.

### **Project Eligibility:**

1. Installation must be located on publicly-owned property, within Richland city limits to be eligible. A performance must be at a City of Richland facility.
2. Projects should be in conformance with the 2016 Richland Arts Commission Work Plan (attached).
3. Art Partnership Program applicants are required to provide a minimum 50% for each dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment or architectural/landscape design services.
  - a. Volunteer labor is valued at \$11.82 per hour.
  - b. Equipment donations will be credited at fair market value.
  - c. Donated professional services will be accepted at fair market value.

### **Applicant Responsibilities:**

Applicants will be required to present their proposals to the Richland Arts Commission (RAC). Presentations are limited to five minutes and must address the following subject matter:

1. Please explain the public benefits of the project.
2. Please explain how this request supports the RAC 2016 goals, as expressed in the work plan.
3. Give an overview of the project's design and budget.
4. If applicable, please address each of the following:
  - a. How will the project be maintained?
  - b. Does the project have demonstrated support from neighborhood and stakeholder groups?
  - c. Is the project in an appropriate location with respect to neighborhood impact, access environmental impact and proximity to potential facility users?

Applications will be disqualified if the applicant or a designated representative fails to present the proposal orally to the RAC.

Prior to the disbursement of funds, awardees will complete the Final Work Plan, Budget Plan and Match Pledge sheets and submit them to the City. When the project is complete, or at the end of the award year, awardees will be required to make an oral report to the Art Commission at a mutually convenient time.

## **Application Instructions:**

**Project Applications:** Applications can be obtained at the Parks and Recreation Department, 500 Amon Park Drive. Please call 942-7533 to have an application mailed or e-mailed. Application packets contain:

**Application Form:** This form describes the project location, a brief description, contact person information and project costs.

**Draft Work Plan.** List in chronological order, the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated completion date.

**Draft Budget Plan:** List each resource needed to complete your project. Include quantity as well. Calculate the total cost for each resource (include tax). Next, breakdown the total cost of each resource by how much is applicant "in-kind", applicant cash, and how much of the City's match (if any) you will spend on this item.

**Draft Match Pledge:** This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledged / Secured Form to confirm the commitment.

**Staff Consultation:** Staff consultation is available to applicants prior to submission of application.



**City of Richland  
Parks and Public Facilities Department  
Art Partnership Program 2016  
Application**

**Project Information**

Location:

Project Location:

Brief Description of Project:

**Contact Person**

Name:

Organization Representing:

Contact Address:

City/State/ZIP:

Home Phone:

Work Phone:

FAX:

E-mail:

**Project Cost**

Amount from City: \$

Cash Amount from Applicant: \$

“In-Kind” Amount from Applicant: \$

Cash from Other Sources: \$

Total Project Cost: \$

**Return Completed Application to:**

City of Richland  
Parks and Recreation Department  
500 Amon Park Drive  
Richland, Washington 99352

**DUE DATE:** 4:00 pm, December 1, 2016







City of Richland  
**Parks and Public Facilities Department**

**Art Partnership Program Application**  
**Budget Plan**

	Total Cost	Applicant "In Kind"	Applicant Cash	City's Cash Match
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<b>1. Personnel</b>				
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<b>Sub Total</b>			\$	\$

<b>2. Supplies/ Equipment Materials</b>				
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<b>Sub Total</b>				

<b>3. Professional Services</b>				
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<b>Sub Total</b>	\$	\$	\$	\$

<b>4. Construction/Capital</b>				
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<b>Sub Total</b>			\$	\$

<b>PROJECT TOTAL</b>				
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**City of Richland  
Parks and Public Facilities Department**

**Art Partnership Program Application**

**Match Pledge / Secured Form**

The following individuals, businesses, and organizations have made a commitment to donate the following items to \_\_\_\_\_ for its "In Kind" match.

Type of Work	Print Name	Address & Zip	Phone #	# of hours	Estimated Value	Signature