



Regular: May 8, 2020
Item # 3

A G E N D A
KILLEEN ARTS COMMISSION
REGULAR MEETING BY VIDEOCONFERENCE
May 8, 2020
12:15 PM

This meeting will be conducted entirely via Zoom. The link to this meeting is <https://zoom.us/j/97066614164?pwd=UzZPWkdvazQxcS81VFFDMVl1d1AwZz09>

Meeting ID: 970 6661 4164 Password: 291786

Telephone Dial-In for Audio: +1 346 248 7799 US (Houston)

1. **Call to order**

2. **Roll call**

Chairperson:

John Miller, Folk Art/Painting/Sculpture _____

Vice-Chairperson:

Darlene Golden, Dance/Drama/Writing _____

Commission members:

Nelson Santiago, At-Large _____

Elizabeth Blackstone, Educator/Arts _____

Vacant, Music/Radio/TV/Tape/Sound _____

Nina Cobb, At-Large _____

Morris Melton, At-Large _____

Roxanne Flores-Achmad, At-Large _____

Lana Husband, At-Large _____

City staff:

Traci Briggs _____
City Attorney

Tsui Cheung _____
Staff Accountant

3. **Consider approval of agenda for May 8, 2020 regular meeting**

4. **Consider approval of minutes for the April 17, 2020 regular meeting**

5. **Review Arts Commission attendance record for FY 20**

6. **Review and discuss account activity for administrative funds**

7. **Consider FY 20 Event Change Request from IMPAC Outreach**

8. **Discuss Arts Commission Appreciation Night**

9. **Receive briefings by subcommittees**

A. Rules and Regulations

B. Marketing

10. **Review FY 21 Grant Cycle Calendar**

11. **Review the Council-Approved FY 21 Rules and Regulations, and Funding Allocation Policy**



Regular: May 8, 2020
Item # 3

12. **Next meeting date**

The next regular meeting is scheduled for Friday, June 26, 2020 at 12:15 p.m. in the Utility Collections Conference Room.

13. **Adjournment**

I certify that the above notice of meeting was posted on the Arts Commission website at www.killeentexas.gov on or before May 5, 2020.

Tsui Cheung

Tsui Cheung
Staff Accountant

AMERICANS WITH DISABILITIES ACT

This meeting is being conducted in accordance with the Texas Open Meetings Law [V.T.C.A., Government Code, and 551.001 et seq.]. This meeting is being conducted in accordance with the Americans with Disabilities Act [42 USC 12101 (1991)]. The facility is wheelchair accessible and handicap parking is available. Requests for sign interpretive services are available upon requests received at least 48 hours prior to the meeting. To make arrangements for those services, please call 501-7730, Finance Department, or (TDD) 1-800-RELAY TX (1-800-734-2989).



MINUTES
KILLEEN ARTS COMMISSION
REGULAR MEETING BY VIDEOCONFERENCE

This meeting was conducted entirely via Zoom. The link to this meeting was
<https://zoom.us/j/96389134560?pwd=TlNydlhCMTZsYlIiCVVkykFpHc1NYQT09>

Meeting ID: 963 8913 4560 Password: 010288

Telephone Dial-In for Audio: +1 346 248 7799 US (Houston)

April 17, 2020

12:15 P.M.

Call to Order

Chairperson Miller called the meeting to order at 12:17 p.m.

Roll Call

Attending: Commission Members: Nina Cobb, Nelson Santiago, Morris Melton, Darlene Golden, and Roxanne Flores-Achmad

City Staff: Traci Briggs, City Attorney
Tsui Cheung, Staff Accountant

Absent: Commission Member: Lana Husband and Elizabeth Blackstone

Consider Approval of Agenda for the April 17, 2020 Regular Meeting

Commissioner Flores-Achmad moved to approve the agenda, seconded by Commissioner Melton. The motion passed unanimously.

Consider Approval of Minutes for the February 14, 2020 Regular Meeting

Vice Chairperson Golden moved to approve the agenda, seconded by Commissioner Santiago. The motion passed unanimously.

Review Arts Commission Attendance Record for FY20

Attendance record was reviewed.

Review and Discuss Account Activity for Administrative Funds

Ms. Cheung reported that expenses were incurred for public notices of the application workshop.

Consider FY 20 Event Change Request from Killeen Sister Cities, Osan, Korea, Committee

Commissioner Flores-Achmad stepped down from the discussion and consideration.

Ms. Maureen J. Jouett representing the grantee requested to change the date of the Cultural Event to September 12, 2020 due to difficulty of obtaining travel visas for the performers. Vice Chairperson Golden moved to approve the request to change the date, seconded by Commissioner Santiago. The motion passed unanimously.

Commissioner Flores-Achmad returned to the meeting.

Consider FY 20 Event Change Request from Vive Les Arts and Vive Les Arts Children’s Theatre

Although no representative from the grantee was present, Ms. Briggs verified that the rules do not require the grantee to be present. Per the Event Change Request form, the dates of The 39 Steps shows would change to May 8th to May 17th, Matilda July 10th to July 19th, Beauty and the Beast, Jr., June 5th to 14th. Vice Chairperson Golden moved to approve the date changes as requested, seconded by Commissioner Melton. The motion passed unanimously.

Consider FY 20 Event Change Request from Central Texas College Foundation

Ms. Marcine Chambers requested to change the date of Epically Geeky Expo to August 15th and 16th due to the coronavirus pandemic. Commissioner Santiago moved to approve the date changes as requested, seconded by Vice Chairperson Golden. The motion passed unanimously.

Consider FY 20 Event Evaluation for Armed Forces Natural Hair and Health

Ms. Luvina Sabine gave the presentation of the event. Commissioner Cobb commented that the event was well attended by the community. Ms. Cheung stated the grant was awarded \$10,711 for this event, and the staff’s recommendation of funding was \$10,711. Vice Chairperson Golden moved to approve the recommended amount of funding, seconded by Commissioner Cobb. The motion passed unanimously.

Consider FY 20 Event Change Request from Armed Forces Natural Hair and Health

Ms. Luvina Sabree requested to change the date of the Killeen Black Art & Film Showcase to September 5th due to the coronavirus pandemic. Vice Chairperson Golden moved to approve the date change as requested, seconded by Commissioner Flores-Achmad. The motion passed unanimously.

Consider FY 20 Event Evaluation for IMPAC Outreach

Mr. Rodney Duckett gave the presentation of the event. Ms. Cheung stated that the grantee was awarded \$12,006 for the event, which had an approved budget of \$12,006. The staff’s recommendation was \$7,937. The difference was due to the required cash match. Commissioner Melton commented that the event was successful. Commissioner Santiago moved to approve the recommended amount of funding, seconded by Commissioner Flores-Achmad. The motion passed unanimously.

Discuss Arts Commission Appreciation Night

Commissioner Cobb reported that the event was scheduled at the Killeen Civic and Conference Center on October 9, 2020 from 7 to 9 p.m., and she asked any suggestions about the event be sent to Marketing subcommittee.

Receive briefings by subcommittees

A. Rules and Regulations

No updates were reported.

B. Marketing

No updates were reported.

Next Meeting Date

The next regular meeting is scheduled for Friday, May 8, 2020, at 12:15 p.m. in the Utility Collections Conference Room.

Adjournment

Vice Chairperson Golden moved to adjourn the meeting, seconded by Commissioner Santiago. The motion passed unanimously. The meeting ended at 1:17 p.m.

John Miller, Chairperson

Tsui Cheung, Staff Accountant

FUND 214 HOTEL OCCUPANCY TAX			DEPT/DIV 2020 FINANCE/ACCOUNTING							ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
41		FINANCE										
415		FINANCE										
41		SUPPLIES										
41	10	OFFICE	10	.00	0	78	18.98	24	.00	137	118.02	14
41	15	POSTAGE/CARRIER SERVICE	5	.00	0	35	.00	0	.00	60	60.00	0
41	**	SUPPLIES	15	.00	0	113	18.98	17	.00	197	178.02	10
44		SUPPORT SERVICES										
44	25	LEGAL AND PUBLIC NOTICES	85	.00	0	375	612.30	163	.00	800	187.70	77
44	**	SUPPORT SERVICES	85	.00	0	375	612.30	163	.00	800	187.70	77
55		GRANTS										
55	43	GRANTS TO THE ARTS	32779	18648.00	57	177406	106405.00	60	188003.00	341303	46895.00	86
55	59	KAC ADMINISTRATIVE EXPENS	113	.00	0	1003	.00	0	.00	1573	1573.00	0
55	**	GRANTS	32892	18648.00	57	178409	106405.00	60	188003.00	342876	48468.00	86
415	**	** FINANCE	32992	18648.00	57	178897	107036.28	60	188003.00	343873	48833.72	86
41	**	** FINANCE	32992	18648.00	57	178897	107036.28	60	188003.00	343873	48833.72	86
DIV	2020	TOTAL ***** ACCOUNTING	32992	18648.00	57	178897	107036.28	60	188003.00	343873	48833.72	86
DEPT	20	TOTAL ***** FINANCE	32992	18648.00	57	178897	107036.28	60	188003.00	343873	48833.72	86
FUND	214	TOTAL ***** HOTEL OCCUPANCY TAX	32992	18648.00	57	178897	107036.28	60	188003.00	343873	48833.72	86
GRAND		TOTAL *****	32992	18648.00	57	178897	107036.28	60	188003.00	343873	48833.72	86



City of Killeen arts commission

EVENT CHANGE NOTIFICATION FORM

*NOTE: Exhibit I of the Municipal Hotel Occupancy Tax Revenues Recipient Contract must be completed and attached.

A. CONTACT INFORMATION

Name of Organization IMPAC Outreach

Contact Name/Title Rodney L. Duckett CEO/Founder

Contact Email Address impacoutreach@gmail.com

Contact Telephone # 254-598-0240

B. PREVIOUSLY APPROVED EVENT INFORMATION

Input information from your approved grant application.

Event Title	Performance Dates	Event Location
Taste of Africa	7/20/2020	Killeen Civic & Conf
Kz Frazier Drama Play: TBA	9/12/2020	Killeen Arts/Activity Center

C. PROPOSED CHANGES TO EVENT INFORMATION

Input only information from your approved grant application that you are proposing to change.

Event Title	Performance Dates	Event Location
Taste of Africa	9/27/2020	Killeen Civic & Conf
A Cry of Freedom	9/27/2020	Killeen Civic & Conf



 Signature of Applicant

Rodney L. Duckett

 Printed or Typed Name

CEO/Founder

 Printed or Typed Title

4/15/2020

 Date

EXHIBIT I

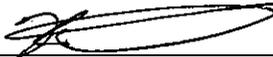
FY 2019 MUNICIPAL HOTEL OCCUPANCY TAX REVENUES RECIPIENT CONTRACT ("THE ARTS")

Grantee: IMPAC Outreach

Event	Date	Location	Awarded Grant Amount	Event Evaluation Report Due Date	Final Evaluation Report Due Date
African American Arts&History Showcase	2/1/2020	KCCC	\$12,006	3/17/2020	
Taste of Africa	7/20/2020	KCCC	\$10,248		
Kz Frazier Drama Play:TBA	9/12/2020	KAAC	\$7,289		

The above events are correct as listed. I understand that any changes must be submitted in writing by completing the section below and sending to the City of Killeen Finance Department, with an Event Change Request Form, no later than 45 days prior to the event(s) that have a change. If you have any questions, please contact Finance staff at (254) 501-7730. **Any changes to the original contracted dates above must be reviewed and approved by the Arts Commission prior to your event.**

I understand that failure to submit a change notification or Evaluation Report by the due dates above may result in forfeiture of grant funds.



 Signature

Rodney L. Duckett CEO/Founder

 Printed Name & Title

4/15/2020

 Date

To: City of Killeen Finance Department

Our event information has changed as listed below.

Note: You MUST also calculate your new Evaluation Report due dates and enter below. Evaluation Reports are due on or before 45 days after completion of your event. For multiple events and year-long events, your Final Evaluation Report must be submitted no later than September 30 of the current grant year or within 45 days after completion of your final event, whichever is later.

Event	Date	Location	Awarded Grant	Event Evaluation	Final Evaluation
Taste of Africa	9/27/2020	KCCC	\$10,248		
A Cry of Freedom	9/27/2020	KCCC	\$7,289		

I understand that failure to submit a change notification or Evaluation Report by the due dates above may result in forfeiture of grant funds.



 Signature

Rodney L. Duckett CEO/Founder

 Printed Name & Title

4/15/2020

 Date



GRANT CALENDAR FY 2021 ALLOCATION CYCLE

May 2020		City Staff solicits for grant applications. Methods of advertisement: Notice on the City's Cable Access Channel and published in the Sunday edition of the Killeen Daily Herald, under legal notices on May 3 and May 10.
May 15, 2020	10:00 a.m.	City Staff conducts the Grant Application Workshop via Zoom. Attendance at this workshop is mandatory for all grant applicants. †
May 18, 2020		City Staff begins accepting applications for the Annual FY 2021 Allocation Cycle.
June 12, 2020	4:30 pm	Deadline for applying for an Arts Grant for the Annual FY 2021 Allocation Cycle.
June 26, 2020	12:15 pm	Regular meeting of the Killeen Arts Commission. City Staff distributes completed Grant Applications to Arts Commission members.
July 10, 2020	12:15 pm	Regular meeting of the Killeen Arts Commission. The Arts Commission conducts the Grant Review Workshop. Attendance at this meeting is mandatory for all grant applicants. †
August 14, 2020	12:15 p.m.	Regular meeting of the Killeen Arts Commission. The Arts Commission will review the recommendations for Arts Grants for the FY 2021 Allocation Cycle. Attendance at this meeting is mandatory for all grant applicants. †
August 18, 2020*	5:00 p.m.	Killeen City Council Workshop. The City Council will discuss the recommendations of the Arts Commission.
August 25, 2020*	5:00 p.m.	Killeen City Council meeting. The City Council will vote on recommendations of the Arts Commission.

Killeen Arts Commission meetings will be held in the Utility Collections Conference Room located at 210 West Avenue C.

† See Killeen Arts Commission's Rules and Regulations regarding mandatory attendance at this workshop.

Killeen City Council meetings will be held in the City Council Chambers located at 101 North College Street.

*Dates and times are subject to change by City Council.

If you have any questions, please contact the Finance Department at (254) 501-7730.

II. Meetings

201. Quorum

A quorum shall consist of a majority of members then in office eligible to vote on any given matter.

202. Simple Majority

Simple majority is the majority vote of those Commissioners present.

203. Agenda

A1. In order for an item to be placed on the Arts Commission agenda, a request must be sent via email to the Arts Commission Secretary no later than 12:00 p.m. two (2) Mondays prior to the scheduled meeting. The item will then be placed on the agenda to be approved by the City Staff Executive Sponsor and by the Arts Commission Chairperson. *or phone*

B2. —An agenda shall be prepared by the secretary for the meeting of the Commission. There shall be attached to each agenda a report of matters pending further action by the Commission. A copy of the agenda shall be publicly posted on the information bulletin board at the Police Department (24 hour entrance), the information bulletin board at City Hall, and on the City's website ~~(as required by law for a period of seventy-two (72) hours before the meeting).~~

~~a. — Old Business~~

~~— b. — New Business~~

C. Discussion of agenda items shall be in compliance with the Open Meetings Law of the State of Texas. Each item must be specifically described in the agenda.

204. Regular Meetings/Recording of Votes

Regular meetings shall be held on the second Friday of the month unless otherwise determined by the Commission. The regular meetings will occur in the Utility Collections Conference Room City Hall Council Chambers at 12:15 p.m. or a time and location determined by a simple majority of the Commissioners present at any previous meeting.

All members of the Arts Commission, ~~including except~~ the chairperson, may vote. The chairperson can only vote to break a tie.

205. Special/Workshop Meetings

Special/workshop meetings for any purpose may be held: (1) on the call of the Chairperson, or (2) on request of three or more commissioners and by giving

The official records shall be these rules and regulations, the written transcribed minutes, and the voice recordings obtained at the meeting, the agenda and attachments, all applications, findings, and decisions of the Commission.

302. File - Retention

All matters coming before the Commission shall be filed in the City's records. Original grant applications and evaluations shall be retained in accordance with the City's record retention policy.

303. Public Record

The official records shall be open to public inspection as prescribed by the Texas Public Information Act, V.T.C.A., Government Code, §552.001 *et. seq.*

IV. Tax and Grant Revenue Allocations

401. Arts Commission Grants

The Hotel/Motel Tax Revenue Allocations and any other funding acquired through federal, state, and private grants will hereafter be referred to as Arts Commission Grants. These do not include Cultural/Arts Events provided for in section VII.

Arts Commission Grants are provided on a cost reimbursement basis. The grantee is required to finance its operations with its own working capital, and payments are made to reimburse the grantee for actual cash disbursements with required supporting documentation (see Section 605 for definition of supporting documentation).

Grant costs are reimbursed after any required cash match has been met. An exception to this rule is for drawdown requests in which costs may be reimbursed up to 50% of the grant award without the required cash matching.

402. Classification of Arts Commission Grants

There will be four classifications of Arts Commission grants: Start-Up Grant, Minor Grant, Major Grant, and Public Permanent Art Grant.

A1. A Start-up Grant will be in an amount up to three thousand dollars (\leq \$3,000) and requires a ten percent (10%) match of eligible expenses. This is the only grant a first-time grantee is eligible to receive.

↳ is only available to

A start-up grant can only be awarded the first year applying for a Killeen Arts Commission grant.

B2. A Minor Grant will be in an amount up to five thousand dollars (\leq \$5,000) and requires a twenty-five percent (25%) match of eligible expenses.

C3. A Major Grant will be in an amount over five thousand dollars ($>$ \$5,000) and requires a fifty percent (50%) match of eligible expenses.

5. Expected “Tourism”, as defined under Texas Tax Code Section 351.001 as guiding or managing individuals who are traveling to a different city, county, or state for pleasure, recreation, education, or culture (15 points maximum);

20 points

6. Marketing effort of the art grant request to attract tourists and hotel guests (15 points maximum);

7. Applicant’s knowledge and ability to address the Arts Commission’s questions (10 points maximum); and

8. Applicant’s willingness and ability to invest additional money and volunteer effort in the project (5 points maximum).

C. The grant recommendation = adjusted grant x average score ÷ total of maximum grant amounts x budget for grants.

1. Definitions:

a. Adjusted grant – original grant request minus any adjustments for ineligible expenses and matching requirements.

b. Average score – the average of all the Arts Commissioner’s scores as a percentage.

c. Total of maximum grant amounts – Sum of all maximum grant amounts. The maximum grant amount for each grant request is determined by multiplying the adjusted grant amount by the average score.

D. City staff will present the recommended grant awards to the Arts Commissioners for review in the presence of the eligible applicants. Afterwards, the art grant recommendations will be presented to the City Council for approval.

~~The total Tax and Grant Revenue Allocations for the arts will be divided among the four classifications of Arts Commission Grants.~~

V. Guidelines and Criteria for Arts Commission Grants

501. Use of Funding

A. Arts Commission Grants will be distributed in the following manner to events and public permanent art that have as their primary purpose

Cashiers check, money order

B. Supporting documentation, as referenced in this document, is defined as evidence that costs were incurred and paid by the grantee. Generally, this will take the form of an invoice, receipt, or contract, supported by a copy of a cancelled check/electronic copy, or other document, for example, bank statements, electronic reference, etc., supporting that the transaction occurred. Note that all copies of cancelled checks, submitted as documentation, should include both the front and back of the check. If the back side is not available, a copy of the respective bank statement can be submitted. For reimbursement of the grantee's staff salaries (Category 1), personnel activity reports are required. The personnel activity report must contain enough detail to identify the portion of staff salaries devoted to the event/project. The reports must be signed by the employee and the employee's supervisor.~~third party invoices/receipts and copies of cancelled checks for all expenses. Supporting documentation should include (at a minimum) vendor name, date payment was received/is due, grantee's name, and dollar amount. Supporting documentation is required for all expenses identified on any and all grant documents submitted.~~

606. Acknowledgement of City Funding for Arts Commission Grants

The recipient shall acknowledge the City of Killeen's participation in the funding of the event or public permanent art in all promotional materials using the context below. This shall include and not be limited to printed programs, posters, mailers, advertisements, social media, audio, video and internet promotions.

Printed Items: "This event/program/performance/exhibition/public permanent art is supported, in part, by funds from the City of Killeen, Texas, Municipal Hotel Occupancy Tax Revenues and other funding sources as stated in the contract." The font used in print materials shall be proportional to the advertisement style.

Printed materials also shall use the official logo of the Killeen Arts Commission or the following statement: "Sponsored in part by the City of Killeen, Texas, Arts Commission." The font used for the logo must be sized the same as sponsors that have contributed amounts similar to the grant from the Arts Commission.

Radio/Audio ONLY: "Sponsored in part by a grant from the City of Killeen, Municipal Hotel Occupancy Tax Revenues."

607. Application Workshop

All grant applicants must have informed representation at the Killeen Arts Commission Application Workshop. A makeup session may be provided by City Staff within 30 days of the original workshop. If the applicant does not have informed representation at the Application Workshop or the makeup session the application will be disqualified for funding. Informed representation must be someone other than an arts commissioner and must be a member of the organization applying for funding. Failure to do so will cause the organization to be ineligible for consideration of funding.



ARTS COMMISSION GRANT ALLOCATION POLICY

RESPONSIBLE DEPARTMENT/ DIVISION	Finance/Accounting		
EFFECTIVE DATE	April 14, 2020	LAST UPDATED	April 14, 2020
RELATED POLICIES AND PROCEDURES	Arts Commission Rules and Regulations Application Rating Sheet Grant Request Score Tabulation		

MISSION STATEMENT

To provide for a fair and transparent allocation methodology of hotel occupancy tax revenue for grants to the arts.

PURPOSE AND SCOPE

The Texas Tax Code Section 351.101 requires hotel occupancy tax revenue be used to promote tourism and the convention and hotel industry. Tax Code Section 351.101(a)(4) authorizes the use of hotel occupancy tax revenue for the encouragement, promotion, improvement, and application of the arts. Tax Code Section 351.103(c) limits the amount of hotel occupancy tax revenue used for the arts to 15% of the hotel occupancy tax revenue collected.

The City Manager will provide the Arts Commission with a budget amount during the annual budget process for grants to the arts. The Arts Commission will make a recommendation to City Council of how to allocate the budget for grants to the arts. This policy establishes the allocation methodology the Arts Commission will use in determining how to distribute the budget across applications for art grants.

OBJECTIVES

- 1. Monitor fiscal compliance.** The art grants are funded from hotel occupancy revenue. Therefore, criteria need to be established to ensure that only art events that meet the provisions set forth in Texas Tax Code Section 351.101 receive funding.



2. **Ensure fairness in the review process.** All grant applicants are reviewed by City staff and the Arts Commissioners using the same set of objective measures and selection criteria.
3. **Maintain information transparency.** Information about the grant requirements and selection criteria are fully accessible to all potential applicants.

POLICY STATEMENTS

(a) GRANT REQUESTS

- (1) Staff will solicit art grant applications in the second quarter of the fiscal year and will hold an application workshop to brief the potential grantees on the requirements of the grant requests, the process of application review, and the funding criteria. A deadline will be established for application submission. Applications will not be accepted after the deadline.

(b) APPLICATION REVIEW BY CITY STAFF

- (1) Staff will review the applications for correctness and adjust grant requests for the following:
 - (A) Ineligible expenses as specified in the Arts Commission's Rules and Regulations Section 501(C) will be removed;
 - (B) If an applicant's grant request does not include the required cash match, the grant request will be adjusted so that the cash match requirement is met as established in the Arts Commission's Rules and Regulations Section 402.

(c) APPLICATION REVIEW BY ARTS COMMISSIONERS

- (1) A meeting will be scheduled for the applicants to present their art grant request to the Arts Commissioners. The Arts Commissioners will score the art grant request based on the following:
 - (A) Does the art grant request promote tourism and the hotel and convention industry as required by Texas Tax Code Section 351.101? If the majority of Arts Commissioners find the art grant request does not satisfy this criterion, the grant request will be disqualified;



- (B) The artistic merit of the art grant request (30 points maximum);
- (C) The experience of the applicant:
 - (i) Previous Arts Grant recipient - ability to meet the stated goals and objectives of the grant rules and regulations; or
 - (ii) First-time applicants - the length of time hosting the event and experience in undertaking projects of similar complexity as the one for which funds are being requested. (10 points maximum);
- (D) Expected number of Killeen hotel rooms sold for the event with credible objective supporting data or information (15 points maximum);
- (E) Expected “Tourism”, as defined under Texas Tax Code Section 351.001 as guiding or managing individuals who are traveling to a different city, county, or state for pleasure, recreation, education, or culture (15 points maximum);
- (F) Marketing effort of the art grant request to attract tourists and hotel guests (20 points maximum);
- (G) Applicant’s knowledge and ability to address the Arts Commission’s questions (10 points maximum).

(d) GRANT RECOMMENDATION

(1) The grant recommendation = adjusted grant \times average score \div total of maximum grant amounts \times budget for art grants.

- (A) Definitions:
 - (i) Adjusted grant – original grant request minus any adjustments for ineligible expenses and match requirements.
 - (ii) Average score – the average of all the Arts Commissioner’s scores as a percentage.



- (iii) Total of maximum grant amounts – Sum of all maximum grant amounts. The maximum grant amount for each grant request is determined by multiplying the adjusted grant amount by the average score.
- (2) City staff will present the recommended grant awards to the Arts Commissioners for review in the presence of the eligible applicants. Afterwards, the art grant recommendations will be presented to the City Council for approval.

(e) DOCUMENTATION

- (1) This policy will be incorporated into the Arts Commission Rules and Regulations to explain the methodology of the art grant recommendations.
- (2) Detailed procedures regarding application solicitation and grant administration, other grant requirements, and documentation requirements are also explained in the Arts Commission Rules and Regulations.



DOCUMENT APPROVAL

The policies in this document have been reviewed and approved by the responsible Department/Division Head or designee, the City's legal team and the City Manager.

Any revisions, including added or deleted sections and language modifications, that are made to this document must be approved by the City Manager, the City's legal team and the responsible Department/Division Head or designee. Signatures from all parties are required every time there are changes or revisions to this policy.

 **Kent Cagle**
Digitally signed by Kent Cagle
Date: 2020.04.24 13:57:17 -05'00'

Kent Cagle
City Manager

 **Jonathan Locke**
Digitally signed by Jonathan Locke
Date: 2020.04.22 13:39:05 -05'00'

Jonathan Locke
Executive Director of Finance

 **Traci Briggs**
Digitally signed by Traci Briggs
DN: CN=Traci Briggs,
E=tbriggs@killeentexas.gov
Reason: I am approving this document
Location:
Date: 2020-04-23 16:55:20

Traci Briggs
Interim City Attorney

Due to frequent changes in work environments and conditions, responsible departments shall attempt to review all policies and procedures annually for any necessary revisions or additions.

KILLEEN ARTS COMMISSION
GRANT APPLICATION RATING SHEET

Organization Name: _____

Event Name: _____

QUESTIONS		SCORING		REVIEWER COMMENTS
		Max	Rate	
1.	<p>Promote tourism and hotel and convention industry: Yes or No</p> <p>Does the art grant request promote tourism and the hotel and convention industry as required by Texas Tax Code Section 351.101?</p>	Yes/ No		
2.	<p>The artistic merit of the art grant request: Maximum of 30 points</p> <p>Art as the primary purpose of the art grant request.</p>	30		
3.	<p>Experience and past performance: Maximum of 10 points</p> <p>The experience of the applicant:</p> <ul style="list-style-type: none"> a) Previous Arts Grant recipient - ability to meet the stated goals and objectives of the grant rules and regulations; or b) First-time applicant – the length of time in hosting the event and experience in undertaking projects of similar complexity as the one for which funds are being requested 	10		

KILLEEN ARTS COMMISSION
GRANT APPLICATION RATING SHEET

Organization Name: _____

Event Name: _____

QUESTIONS	SCORING		REVIEWER COMMENTS
	Max	Rate	
<p>4. Expected number of Killeen hotel rooms sold for the event: Maximum of 15 points</p> <p>The applicant must provide the expected number of Killeen hotel rooms that will be sold for the event and provide credible objective supporting data or information.</p>	15		
<p>5. Expected “tourism”: Maximum of 15 points</p> <p>The applicant must data or information to show expected “tourism”, as defined under Texas Tax Code Section 351.001 as guiding or managing individuals who are traveling to a different city, county, or state for pleasure, recreation, education or culture.</p>	15		
<p>6. Marketing efforts: Maximum of 20 points</p> <p>Marketing effort of the art grant request to attract tourists and hotel guests.</p>	20		

KILLEEN ARTS COMMISSION
GRANT APPLICATION RATING SHEET

Organization Name: _____

Event Name: _____

	QUESTIONS	SCORING		
		Max	Rate	REVIEWER COMMENTS
7.	<p>Knowledge and ability: Maximum of 10 points</p> <p>Applicant's knowledge and ability to address the Arts Commission's questions.</p>	10		

 Reviewer's Name [please print]

 Reviewer's Signature

 Date

Grant Recommendation Example

Budget for Art Grants \$ 185,167
Total of Maximum Grant Amounts \$ 256,067 (All 22 Events)

	<u>Grantee #1*</u>	<u>Grantee #2</u>	<u>Grantee #3</u>	<u>Grantee #4</u>
Adjusted Grant	\$ 10,000	\$ 10,000	\$ 15,000	\$ 5,000
Average Score	100%	85%	100%	100%
Recommended Grant Award	\$ 7,231	\$ 6,147	\$ 10,847	\$ 3,616

*Recommended Grant Award of \$7,231 Calculation

