

FY 20/21



CITY OF
ALBUQUERQUE

UETF APPLICATION AND APPLICATION
INSTRUCTIONS

**URBAN ENHANCEMENT TRUST FUND
APPLICATION INFORMATION
FY 2020-2021 PROGRAM**

The Urban Enhancement Trust Fund (UETF) Overview

The UETF is a public endowment created by the Albuquerque City Council in 1983 to fund projects designed to enrich the physical and cultural environment of Albuquerque. In 2004, the City Council amended the UETF Ordinance to provide that all funds available from the endowment should be directed only to cultural projects. In addition, the Ordinance provides for an eleven-member citizens' UETF Committee that is responsible for establishing guidelines and developing criteria for selecting projects to be funded. Each 2-year cycle, the Committee rates, ranks and recommends a program of cultural projects to the Mayor. The Mayor's approved program ultimately receives final fiscal approval from the City Council.

A full copy of the UETF Ordinance may be found at <http://www.cabq.gov/uetf>

UETF POLICY

Proposals for projects must be submitted by a non-profit, tax-exempt 501(c)(3) arts organization or/and appropriate fiscal sponsor. The applicant organization must be dedicated to enhancing Albuquerque's cultural vitality in the area of visual art, music, theater, dance, history or literature. Applicants may submit one (1) application on behalf of their organization and up to two (2) separate applications if acting as a fiscal agent/sponsor for another arts and cultural organizations that is not currently a 501(c)(3).

Fiscal Agent Endorsement: Application's using a fiscal agent must provide a letter of agreement acknowledging their role as the fiscal agent sponsoring the project and application and the fiscal agents IRS letter of determination.

UETF is a two-year cycle. Funds become available for services provided under an executed contract after July 1, 2019.

UETF funds projects, not an organization's general operating expenses.

All provisions of the "anti-donation" clause of the Constitution of the State of New Mexico apply.

http://www.rodey.com/uploads/FileLinks/cff57958d69146eb9e548fa755102759/rodey_anti_donation_clause_history.pdf

UETF is **not** the sole source of funding for most projects.

STATEMENT OF CULTURAL DIVERSITY, EQUITY & INCLUSION

To support a full creative life for all, the Urban Enhancement Trust Fund Committee has adopted the following statement of Diversity, Equity & Inclusion championing policies and practices that will utilize the following definition in all processes and procedures of cultural equity that empower a just, inclusive, equitable community.

DEFINITION OF CULTURAL EQUITY

Cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.

UETF FY 20-21 Funding Amount: Overall UETF funding for the FY 20-21 cycle is \$350,000. Applicants are limited to funding request of up to \$12,000 for FY 20-21 UETF funds.

APS Endorsement: Applications which involve student participation at schools during regular hours or that require offsite travel during the school day must include a letter of APS support that states the activity is constructive to or supplements the school's curriculum and that it will be welcomed at the selected or specified school(s).

1. Support from a responsible representative of the administration of the schools involved.

And/ Or

2. A statement from the teachers whose classes will be involved.

APPLICATION

The application should follow the format below: Total cumulative word count not to exceed 2000 words, excluding mission statement.

SECTION 1: Organization's Mission Statement (mission statement does not count against total application word count of 2000 words).

SECTION 2: Project Description (suggested 600 word limit) Describe the proposed project.

SECTION 3: Organization Capacity (suggested 600 word limit). Please provide information that demonstrate the organization's history, reputation and administrative ability to carry out the proposed project. Include information on the organization's, accountability measures, evaluations process, or self-identified metrics of success.

SECTION 4: Impact on the Community (Suggested 500 word limit) All projects should have a favorable economic, educational or cultural impact on the city. Please include information about how the project will enhance the urban environment of Albuquerque, increases awareness of the creative economy, helps promote Albuquerque as an artistic community, how or if, the specific community(ies) will be served by the project, how has the organization worked in the community the project will serve, and if any members of your organization are part of the identified community.

SECTION 5: Budget (budget comment section, optional, suggested 100 word limit)

Applicants are limited to funding request of up to \$12,000 in UETF funds.

Budget Detail:

It is essential that the submitted budget be reasonable, balanced, and represents a fair market value of services for dollars requested. There should be a demonstration of additional support from the community listed within the budget of the project. Provide additional information regarding any in-kind, earned income and/or matching support within the budget. UETF should not be the sole source in funding the project.

The scope of all budget costs should be as complete as possible. Each cost should be a separate line item. Budget items should include:

1. The requested funding from UETF
2. Funding from other sources
3. Detailed descriptions of In-kind contributions
4. Possible additional expenses

The budget narrative should describe briefly how the UETF funds will be used for this project. Describe all other sources of cash funds and in-kind contributions for this project including city, county, state, and federal grants or contracts for services, other non-profit organizations' contributions, earned revenues and other community support.

SECTION 6: Key Personal (suggested 200 word limit) *Description of up to two key Artist/Professionals and up to two key Administrative/Fiscal/Fundraising personnel and their role in the project. If using a fiscal sponsor/agent one of the two key administrative/fiscal personnel must be from the fiscal agent*

BASIS OF RATING APPLICATIONS

All applications are rated using a 100 point score system based on the following criteria and percentages. Applications must receive a final score of at least 65 out of 100 points to be eligible for funding

Project Description – 25 pts
Organization Capacity – 25 pts
Impact on Community – 25 pts
Budget – 25 pts
Total: 100 pts

INSTRUCTIONS FOR SUBMITTING APPLICATIONS

All applicants must submit a copy of their IRS 501(c)(3) Letter of Determination and a copy of their most recent fiscal year IRS Form 990. Applicants utilizing a fiscal agent must submit a letter from the fiscal agent supporting and agreeing to sponsor the proposed project, the fiscal agent's IRS Letter of Determination and the Fiscal Agent's IRS 990 from the previous fiscal year.

If this is a project with multiple segments or phases, list each component separately in every part of the application.

It is important to note: The application narratives has a accumulative word limit of 2000 words; please prepare the narrative accordingly. Words over the limit will not be considered. The mission statement does not count against the word count.

Emailed applications preferred. Applications must be submitted using the provided Word Document application form. IRS Letters of Determination and IRS Form 990 must be submitted as PDF attachments.

Hardcopy applications must be typed, using a legible font in a 12 point size
DO NOT ATTACH ANY ADDITIONAL INFORMATION UNLESS STATED IN THE APPLICATION.

Applications are due in the Public Art Urban Enhancement Offices **Thursday October 25, 2018 4:00 P.M.** Applications received after this deadline will not be considered. (Two Civic Plaza NW, West Convention Center Lobby, Albuquerque, NM)

E-mail: Download the Application and Instructions (www.cabq.gov/uetf/applications) and e-mail the completed application to Matthew Carter, UETF Coordinator, uetf@cabq.gov.

OR

Mail: Completed application to City of Albuquerque, CSD Public Art Urban Enhancement Program, P.O. Box 1293, Albuquerque, NM 87103 Attention: Matthew Carter, UETF Coordinator. Mailed applications must be in the UETF offices by Thursday, October 25, 2018 at 4:00 pm.

OR

Hand Delivery: Completed application to Public Art Urban Enhancement Program Office, Convention Center, Two Civic Plaza NW, Albuquerque, NM 87103. Attention: Matthew Carter, UETF Coordinator. by Thursday, October 25, 2018 at 4:00 pm.

Anticipated Application Timeline:

- Thursday, October 25, 2018- Application Deadline, 4:00 p.m.
- November 2018 Applications processed and reviewed by City staff
- November thru Mid-December 2018 UETF Committee reviews, scores, and recommends projects
- December 2018 Final UETF recommendations to Mayor
- Spring 2019 City Council reviews/approves recommendations
- July 2019 Funding available upon executed contracts