

**URBAN ENHANCEMENT TRUST FUND  
APPLICATION INFORMATION  
FY 2016-2017 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 recommended program ultimately receives final approval from the City Council. The UETF Committee provides oversight throughout the two-year period for each funded project.

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 non-profit, tax-exempt 501(c) (3) organizations. The organization must be dedicated to enhancing Albuquerque's cultural vitality in the area of visual art, music, theater, dance, history or literature and other themes as described in the city's original cultural plan. All projects should have a favorable economic or cultural impact on the city.

UETF is a two-year cycle. Funds become available for services provided under an executed contract after July 1, 2015.

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

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

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

**APS Endorsement:** Applications which involve student participation at schools during regular hours or offsite travel during the school day must include some indication of APS support:

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

Or

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

The letter of support must state that the activity is constructive to or supplements the school's curriculum and that it will be welcomed at the selected or specified schools.

The application should follow the format below:

**SECTION 1 – Mission Statement** (Suggested 50 word mission statement does not count against total application word count of 1500 words.)

**SECTION 2, 3 and 4 – Project Description, Quality of Organization and Impact on Community.** (suggested 1200 word limit)

The combined project description, quality of the organization and the project's impact on the community will contribute approximately four-fifths toward the rating of your application.

Please provide information about how the community will be served by the project and how the project will enhance the urban environment of Albuquerque. In addition, please provide specific examples of previous activities that demonstrate the organization's ability to carry out the proposed project.

## **SECTION 5 – Budget** (budget comment section suggested 100 word limit)

Note: Urban Enhancement Trust Fund earnings vary with economic conditions. Applicants should be aware that funds continue to remain at only \$300,000 per UEFT funding cycle.

### Budget Detail:

The last fifth of the rating focuses on the Budget for the project. It is essential that the submitted budget be reasonable, balanced, and represents a fair market value of services for dollars requested.

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 – Bio** (suggested 200 word limit)

Brief bios of two key Artist/Professionals and two key Administrative/Fiscal/Fund Raising personnel

## **BASIS OF RATING APPLICATIONS**

Project – 35%  
Quality of Organization – 15%  
Impact – 30%  
Budget – 20%

## **INSTRUCTIONS FOR SUBMITTING APPLICATIONS**

All applicants must submit a copy of their IRS 501c3 Letter of Determination and a copy of their most recent fiscal year IRS Form 990.

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 has a word limit of 1500 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.

DO NOT ATTACH ANY ADDITIONAL INFORMATION UNLESS STATED IN THE APPLICATION.

**Applications are due in the UETF offices **Friday June 20, 2014 4:00 P.M.**  
Applications received after this deadline will not be considered.**

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

**OR**

**Mail:** Completed application to City of Albuquerque, CIP 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 Friday June, 20, 2014 at 4:00 pm.

**OR**

**Hand Delivery:** Completed application to City/County Government Complex, One Civic Plaza, Public Art Urban Enhancement Program, 6th Floor, Room 605, Albuquerque, NM 87102. Attention: Matthew Carter, UETF Coordinator.

Hardcopy applications must be typed, using a legible font in at least a 12 point size.

DO NOT ATTACH ANY ADDITIONAL INFORMATION

**Anticipated Application Timeline:**

**April, 2014** UETF application public information meeting

**Early May 2014** Nonprofit arts and cultural organizations notified of upcoming UETF funding cycle

**Mid May 2014** New UETF application available online

**Friday, June 20, 2014-Application Deadline**

**July 2014** Applications processed and reviewed by City staff

**August – September 2014** UETF Committee reviews, scores, and recommends projects

**November 2014** UETF Committee recommendations submitted for City of Albuquerque's CIP Committee review

**December 2014** Final UETF recommendations to Mayor

**Spring 2015** City Council reviews/approves recommendations

**July 2015** Funding available for executed contracts