



CITY OF
BAINBRIDGE ISLAND

Cultural Funding Advisory Task Force
Orientation Meeting
Tuesday, October 10, 2023
4:00 PM
Council Conference Room
+Zoom Webinar

The Cultural Funding Advisory Task Force will hold this meeting in person and using a virtual Zoom Webinar platform. Members of the public will be able to attend in person at City Hall or on Zoom.

Please click the link below to join:
<https://bainbridgewa.zoom.us/j/82403246519>
Or Telephone: 1-253-215-8782
Webinar ID: 824 0324 6519

Agenda

Members Stefan Goldby Amanda Maier
 Lisa Horn Nicole Romine
 Michael Lisagor

Liaison Councilmember Clarence Moriwaki

Also Attending Brittany Kirk, Cloudbreak Collective, Facilitator

Meeting Goals

- Orient task force members to the cultural funding process and RFP
- Task force members agree on approach to initial proposal review

Call to Order /Approve Agenda / Conflict of Interest Disclosure
4:00 PM

Public Comment

Member Introductions

Review 2024-25 Cultural Funding Grant Review Process / Proposed Meeting Dates

Upcoming Meetings

- _____, _____ (generally, 2 hours) – Review Applications/Formulate Questions for Applicants
- _____, _____ (generally, 3 hours +/-) – Presentations
- _____, _____ (generally, 2 hours) – Funding Deliberations and Recommendations

Adjournment



CITY OF
BAINBRIDGE ISLAND

Cultural Arts Funding Task Force

Meeting #1 - Orientation

October 10, 2023, 4:00pm to 5:00pm

Formalities

- ▶ Call to Order
- ▶ Approve Agenda
- ▶ Conflict of Interest Disclosure
- ▶ Public Comment

Remainder of Agenda

Introductions

1) What is our job?

2) What is this money intended for?

3) How will we make decisions (includes dates)?

4) What else should we know before we begin?

Adjourn



Introductions

2 MINUTES EACH

- ▶ *Name*
- ▶ *Brief background*
- ▶ *One thing you're hoping to learn*
- ▶ *One thing you're hoping to offer*
- ▶ *Conflict of interest disclosures*

1) WHAT IS OUR JOB AS A TASK
FORCE?

Task Force Charge

Ordinance No. 2020-08, Chapter 2.43 Cultural Funding Advisory Task Force,
Section 2.43.030 Duties and Responsibilities.

*The cultural funding advisory task force, working in collaboration with the city, shall develop **funding recommendations** for consideration by the city council. The task force's recommendation should meet any requirements or guidance provided from the city council to the task force including, but not limited to: the **total amount of available funds**, identified **goals and priorities for funding**, **eligibility** requirements, specific parameters such as **maximum or minimum award levels**, and any other identified guidelines for funding*

Procedures

- Facilitator (Brittany) will take and distribute minutes.
- Roberts Rules of Order not required
- Proposed policy: any official decisions will require a motion, a second, and a vote.
- Council Liaison(s) and Facilitator do not vote
- No substantive discussions via email

What ground rules for discussion should we adopt?

DECISION POINT

Previous sessions' ground rules

- Show up! Be present.
- Come prepared.
- Be thoughtful.
- Be respectful of fellow committee members and applicants.
- Allow everyone to speak uninterrupted. Hear from people who say less.
- Work toward consensus.

2) WHAT IS THIS MONEY INTENDED FOR?

Cultural Arts RFP 2024-2025



Funding only
open to
501(c)(3)
nonprofit
organization

s



Two-year
funding
(2024-25)



\$300,000
available
(\$514,376 in
applications)



Minimum of
\$5K and
Maximum of
\$50K per
award



Must follow
application
process

Purposes of Cultural Arts Funding

01

Involve significant community participation

02

Create access to cultural activities for underserved or underrepresented communities

03

Highlight underrepresented art forms

04

Strengthen organizational capacity

05

Foster opportunities for collaboration within the cultural sector

3) HOW WILL WE MAKE DECISIONS?

Required Application Components

- ▶ Cover Sheet
- ▶ Proposal Narrative (answering specific questions)
- ▶ Board of Directors & Staff Lists
- ▶ Operating Budget
- ▶ Statement of Activities
- ▶ Statement of Financial Position
- ▶ Use of Funds Worksheet
- ▶ Top 5 Funding Sources
- ▶ IRS Determination Letter

Scoring Rubric

Category	Score
Clarity	10
Need	20
Alignment	25
Impact	35
Sustainability	10
Total	100

Task Force Review Process

- Grant application deadline 10/2/23
- COBI Staff review applications for completeness and post online
- Meeting 1 - Orientation (TODAY 10/10/23)

- Task force reads all applications and takes notes
- Meeting 2 - Initial Review —
- Send questions for applicants to Brittany by _____
- Brittany coordinate presentations by applicants
- Meetings 3 and 4 - Applicant Presentations (late Oct / early Nov)
- Meetings 5 - Deliberations & Decisions (early Nov)
- Council Approval (Late November)
- Notifications to Applicants and Contracting by City Staff (December)

Decisions we need to make

1) DO WE NEED "INITIAL REVIEW" MEETING?

2) PRESENTATION FORMAT

- **Decide: Length?**
 - Previous: 10 minutes (5 min presentation, 5 min Q&A)
 - Proposed: 15 minutes each (10 min presentation, 5 min Q&A)
- **Decide: Two short (2 hour) days or one long (4-5 hour) day?**
- **Decide: Will we allow slides?**

2) MEETING TIMES

- Meetings 3 and 4 - Applicant Presentations (**TBD - 11/5 and sometime the week of 11/6?**)
- Meetings 5 - Deliberations & Decisions (**TBD - 11/13?**)

3) SCORING PROCESS...

GRANTMAKING 101: Sorting and Evaluating Proposals

Four-Category Sorting

- ▶ 1. Good idea/Good proposal
- ▶ 2. Good idea/Bad proposal
- ▶ 3. Bad idea/Good proposal
- ▶ 4. Bad idea/Bad proposal

Rubric-Based Scoring

Category	Score
Clarity	10
Need	20
Alignment	25
Impact	35
Sustainability	10
Total	100

Funding Recommendation Options



Do not fund.



Fully fund the project, with stipulations.



Partially fund the proposal.



Fully fund the project, with no stipulations.

Keys to Objective Review

- Everyone evaluates proposals differently – that's okay! Just make sure to be consistent in *your* approach
- Your opinion of the organization is not as relevant as whether they meet the intended purposes of the funding.
- Evaluate proposals against the rubric.
- Only evaluate a proposal based on the information provided – don't assume.

4) WHAT ELSE SHOULD WE KNOW
BEFORE WE BEGIN?

Proposal Types

- ▶ General operating support grants, or “gen op” grants, support the general expenses of operating an organization, rather than the expenses of a specific project or program. A general operating support grant, often referred to as unrestricted or core support means that the funder supports the nonprofit's overall mission and trusts the organization to make good use of the funds.
- ▶ Project or program grants support a specific project, program, or activity of the organization, rather than its day-to-day activities. Project grants support specific activities with a beginning and end, clearly stated objectives and a specific budget. With this type of grant, the funder restricts the use of the funds to the designated project.

Summary: Project funding usually require a specific budget that recipients must follow. With operating grants, recipients may typically use funds at their discretion—wherever they need it most.

Types of Financial Documents

- ▶ Budgets
 - ▶ Operating Budget
 - ▶ Project Budget (“Use of Funds”)
- ▶ Financial Statements
 - ▶ Statement of Financial Position (equivalent to Balance Sheet)
 - ▶ Statement of Activities (equivalent to Income and Expense Statement or P&L)

Budget Red Flags

- Big surplus or deficit without an explanation
- Indirect / Administrative costs too high or too low
- Unclear expense category titles
- Expenses that seem unrealistically high or low
- Too much or too little other funding



Measuring Success

An **OUTPUT** is what exactly you will be delivering this year.
such as hosting 3 events for 50 people per event

An **OUTCOME** is what will happen as a result.
such as people will have greater access to diverse arts.

A **MEASUREMENT** (or data collection or evaluation) **SYSTEM**
is the tools you will use to measure outputs and outcomes.
such as a sign in sheet for attendees or a pre-post survey for guests

INSIDER TIPS

(from work with 100+ organizations!)

- ▶ Not every organization has a grantwriter.
- ▶ Grammar and writing quality does not indicate quality of idea.
- ▶ General operating funds are invaluable.
- ▶ True outcomes are difficult to quantify for small organizations.
- ▶ Staffing is often the largest expense.
- ▶ Earned revenue and other funding sources indicate feasibility.
- ▶ Overhead / administrative costs are critical.

NEXT STEPS

▶ Brittany will email you:

- ▶ These slides and meeting recording
- ▶ The link to the applications (on the COBI website)
- ▶ The full Request for Proposals (on the COBI website)
- ▶ List of dates and times for upcoming meetings
- ▶ Blank score sheet (if using)

▶ You will:

- ▶ Read all applications
- ▶ Make note of any questions you would like applicants to address in their presentations
- ▶ Fill in your score sheet and email back to Brittany by TBD date (if using)

Adjourn

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