

PUBLIC ARTS COMMITTEE
491 E. PIONEER AVENUE
HOMER, ALASKA

MAY 14, 2015
MONDAY, 4:00 P.M.
CITY HALL CONFERENCE ROOM- UPSTAIRS

**NOTICE OF MEETING
WORKSESSION**

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA *(Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg.9)*

3. GRANT OPPORTUNITIES **Page 9**

4. AGENDA ITEMS *(Other than the Items Which must be Conducted in Executive Session)*

5. COMMENTS OF THE AUDIENCE

6. COMMENTS OF THE STAFF

7. COMMENTS OF THE COMMITTEE

8. ADJOURNMENT

A regular meeting follows this worksession **at 5:00 P.M. The Next Regular Meeting on is on August 13, 2015** at 5:00 p.m. A Worksession will be held at 4:00 p.m. **prior to the next regular meeting.** All meetings will be in the Conference Room located upstairs at City Hall 491 E Pioneer Avenue, Homer, Alaska

**NOTICE OF MEETING
REGULAR MEETING**

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA *(Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg.9)*

3. APPROVAL OF MINUTES

A. Meeting Minutes for the Special meeting of April 20, 2015 **Page 5**

4. VISITORS *(Presentations and Visitors are limited to 10 minutes. The committee may by consensus agree to allow additional 10 minutes if required)*

A. Denice Pitzman , Chair , Development Committee and Polly Prindle-Hess , Boardmember with The Homer Foundation - Presentation on the Concept of a Donation Sculpture

5. PUBLIC HEARING *(There are no items scheduled)*

6. STAFF/COMMITTEE/COUNCIL REPORTS

A. Staff Report 15-03

7. PENDING BUSINESS

A. Project Discussion – Pioneer Avenue for ArtPlace/Our Town Grants **Page 9**
1. Partnering with Other City Commissions
2. Similar Programs in Other Communities
3. Draft Letter of Interest

8. NEW BUSINESS

A. Request for Executive Session Pursuant to as §44.62.310(c)(2&3), Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion and matters, which by law, municipal charter, or ordinances are required to be confidential. (Review and Evaluation of Submitted Proposals) **Page 49**

B. Recommendation to Award the Contract to Create a Municipal Art Baseline Inventory **Page 51**

9. INFORMATIONAL MATERIALS

A. 2015 Annual Meeting Calendar **Page 53**

B. Committee Attendance at Council Meeting 2015 **Page 55**

10. COMMENTS OF THE AUDIENCE

11. COMMENTS OF THE STAFF

12. COMMENTS OF THE COMMITTEE

13. ADJOURNMENT

Next regular meeting is scheduled for **THURSDAY, AUGUST 13, 2015 AT 5:00 P.M. A WORKSESSION WILL BE CONDUCTED PRIOR STARTING AT 4:00 P.M. UPSTAIRS** in the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer Alaska.

Session 15-02 a Special Meeting of the Public Arts Committee was called to order on April 20, 2015 at 5:00 pm by Chair Michele Miller at the Homer City Hall Upstairs Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMITTEE MEMBERS MILLER, PERSON AND PETERSEN

ABSENT: COMMITTEE MEMBERS APLIN AND HOLLOWELL (EXCUSED)

STAFF: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

The Committee met in a worksession from 4:00 p.m. until 4:45 p.m. The Committee members discussed with City Manager Koester a suitable project that would fit the ArtPlace and Our Town Grant Programs and partnering with other city commissions and organizations.

APPROVAL OF THE AGENDA

Chair Miller requested a motion to approve the agenda

PERSON/PETERSEN – MOVED TO APPROVE THE AGENDA AS PERSENTED.

There was no discussion.

The agenda was approved by consensus of the committee.

APPROVAL OF THE MINUTES *(Minutes are approved during regular or special meetings only)*

A. Meeting Minutes for regular meeting of February 12, 2015.

Chair Miller requested a motion to approve the minutes as presented.

PETERSEN/PERSON – MOVED TO ACCEPT AND APPROVE THE MINUTES.

There was no discussion.

The minutes were approved by consensus of the Committee.

PUBLIC COMMENTS ON ITEMS ALREADY ON THE AGENDA

There was no public present.

VISITORS

There were no visitors scheduled for this meeting.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. Staff Report 15-02

Ms. Krause asked if everyone responded to HB 160, she noted that she will follow the progress on this bill and asked to be added to an email list.

She reviewed the signage issues with replacing the sign at Jack Gist Park along East End Road but the Department of Transportation will not permit any sign other than regulatory in their right of way.

Staff used the funding Council provided to have signs made for End of the Road Park and WKFL Park

Committee member Person commented that it would be better if this was funded by Parks and Rec since it is not really part of the arts purview but Chair Miller appreciated the awareness it brought to the

Committee and when she presented the budget request in priority order Council chose to fund the items they wanted.

There was a brief discussion on the Interpretive Signage Project and where that stood.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Art Place and NEA Our Town Grant Opportunities (Postponed from the February 12, 2015)

1. Baycrest Overlook Gateway Project
 - a. Baycrest Overlook Improvement Plan

Chair Miller read the title into the record and requested

Committee member Person motioned to continue the discussion at the May 14, 2015 regular meeting and they will focus on the Pioneer Avenue Central Business District Revitalization Project as the Art Based Project to seek Grant Funding and provide much need love and attention.

Committee member Petersen seconded her motion.

The motion was passed by consensus of the Committee.

Committee member Person requested a note in the minutes on the items discussed during the worksession:

- Soldotna Storefront Improvement Program
- Dead Buildings
- Trail Connections
- Storefront Facelifts
- Murals
- Seattle Building Project

NEW BUSINESS

A. Request for Executive Session Pursuant to as §44.62.310(c)(2&3), Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion and matters, which by law, municipal charter, or ordinances are required to be confidential. (Review and Evaluation of Submitted Proposals)

PERSON/PETERSON – MOVED TO ADJOURN TO EXECUTIVE SESSION FOR REVIEW AND EVALUATION OF SUBMITTED PROPOSALS.

There was no discussion.

VOTE. YES. MILLER. PERSON. PETERSEN

Motion carried.

Chair Miller announced the committee will adjourn to executive session at 5:10 p.m.

Chair Miller reconvened the committee at 5:52 p.m.

PERSON/PETERSEN – MOVED TO HAVE STAFF OBTAIN FURTHER INFORMATION FROM SELECT PROPOSERS AND CONTINUE DELIBERATION AT THE MAY 14, 2015 REGULAR MEETING.

There was no discussion.

VOTE. YES. PERSON, PETERSEN, MILLER

Motion carried.

B. Recommendation to Award the Contract to Create a Municipal Art Baseline Inventory

Postponed until the May 14, 2015 meeting.

INFORMATIONAL MATERIALS

A. 2015 Annual Calendar

Chair Miller requested staff to add visitors, Denise Pitzman to the May agenda

B. ASCA Newsletter for April 2015

Committee requested not to include the ASCA Newsletter in the packet since the members all received it via email.

C. Parks, Art, Recreation and Culture Needs Assessment

Ms. Krause apologized for the lengthy document but felt that the committee should be aware of the findings in the assessment. Committee members stated that it was nice to have this document for review.

D. 2015 Committee Attendance at Council Meetings

Mr. Petersen will attend the April 27, 2015 meeting.

Chair Miller will attend the May 26, 2015 meeting.

Chair Miller stated that they will try to attend meetings when there is something to report as she felt it unnecessary to waste Council time.

COMMENTS OF THE AUDIENCE

There was no audience present to comment.

COMMENTS OF THE STAFF

Ms. Krause had no comments.

COMMENTS FROM THE COMMITTEE

Committee member Petersen commented on the review of the proposals received and staff use of the matrix makes it very easy.

Committee member Person was excited about the possibility of getting an ArtPlace grant and the developing the partnerships with art and community and making Pioneer more beautiful as it is so ugly right now.

Chair Miller had no comments.

ADJOURNMENT

There being no further business to come before the Committee Chair Miller adjourned the meeting at 6:00 p.m. **A WORKSESSION IS SCHEDULED FOR 4:00 P.M. PRIOR TO THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, MAY 14, 2015** AT 5:00 P.M. at City Hall Conference Room Upstairs, 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved:_____



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PUBLIC ARTS COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: MAY 6, 2015

SUBJECT: PROJECT DISCUSSION PIONEER AVENUE FOR ARTPLACE/OUR TOWN GRANTS

This item is continued from the April 20, 2015 special meeting; the committee members presents decided to focus their grant discussion on an improvement project for Pioneer Avenue similar to the Seattle Storefront Improvement Project and the Soldotna Storefront Improvement Program.

Committee members were tasked to bring additional information at the last meeting.

I have included information on various programs gleaned from the web just in case committee members were unable to earmark the time to gather the information.

Recommendation: Information in Nature. No Action required.



Storefront Improvement Program

Overview

INTRODUCTION

The Storefront Improvement Program (SIP) was created in 1986 and is designed to enhance and revitalize older commercial neighborhoods throughout the City of San Diego. The Storefront Improvement Program stimulates private investment and customer patronage in the City's older commercial districts by focusing on revitalizing building facades visible to customers, neighboring merchants, and residents. As part of a comprehensive approach to small business assistance and neighborhood revitalization, the City of San Diego provides design assistance and construction costs incentives to small businesses.

Projects are selected that provide the greatest positive impact to commercial districts in need of revitalization. The following factors are considered in evaluating impact:

- Current condition of the building/façade
- Complements the City's public improvement strategies
- Community need/demand for change
- Neighborhood code compliance issues
- Conformity to community design guidelines
- Creative value of the project

Participants in the program receive two benefits. Design assistance provided by the SIP consists of a brief meeting between the participant and a licensed architect to assess the building's exterior facade and discuss potential design improvements. The final result is a design concept sketch of the project. Bringing the design to life is the responsibility of the participant but if the project is completed and documented according the program procedures, an award of a portion of the construction costs can be awarded.

ELIGIBILITY GUIDELINES

All applications are subject to review for eligibility. The City's Storefront Improvement Program is open to small businesses (12 or fewer employees) located in the City of San Diego with a current Business Tax Certificate.

Program Exclusions: national franchises, large office buildings in excess of 80,000-square-feet, residential rental buildings (apartments), home-based businesses, structures not facing the public right-of-way, government owned and occupied buildings, churches and other religious institutions. Also ineligible are properties that have received a SIP incentive within the last five years.

Applications must be submitted and confirmed received by the City before any work included under the scope of this program can begin.

Eligible Improvements: restoration, replacement or new applications of awnings, windows, doors, lighting, paint, landscaping, tile or other decorative material, and signs. Also eligible for award is removal of security bars and code compliance for signage violations. Only improvements made to the street-facing portion of the building are eligible. Improvements are not eligible if they are simply maintenance of the current façade.

The design parameters are:

- Respect for the original features of the building including the use of color and suitable materials
- Limiting additional signage by incorporating it into the building's design
- Use of suitable landscaping that will aid in the preservation of community scale and character

INCENTIVE FORMULAS

I. Standard Incentive

Selected applicants may receive one-third of the construction costs up to a maximum of \$5,000.

For example: if you spend \$15,000, you may receive \$5,000. But if you spend \$18,000, you still only may receive \$5,000.

II. Multiple Tenant Property

Selected applicants may receive one-third of the construction costs up to a maximum of \$10,000.

- For properties with more than two street-facing small business tenants (12 or fewer employees).
- Requires program manager approval.

III. Historic Incentive

Selected applicants may receive one-half of the construction costs up to a maximum of \$7,500.

- Historic documentation is required.
- Improvements must be consistent with the historical character of the property.
- Incentive may only be awarded once per lifetime of building.

IV. Public Art Incentive

Selected applicants may receive one-half of the construction costs up to a maximum of \$7,500.

- Applicant is required to follow an artist selection process approved by the City's Arts and Culture Commission.

* * * Before continuing any further with the application, please contact the SIP Program at * * *
(619) 236-6460 to discuss the details of your potential project.

Step I - Intake Application and Design Phase

CONTACT INFORMATION

Applicant Type, check all that apply:

- Property Owner Property Owner Representative
 Sole Business Owner Business Partner

Applicant/Primary Contact Name: _____

Email Address: _____

Telephone Number: _____ Fax number: _____

Name of business that occupies the space: _____

Name of person or business entity that will be paying the project costs

(if different from the above): _____

Mailing Address: _____

PROPERTY INFORMATION

- Property Type: Two or less businesses with storefronts facing the street
 More than two business tenants with storefronts facing the street

Property Address: _____

Property Owner* Name as it appears on Deed/Title Documents: _____

* Owner will be required to approve all designs and construction activities and materials.

Business Tax Certificate (license) Number: _____

WISH LIST AND ESTIMATED BUDGET

Please indicate what improvements you wish to make to the exterior of your building: (Minimum 2)

- | | | |
|---|---|--|
| <input type="radio"/> Awnings | <input type="radio"/> Doors (replace/restore) | <input type="radio"/> Tile (replace/restore) |
| <input type="radio"/> Lighting | <input type="radio"/> Landscaping | <input type="radio"/> Code Compliance |
| <input type="radio"/> Paint | <input type="radio"/> Signs | <input type="radio"/> Other _____ |
| <input type="radio"/> Windows (replace/restore) | <input type="radio"/> Security bar removal | _____ |

Public art incentive: Are you interested in hiring an artist to incorporate artwork into your storefront renovation? _____

Historic restoration incentive: Are you interested in restoring your commercial property to its original design? _____

* Please submit historical images as discussed with SIP Manager prior to application

Please prioritize your goals on this project:

1-VERY IMPORTANT 2-IMPORTANT 3-NOT IMPORTANT

- | | |
|------------------------------------|--|
| _____ Upgrade image | _____ Help make neighborhood look better |
| _____ Increase security | _____ Watching budget when making improvements |
| _____ Beautify storefront | _____ Restoring the building's historic architecture |
| _____ Increase business visibility | _____ Other _____ |

What is your budget for the storefront (or street-facing façade) portion of this project? _____

Please list all financing source(s) and amount(s): _____

How did you learn about this program? _____

REQUIREMENTS CHECKLIST ✓ (Intake)

- Contacted the SIP Program Manager at (619) 236-6460 to review the potential project
- Made at least one copy of this application for your records
- Read Step II Application form and understand what will be required for final award

Include with Application:

- Two 8"x10" "before" images of the building, photo quality. You may email these to agabriel@sandiego.gov
 - \$250 Refundable Deposit * - Make checks out payable to "City Treasurer"
- * Deposit is only refunded upon completion and approval of an accepted project

I CERTIFY THAT THE INFORMANTION I HAVE PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THE PROJECT I AM APPLYING FOR MEETS THE ELIGIBILITY REQUIREMENTS LISTED IN THIS APPLICATION PACKAGE. I UNDERSTAND THAT THE CITY'S ACCEPTANCE OF THIS APPLICATION DOES NOT CONSTITUTE ANY OBLIGATION TO ANY APPLICANT AND DOES NOT GUARANTEE FUNDING. FAILURE TO REACH DESIGN AGREEMENT WILL RESULT IN DISCONTINUATION OF THE CITY'S PARTICIPATION IN THE PROJECT.

X _____

Print Name _____ Date: _____

Mail your Step I application package to:
 City of San Diego, Economic Development
 Storefront Improvement Program Intake
 1200 Third Avenue, 14th Floor
 San Diego, CA 92101

The City of San Diego is not responsible for items lost or destroyed in the mail/transit.

CONFIRMATION If you do not receive confirmation of this application, contact the SIP Program Manager at (619) 236-6460 or agabriel@sandiego.gov.

For City Staff Use Only	App#:	Received:
Site _____		<input type="checkbox"/> \$250 deposit received
CD: _____ CPA: _____		
Eligibility: <input type="checkbox"/> Less than 80,000 sqft <input type="checkbox"/> Valid Business Tax Certificate <input type="checkbox"/> 12 or fewer employees		
Otherwise ineligible because: _____		
Incentive Category: <input type="checkbox"/> Standard <input type="checkbox"/> Multiple Tenant Property <input type="checkbox"/> Historic <input type="checkbox"/> Public Art <input type="checkbox"/> Redevelopment		
Estimated design phase start date: _____	Architect: _____	
Other notes:		
Processed by: _____ date: _____		

Step II - Certification of Compliance and Application for Award ***After Construction***

HOW TO APPLY

1. **Read the Terms and Conditions** included in this application packet.
2. **Request** an Ownership Certification Form that matches your property type and owner/tenant status. Call the SIP Manager at (619) 236-6460 to obtain this form.
3. **Conceptual design** must be accepted by SIP manager before you fill out this application. Accepted designs will have the following qualities: created by a licensed architect; provides written recommendations for changes and materials; drawn in color; contains a recommended color scheme; labeled with the project address, the date, architect's name, and "City of San Diego Storefront Improvement Program"; and is signed "approved" by property and business owner.
4. **Complete** a qualifying product within one year of the Step I Application and subsequent design coordination. Completed projects must accurately reflect the accepted conceptual design and include two or more eligible improvement elements.
5. **Be aware that funds are issued on a first-come, first-served basis and may be depleted for the fiscal year at any time.** Unfunded projects will retain their "place in line" until the beginning of the next fiscal year on July 1.
6. **Read and sign** the Step II application form on pages five and six of this packet. Mail the completed forms along with proof of expenses (see expenses procedures on page 7) ~~and current IRS W-9 form~~ to:
City of San Diego, Economic Development
Storefront Improvement Program Incentives
1200 Third Avenue, 14th Floor
San Diego, CA 92101
7. **Keep a copy** of your completed application package (including receipts) for your records.
8. **An award check is generally mailed** within 6-8 weeks unless there are documentation errors or omissions, which may result in additional processing time.

The City of San Diego reserves the right to verify accuracy of all application materials, design conformation, and participant eligibility prior to payment of award. The City of San Diego is not responsible for items lost or destroyed in the mail/transit.

Questions? Call The City's Storefront Improvement Program at (619) 236-6460

TERMS AND CONDITIONS

1. To be eligible for an incentive, I understand that: (a) the property must be located in the City of San Diego and must be occupied by a small business (12 or fewer employees); (b) I must hold a valid City of San Diego Business Tax Certificate; and (c) the storefront improvement project must qualify as described in the Step I Application, Eligibility Guidelines are incorporated herein by this reference. I understand I must complete an application for each project site.
Initial _____
2. I understand the incentive offer is limited to applicants who successfully completed a Step I application which resulted in an accepted conceptual design. The project must be fully completed and accurately reflect the initial accepted design concept, including two or more eligible improvement elements. Photos of the final completed project must be submitted with this application.
Initial _____
3. If a tenant of the subject property, I am responsible for obtaining the property owner's permission to participate in the program and complete the project for which I am applying for an incentive. Documentation of such permission is attached as part of this application. Otherwise, my signature on this application indicates I am the owner of the property.
Initial _____
4. I agree to comply fully with all applicable Federal, State, and local laws, ordinances, codes, regulations, permits, and design guidelines. The City of San Diego does not assume liability for compliance with local, state, or national building code standards and conceptual design acceptance by the SIP manager does not create any liability whatsoever.. The City of San Diego will not issue any award if the subject property is in violation of any law, ordinance, codes, regulation, permit or design guideline. I assume responsibility for any costs arising from repairs or alterations caused by any violation of any law, ordinance, codes, regulation, permit or design guideline.
Initial _____

5. I understand the program term is one year from design acceptance date. Funds are limited; grants are awarded on a first-come, first-served basis. **The program may be modified or discontinued without prior notice.** In the event that incentive amounts change during the program period, the design acceptance date will be used to determine incentive amount. Submission of an application does not constitute a guarantee of funding. Initial _____

6. I agree to comply with the City's Drug-Free Workplace requirements set forth in Council Policy 100-17, adopted by San Diego Resolution R-277952. Initial _____

7. I shall not discriminate against any employee or applicant for employment on any basis prohibited by law and shall provide equal opportunity in all employment practices. For applicable rules and forms see: <http://www.sandiego.gov/eoc/index.shtml>. Initial _____

8. I understand that this signed and dated Step II Certification of Compliance and Application for Award Form, completed Project Form and all appropriate Proof(s) of Expense(s), and other required documentation as referenced in this Application Package must be sent to The City's Storefront Improvement Program office to be considered eligible for payment of an award. An incomplete application will not be processed. Only improvements made to the street-facing portion of the building are eligible. Initial _____

9. I agree that the selection of qualifying materials, selection of contractors, subcontractors, and or installers, and purchase, installation and ownership/maintenance of the qualifying materials referenced in this application package are my sole responsibility. All contractors must be licensed in the State of California. All construction contracts will be between the participant and the contractor. The City of San Diego will not assume any liability for such agreements. The parties hereto agree and understand that this program does not create any type of contractual relationship between the City and the proposed participants, nor does it create any relationship between the City and the participant's subcontractors. Initial _____

10. I have completed a qualifying project and understand the project category and amount of my investment determines the award amount. It is the City of San Diego's sole and entire discretion as to whether a participant meets the requirements to qualify for an incentive award. An award will not be approved unless participant has submitted a Step I application and contacted the SIP manager **PRIOR** to undertaking construction on the project. I understand that I cannot receive an award for the same project more than once in a five-year period. Initial _____

11. I waive any and all claims against The City of San Diego and its respective elected officials, officers, employees, agents and representatives, arising out of activities conducted in connection with my application for any incentive(s) under the City of San Diego's Storefront Improvement Program. Without limiting the generality of the foregoing, the City of San Diego shall not be liable hereunder for any type of damages, whether direct, indirect, incidental, consequential, exemplary, reliance, punitive or special damages, including damages for loss of use regardless of the form of action, whether in contract, indemnity, warranty, strict liability or tort, including negligence of any kind. Initial _____

12. By accepting grant funds, I commit to properly maintain all improvements and to keep storefronts, as well as sides and back of buildings clean and free of graffiti for a minimum of five years at the my sole expense. Any damage to façade is to be repaired immediately by myself so that the building remains in good condition and positively contributes to the business area. On an ongoing basis, I will touch up painted areas and perform any other repairs needed to maintain building appearance including the cleaning of any awnings at least once a year. Initial _____

I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS AND CONDITIONS LISTED ABOVE. I CERTIFY THAT I HAVE AUTHORITY TO SIGN THIS APPLICATION ON BEHALF OF THE SIP PROJECT LOCATED AT:

X _____

Print Name: _____ Date: _____

STOREFRONT IMPROVEMENT ELIGIBLE EXPENSES PROCEDURES

- Only expenses directly related to the realization of the initial accepted design concept are eligible.
- All construction or installation must have been properly permitted and performed by a licensed contractor. Please provide the State Contractors' License number for all contractors. Applicants may verify current license numbers at the Contractors State License Board's website: www.cslb.ca.gov
- All contractors and service/materials suppliers must have a current City of San Diego Business Tax Certificate. Applicants may verify any tax certificate status at <http://apps.sandiego.gov/BusinessLookup/>
- Eligible Expenses include repair, replacement or new applications of awnings, windows, doors, lighting, paint, landscaping, tile or other decorative material, and signs. Also eligible for program inclusion is removal of security bars and code compliance for signage violations. Completed projects must incorporate two or more eligible improvement elements.
- Attach a copy of all pre-numbered checks and the invoices or receipt detailing the services/product for each expense. All invoices shall itemize the expenditures for which payment is requested. Statements alone are not acceptable but may be submitted in addition to the invoice or receipt.
- For items paid for with credit cards, include a copy of the receipt, credit card statement expense is billed on, and cleared check documentation for the credit card payment.
- Include bank statements, bank website printouts, or copies of check cancellation showing all checks as cleared.
- Submitted "after" photos must match original design plan. Photos may be emailed to agabriel@sandiego.gov

AWARD DESCRIPTION FORM

You may contact the SIP Manager for an electronic version of this form.

Complete and mail this Award Description Form with your evidence of expenses, and other required documentation. Please indicate if listed expenses represent more than the eligible façade improvement costs.

Project Address: _____

EXPENSE CATEGORY	CONTRACTOR NAME and LICENSE #	DESCRIPTION OF WORK Business Tax Cert. verified?	DATE	AMOUNT
Awnings		<input type="checkbox"/>		\$
Tile		<input type="checkbox"/>		\$
Paint		<input type="checkbox"/>		\$
Windows		<input type="checkbox"/>		\$
Doors		<input type="checkbox"/>		\$
Signs		<input type="checkbox"/>		\$
Lighting		<input type="checkbox"/>		\$
Landscaping		<input type="checkbox"/>		\$
Other (as approved by Project Manager)		<input type="checkbox"/>		\$
Other (as approved by Project Manager)		<input type="checkbox"/>		\$
		TOTAL ELIGIBLE EXPENSES (a)		\$
	INCENTIVE TYPE (check one)			
	<input type="checkbox"/> Standard – one-third expenses up to \$5,000		(a) ÷ 3	
	<input type="checkbox"/> Historic – one-half expenses up to \$7,500		(a) ÷ 2	
	<input type="checkbox"/> Public Art – one-half expenses up to \$7,500		(a) ÷ 2	
	<input type="checkbox"/> Multi-Tenant – one-third expenses up to \$10,000		(a) ÷ 3	\$
		AWARD AMOUNT		\$

CHECK REMITANCE INFORMATION must match name and address in expenses documents.

Name of person or business entity to make payment to: _____

Mailing Address: _____

City: _____ Zip: _____

Attach IRS form W-9 to verify Federal Tax ID number or Social Security number.

APPL #: _____

CHECKLIST ✓ (Award)

Before you mail us your Step II application, make sure you have done the following:

- . Completed Step I Application
- . Received conceptual design approval from Property Owner *and* SIP Manager
- . Verified all evidence of expenses.
- . Verified all contractors' and service/materials suppliers' business tax certificate status.
- . Made copies of all documentation for your own records.

Include with Application

- Two (2) 8" x 10" color photographs of the completed storefront improvements. (You may email these to agabriel@sandiego.gov)
- Signed Terms and Conditions pages
- Completed Award Description Form
- Proof of applicant's payment to contractor(s)
 - Invoices and/or receipts marked "paid in full"
 - Cancelled checks or bank statement
 - Credit card receipts
- ~~Certificate of Ownership~~
- ~~IRS form W-9~~
- ~~City's EOC Workforce Report~~

All documents including all drawings and items submitted in this application become the property of the City of San Diego. The City's ownership of these documents includes use of, reproduction or reuse of, and all incidental rights.

Incomplete applications will not be processed. All applications will be handled on a first-come, first-served basis until program funds are spent for the fiscal year. Submittal of an application does not guarantee funding.

I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS FOUND ON PAGES 5 - 6, WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE. I CERTIFY THAT THE INFORMANTION I HAVE PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THE PROJECT FOR WHICH I AM REQUESTING AN AWARD MEETS THE REQUIREMENTS LISTED IN THIS APPLICATION PACKAGE.

X _____

Print Name: _____ Date: _____

Mail your Step II application package to:

City of San Diego, Economic Development
Storefront Improvement Program Incentives
1200 Third Avenue, 14th Floor
San Diego, CA 92101

Storefronts

A Core Program of Shunpike
www.shunpike.org

About



VISION

Shunpike envisions a community where independent artists and arts groups thrive, creatively and economically, and where their work is widely valued as fundamental to the cultural, social and economic wellbeing of Washington State.

MISSION

Shunpike's mission is to provide artists with the services, resources and opportunities they need to forge their own paths to sustainable success.

MANIFESTO

Art makes life interesting. It reframes the dialogue about contemporary society by asking big questions, inspiring new approaches and challenging the status quo. Since its founding in 2001, Shunpike has challenged the status quo about what it means to be a practicing artist; rejecting the cliché of the 'starving artist', and fashioning a new image of the artist as entrepreneur, innovator and cultural leader.

The arts are not separate from society but central to it. Inclusive, forward-thinking places recognize this and embrace the work of artists as essential to community wellbeing. Shunpike works with these communities and the artists that call them home to foster a robust infrastructure for sustainable artistic production.

We work at the grassroots of the arts ecology because this is where groundbreaking ideas and artistic practices are frequently forged. The work of independent artists and arts groups animates our cities and neighborhoods in new and surprising ways, making them dynamic places to live and work.

While the role of the artist is as old as civilization itself, Shunpike recognizes that the context in which artists create work is fluid. We work with artists to help navigate this flux and build resilience and agility in the face of change. Our support is embedded in the everyday, providing relevant and accessible services and programs that encourage and enable sustainable models of operation.

Shunpike is responsive to artists' needs. We don't overthink it. Artists need administrative support and a way to raise money; they need opportunities to show their work and spaces in which to work; they need environments where they can come together, share their experiences and gain practical skills; they need champions who believe in what they do and advocate on their behalf.

They need Shunpike.

ABOUT SHUNPIKE AND THE STOREFRONTS PROGRAM

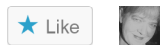
In 2010, an innovative consortium of city and neighborhood organizations inaugurated the Storefronts program in Seattle's Pioneer Square and International District neighborhoods. The initiative sought to address high vacancy rates and vanishing artist spaces in these neighborhoods by activating empty storefronts with vibrant local art and creative projects.

Now a core program of [Shunpike](#), Storefronts continues to support our creative community and our urban neighborhoods and businesses by providing opportunities for artists to do what they do best – create dynamic, engaging works that reach out to passersby, activate our built environment, and function as an incubator for our arts ecology, entrepreneurial projects, and urban revitalization.

Storefronts has received support from the following community and funding partners since 2010:

- [4Culture](#)
- [Alliance for Pioneer Square](#)
- [Amazon](#)
- [Artspace](#)
- [Belltown Business Association](#)
- [Broadway Business Improvement Association](#)
- [Capitol Hill Chamber of Commerce](#)
- [Chinatown-International District Business Development Area](#) (CIDBIA)
- [City of Auburn](#)
- [City of Bellevue Arts Program](#)
- [City of Mount Vernon](#)
- [City of Seattle's Department of Planning and Development](#)
- [City of Seattle Office of Arts & Culture](#)
- [City of Seattle Department of Neighborhoods](#)
- [City of Seattle Department of Transportation](#)
- [Historic South Downtown, Community Preservation & Development Authority \(HSD\)](#)
- [Seattle Chinatown-International District Preservation and Development Authority](#) (SCIDpda)
- [Snoqualmie Tribe Fund](#)
- [Sound Transit](#)
- [SouthEast Effective Development](#) (SEED)
- [Stream Real Estate](#)
- [Vulcan, Inc.](#)
- [Waterfront Seattle](#)

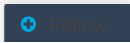
Share this:



One blogger likes this.

Storefronts

The Twenty Ten Theme. Blog at WordPress.com.





SOLDOTNA
City of Soldotna, Alaska

STOREFRONT IMPROVEMENT PROGRAM GUIDELINES



SIP PROGRAM GUIDELINES - 2014

PURPOSE

The purpose of the Storefront Improvement Program (SIP) is to revitalize Soldotna's commercial areas by stimulating additional private investment in our local economy. By partnering with local business owners and lessees to share the cost of beautifying the exterior of a business, the program aims to boost traffic, increase property values, and improve the overall look and vitality of our city's commercial core.

The program was established in 2012 to meet several goals of Envision Soldotna 2030, the City's long-range plan, including:

- Promoting development of our "downtown area" to attract both visitors and residents;
- Encouraging redevelopment of key areas, particularly along the river and major highways;
- Ensuring a healthy economy by supporting a diversity of local businesses; and
- Improving the streetscape along the Sterling and Kenai Spur Highways.

GENERAL INFORMATION

The SIP is a reimbursement grant, which can be used for exterior improvements to businesses in the City of Soldotna. The amount available for each property is 50% of the cost of eligible improvements, up to a maximum of \$7,500. Matching grants are paid upon completion of pre-approved, applicant-paid work. Under no circumstance will grant funds be disbursed for work completed before a Commitment Letter is provided. Grants are reviewed on a rolling basis, and the City anticipates funding anywhere from three to five projects per year. Applicants interested in participating in the program are encouraged to contact Stephanie Queen, Director of Economic Development and Planning, as soon as possible to begin the process.

ELIGIBILITY

Eligible work: Rehabilitation of building facades visible to the street, including: storefronts; signs and graphics; windows; exterior lighting; canopies and awnings; painting and masonry work; permanent landscaping; and accessibility improvements.

Ineligible work: Funds may not be used for improvements that are not permanent or mounted to the building, sidewalk, or parking lot. In addition, the following items are ineligible for funding: roofs; structural foundations; security systems; interior window coverings; vinyl awnings; personal property and equipment; sidewalks and paving (unless removing paving to install permanent landscaping). In addition, funds may not be used for structures which are non-conforming to current ordinances (for example a sign which exceeds the allowable height or area), unless the funds are used to bring the structure into conformance.

Eligible participants include property owners and business lessees (with written authorization of the property owner), located in the Commercial or Limited Commercial zoning districts. Please contact the Planning Department to determine if your property is eligible.

Ineligible participants:

- Properties primarily in residential use (ex. apartments or condominiums);
- Structures not facing or visible from the right-of-way;

- Government offices and agencies (non-governmental tenants are eligible);
- New construction, less than 5 years old.

APPLICATION AND SELECTION

The first step is to submit an application form to the Planning Department. The form requires a short project description and rough cost estimate of the work you plan to do. The City will select projects that will provide the greatest public benefit to the community, as determined by a selection committee. The City of Soldotna reserves the right to prioritize projects and reject applications.

To select and prioritize projects, the selection committee may consider any of the following factors:

- Creative value of the project;
- Current condition of the building/façade;
- Code compliance issues;
- Feasibility of implementing applicant's goals within the specified budget and timeframe;
- Visibility of the proposed improvements; and
- The degree to which the project furthers the goals of Envision Soldotna 2030.

The program administrator will notify you whether your project was selected for funding. If selected, you will solicit contractor bids, and sign a 'Letter of Commitment,' as noted below.

BIDDING

The City of Soldotna requires that you obtain one bid for each type of work you are doing. The City of Soldotna encourages the use of licensed professional contractors as defined and regulated by the State of Alaska Department of Labor, however this is not a requirement of the program. All construction contracts will be between the applicant and contractor, and it is the owner's responsibility to ensure all work is performed according to state and local regulations. Owner labor will not be reimbursed under the program.

LETTER OF COMMITMENT

The next step is to submit all contractor bids to the City for final review. The contractor bids will be considered by the City in determining the final funding amount for the project. The City will then draft up a 'Commitment Letter,' which will outline additional terms and conditions of the matching grant, and will serve as the legal commitment of both parties as to the scope and quality of work, and the amount of funds committed. The Commitment letter will also set a deadline for the project to be completed by, as agreed to by the applicant and City.

BUILD IT

After the Commitment Letter is signed by the City and applicant, proceed with construction of your project. Please retain all invoices and material receipts during the project, as you will need these later when you request reimbursement. Please also remember that only those improvements outlined in the Commitment Letter are eligible for reimbursement, so it will be your responsibility to keep sufficient records, if needed, to separate out work which you may have completed at the same time, but which was not connected to the grant.

REIMBURSEMENT OF FUNDS

Prior to reimbursement of funds, City staff will review all completed work for compliance with the Commitment Letter. The City will verify receipts and invoices, and will issue a reimbursement check to the owner for the amount indicated in the agreement, or 50% of the actual project cost (if less than the amount indicated in the agreement).

The City of Soldotna has the authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory approvals, including those of the Planning and Zoning or Building Departments when applicable. All work must comply with city, state, and federal regulations.

GENERAL CONDITIONS

The following general conditions apply to all projects:

- Improvements funded by the grant shall be maintained in good order for a period of at least five (5) years; graffiti and vandalism will be dutifully repaired by the applicant during this time period.
- Borough property and sales tax must be current, and participants shall have no debts in arrears to the City when the Commitment Letter is issued.
- Eligible properties qualify for a maximum of \$7,500. You may apply more than once as long as the building doesn't exceed the maximum grant amount in a 5-year period. If a property is sold and the new owner wishes to apply for the grant, the five-year time frame still applies. The five-year time frame begins at the date the improvements are completed.
- The applicant must complete, sign and submit a W-9 in order for disbursement of funds.

TAX INFORMATION

You are urged to consult your tax advisor concerning the taxability of grants. The City of Soldotna is not responsible for any taxes that may be imposed as a result of your receipt of this grant payment (directly or indirectly). Grants may be reported on IRS Form 1099. The City requires that you complete and return a Form W-9 (Request for Taxpayer ID Number and Certification) prior to being reimbursed.

For more information, please contact:
Stephanie Queen, Director of Economic Development + Planning
(907) 714-1240 | Squeen@ci.soldotna.ak.us.

The City of Soldotna reserves the right to make minor exceptions to the program guidelines. Application forms are available at Soldotna City Hall or at <http://ci.soldotna.ak.us/storefront.html>

OUR TOWN: Arts Engagement, Cultural Planning, and Design Projects - Grant Program Description

Arts engagement, cultural planning, and design projects should represent the distinct character and quality of their communities, and be carried out by a local government entity in partnership with a nonprofit organization.

Projects

The Arts Endowment plans to support a variety of projects across the country in urban and rural communities of all sizes. Please review the [list of grants](#) on our website to see the types of projects that have been funded recently through Our Town. You might also want to look at examples of projects in the online storybook of Our Town projects called '[Exploring Our Town](#).' While these grants are illustrative, they represent only a sample of the types of projects that Our Town supports.

Projects should represent the distinct character and quality of their communities, and must reflect the following:

- A vision for enhancing the livability of the community.
- A systemic approach to equitable civic development.
- Support for artists, design professionals, and arts organizations by integrating the arts and design into the fabric of civic life.

Projects may include arts engagement, cultural planning, and design projects such as:

Arts Engagement

Arts engagement projects support artistically excellent artistic production or practice as the focus of creative placemaking work.

- Innovative programming that fosters interaction among community members, arts organizations, and artists, or activates existing cultural and community assets.
- Festivals and performances that activate spaces not normally used for such purposes.
- Public art that improves public spaces and strategically reflects or shapes the physical and social character of a community.

Cultural Planning

Cultural planning projects support the development of artistically excellent local support systems necessary for creative placemaking to succeed.

- Creative asset mapping.
- Cultural district planning.
- The development of master plans or community-wide strategies for public art.
- Support for creative entrepreneurship.

- Creative industry cluster/hub development.

Design

Design projects that demonstrate artistic excellence while supporting the development of places where creative activities occur, or where the identity of place is created or reinforced.

- Design of public spaces, e.g., parks, plazas, landscapes, neighborhoods, districts, infrastructure, bridges, and artist-produced elements of streetscapes.
- Community engagement activities including design charrettes, design competitions, and community design workshops.
- Design of rehearsal, studio, or live/work spaces for artists.
- Design of cultural spaces – new or adaptive reuse.

We understand that creative placemaking projects are often multi-year, large-scale initiatives. Please specify in your application which phase or phases of your project are included in your request for NEA funding. All phases of a project -- except for those for facilities noted below -- are eligible for support. The NEA reserves the right to limit its support of a project to a particular phase(s) or cost(s). All costs included in your Project Budget must be expended during your period of support.

Where appropriate, Our Town applications should demonstrate how the project will align with other place-based federal grant programs and policies, including, but not limited to, those from the Department of Housing and Urban Development (HUD), the Department of Transportation (DOT), the Department of Commerce, the Environmental Protection Agency (EPA), such as Consolidated Plans, Analysis of impediments to Fair Housing Choice, Long Range Transportation Plans, and Asset Management Plans.

If relevant to your project, you will be required to provide information in accordance with the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#).

Partnerships

A key to the success of creative placemaking is involving the arts in partnership with committed governmental and private sector leadership. All applications must demonstrate a partnership that will provide leadership for the project. These partnerships must involve two primary partners: 1) nonprofit organization, and 2) local government entity, as defined by these guidelines. One of these two primary partners must be a cultural (arts or design) organization. The highest ranking official of the local government is required to submit a formal statement of support designating the project as the only one being submitted for the local government. See "[How to Prepare and Submit an Application](#)" for more information.

Additional partners are encouraged and may include an appropriate variety of entities such as state level government agencies, foundations, arts organizations and artists, nonprofit organizations, design professionals and design centers, educational institutions, real estate developers, business leaders, community organizations, council of governments, rural planning

organizations, transportation agencies, special districts, educational organizations, as well as public and governmental entities.

You may find it helpful to contact your local arts agency as you begin the process within your community.

We Do Not Fund

Funding is **not** available for:

- Construction, purchase, or renovation of facilities. (Design fees, community planning, and installation of public art are eligible; however, no Arts Endowment or matching funds may be directed to the costs of physical construction or renovation or toward the purchase costs of facilities or land.)
- Costs (and their match) to bring a project into compliance with federal grant requirements. This includes environmental or historical assessments or reviews and the hiring of individuals to write assessments or reviews or to otherwise comply with the National Environmental Policy Act and/or the National Historic Preservation Act.
- Projects for which the selection of artists or art works is based upon criteria other than artistic excellence and merit. Examples include festivals, exhibitions, or publications for which no jury/editorial judgment has been applied.
- Subgranting or regranteeing, except for local arts agencies that are designated to operate on behalf of their local governments or are operating units of city or county government. (See more information on subgranting.) Subgranting activity by designated local arts agencies must be directly relevant to the Our Town project activities.
- Financial awards to winners of competitions.
- Fund raising or financing activities.
- General operating support.
- Seasonal support.
- Costs for the creation of new organizations.
- Direct grants to individuals. (The Arts Endowment encourages applicant organizations to involve individual artists in all possible ways.)
- Individual elementary or secondary schools -- charter, private, or public -- directly. Schools may participate as additional partners in projects for which another eligible organization applies. Local education agencies (school districts) and community colleges can apply on behalf of a local government. If a single school also is the local education agency, as is the case with some charter schools, the school may apply with documentation that supports its status as the local education agency applying on behalf of the local government.
- State and regional education agencies and institutions.
- Commercial (for-profit) enterprises or activities.
- Cash reserves and endowments.
- Awards to individuals or organizations to honor or recognize achievement.
- Generally, professional training in degree-granting institutions.
- Work toward academic degrees and the pursuit of academic careers.
- Projects that replace arts instruction provided by a classroom teacher or an arts specialist.

- Literary publishing that does not focus on contemporary literature and/or writers.
- Generally, publication of books or exhibition of works by the applicant organization's staff, board members, faculty, or trustees.
- Exhibitions of, and other projects that primarily involve, single, individually-owned, private collections.
- Expenditures that are related to compensation to foreign nationals and artists traveling to or from foreign countries when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Asset Control. For further information, see <http://www.treas.gov/offices/enforcement/ofac/> or contact the Arts Endowment's Grants & Contracts Office at grants@arts.gov.
- Project costs that are supported by any other federal funds or their match.

Intended Outcome: Livability

Through Our Town projects, the Arts Endowment intends to achieve the following outcome from our strategic plan: *Livability: American communities are strengthened through the arts.*

The anticipated long-term results for Livability projects are measurable community benefits, such as growth in overall levels of social and civic engagement; new avenues for expression and creativity; design-focused changes in policies, laws, and/or regulations; job and/or revenue growth; or positive changes in migration patterns. You will be asked to address the anticipated results in your application. If you receive a grant, you will be asked to provide evidence of those results at the end of your project. Given the nature of Livability projects, benefits are likely to emerge over time and may not be fully measurable during the period of a grant. You will need to provide evidence of progress toward achieving improved livability as appropriate to the project. Before applying, please review the [reporting requirements for Livability](#). We recognize that some projects involve risk, and we want to hear about both your successes and failures. Failures can provide valuable learning experiences, and reporting them will have no effect on your ability to receive NEA funds in the future.

Beyond the reporting requirements for all grantees, selected Our Town grantees may be asked to assist in the collection of additional information that can help the NEA determine the degree to which agency objectives were achieved. For example, Our Town grantees may be asked to participate in surveys or interviews, and/or may be asked to assist in publicizing and promoting these data collection efforts. You may be contacted to provide evidence of project accomplishments including, but not limited to, work samples, community action plans, cultural asset studies, programs, reviews, relevant news clippings, and playbills. Please remember that you are required to maintain project documentation for three years following submission of your final report.

We may publish grantees' reports and products on our website. Please note that all federal grantmaking agencies retain a royalty-free right to use all or a portion of grantees' reports and products for federal purposes.

Deadline Date

You are required to submit Step 1 of your application electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on December 15, 2014. We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter. We will not accept late applications.

The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Step 2 of the application will then be due by January 15, 2015, through the NEA GrantsOnline™ System (NEA-GO) (see the "[How to Prepare and Submit an Application](#)" section for more detail).

- See more at: <http://arts.gov/grants-organizations/our-town/arts-engagment-cultural-planning-and-design-projects-grant-program-description#sthash.3aCvXuZY.dpuf>

ARTPLACE

National Grants Program Summary

The National Grants Program is one of several ArtPlace programs designed to invest in creative placemaking projects that involve cross-sector partners committed to strengthening the social, physical, and economic fabric of their communities. ArtPlace America sees its role as providing support for projects that lead through the arts/artists, integrate with a community's economic development and revitalization strategies, and have the potential to attract additional support. We want to learn alongside those doing this work and actively seek to build a portfolio that is a microcosm of the varied placemaking strategies used across the United States. We will share lessons learned as broadly as possible.

This national grants program supports projects across the country. Several of ArtPlace's foundation partners have deep commitments to their local and regional communities and have provided funding specifically to ensure grants are made in communities of all sizes in Alaska, California, and Minnesota; for rural communities throughout Arizona, Iowa, the Upper Peninsula in Michigan, New Mexico, North Dakota, Oregon, South Dakota, Texas, and Wisconsin; and for the cities of Akron, OH; Boston, Cambridge, and Somerville, MA; Charlotte, NC; Detroit, MI; Macon, GA; Miami, FL; Greater Philadelphia, PA; San Jose, CA; and St. Paul, MN. Several funders are also interested in ensuring the participation and representation of folk and traditional arts, Native American arts, and the

performing arts.

Approximately 50% of the \$10 million to be disbursed in 2015 is restricted to the above communities and/or artistic disciplines. In an effort to support the broad spectrum of creative placemaking practices across the United States, ArtPlace is particularly interested in projects from states in which it has not yet granted including Delaware, Montana, New Hampshire, Nevada, Oklahoma, South Carolina, Utah, and Wyoming.

Definitions

The below definitions are those held by ArtPlace for the purposes of this Letter of Inquiry. We recognize that these definitions can have a different meaning based on social context: particularly distinctions between rural and urban places; as well as financially affluent and low-income neighborhoods. ArtPlace America strives to be inclusive of those different contexts as it builds its grant portfolio and creative placemaking partnerships.

Creative Placemaking: Strengthening the social, physical, and economic fabric of a community through arts and culture.

Community: A group of people related by geography.

If you wish to apply for an ArtPlace America National Grant, **you must register to submit your Letter of Inquiry online by clicking [here](#)**. Please allow 1-2 business days for your registration request to be approved. Once your registration has been approved, you will be able to view and submit your Letter of Inquiry. All Letters of Inquiry must be submitted by 3:59 PM EST on November 3, 2014.

ARTPLACE

Guidelines and Restrictions

Amount: ArtPlace America generally awards grants that range between \$50,000-\$500,000 to organizations, initiatives and communities of all sizes.

Length of Project: The grant period will be 18-months in length, beginning August 1, 2015. If your project is part of a multi-year initiative, you may describe the broader vision, although your application should focus and provide specifics on the activities and/or phases of work that will occur within the grant period.

Available funding: The National Grants Program will invest approximately \$10 million in 2015. In 2014, ArtPlace granted \$15 million through 55 grants selected from almost 1300 applications. In 2015, we expect to fund approximately 40 projects.

ARTPLACE

Evaluation Criteria

The project:

1. Is (or has a plan to be) integrated into a larger set of strategies seeking to strengthen the social, economic, and/or physical fabric of a place.
2. Engages with and/or responds to local context (e.g. forces, policies, and players related to a community/place).
3. Has art/artists/culture as an integral component.
4. Is driven by informed leadership and authentic cross-sector partnerships.
5. Includes a variety of thinking, points of view, and/or people from planning to implementation.
6. Is feasible, reasonable, and well timed.
7. Has the potential to provide insights to the field.

Additional Criteria for Capital Projects (if you have any expenses related to the rehabilitation or construction of a permanent facility/space/structure in your budget)

The project:

8. Demonstrates sufficient market and community demand.
9. Exhibits a high likelihood of securing the necessary resources for completion within the stated timeframe.
10. Partners have a realistic plan in place to raise the operating and capital resources needed for ongoing programming and

ARTPLACE

Frequently Asked Questions

These answers to frequently asked questions are intended to address as many of your questions as possible. Please read all questions and answers before sending an inquiry to the ArtPlace America staff, who have limited resources to respond to individual queries.

If you do not see your question posted here, please send an email to grants@artplaceamerica.org.

Definitions

The below definitions are those held by ArtPlace for the purposes of this Letter of Inquiry. We recognize that these definitions can have a different meaning based on social context: particularly distinctions between rural and urban places; as well as financially affluent and low-income neighborhoods. ArtPlace America strives to be inclusive of those different contexts as it builds its grant portfolio and creative placemaking partnerships.

Creative Placemaking: Strengthening the social, physical, and economic fabric of a community through arts and culture.

Community: A group of people related by geography.

Criteria

1. What does a great proposal look like?

Great proposals clearly and concisely communicate:

- i.) A description of the geographic community in which you are working.
- ii.) A description of the challenge/opportunity the community has decided to tackle.
- iii.) The arts strategy that will be used to tackle the selected challenge/opportunity.
- iv.) How to gauge the project's success.

2. What kinds of initiatives has ArtPlace America funded?

A complete listing of ArtPlace America-funded initiatives can be found at <http://www.artplaceamerica.org/grants/>. Please focus your application on the specifics of your community, challenge/opportunity, and arts strategy. Successful applicants clearly express responses to the above question as they relate to their distinctive place.

3. What kinds of partnerships does ArtPlace America look for and think are important?

ArtPlace America is most interested in cross-sector partnerships that have aligned values and goals for improving the social, physical, and economic fabric of their community. If the organization or individual partner has a role in the planning and implementation of your project, then it is likely an important partnership.

4. Is there a preference for programs that are scalable and/or replicable?

While there is no preference for programs that are scalable or

replicable, ArtPlace America has an interest in projects that could potentially build the collective knowledge of the creative placemaking field.

5. How competitive is the process?

Last year, ArtPlace provided grants to approximately 4% of the 1300 LOIs submitted (55 projects). This year we anticipate funding approximately 40 projects from the applicant pool.

Eligibility

6. Who is eligible for funding?

ArtPlace America invites applications from non-profit organizations, local governing bodies, individual artists/designers, and for-profit organizations within the U.S. and all U.S. Territories. If you or your organization do not currently have 501 (c) 3 status or city charter, you will need to apply through a nonprofit fiscal agent (any 501 (c) 3 able to manage philanthropic resources on your behalf and in accordance with nonprofit accounting standards). ArtPlace America grantees who received an award in 2014 are not eligible to apply in this round.

7. If I am not a registered 501 (C) 3 do I need to secure a fiscal agent before submitting my letter of inquiry? What is the role of a fiscal agent?

The fiscal agent acts as the steward of the grant funds. It signs all contracts and is ultimately responsible for the funds being used as stated in the grant contract. It also signs off on all interim and final reports, including but not limited to the financial update section of those reports. While you may apply for a grant in advance of securing a fiscal agent, a fiscal agent must be secured by an

individual artist, designer or for-profit organization applicant before receiving funds from ArtPlace America. Given the limited resources we have for this program, ArtPlace requires that all fiscal agent fees be no more than 12.5% of the total ArtPlace request/award.

8. Does ArtPlace America require matching funds?

There is no required match for the ArtPlace America National Grants Program. Despite not requiring a match, ArtPlace values projects that are able to leverage additional federal, regional, and local public/private funding.

9. Are state bodies eligible to submit an LOI?

Yes, all local/regional/state governing bodies (including state bodies) are eligible to submit a Letter of Inquiry for grant funding.

10. Can one organization submit multiple Letters of Inquiry?

No. An organization may only submit one Letter of Inquiry per grant cycle.

11. Can an organization be listed as a partner on one application and submit a separate application?

Yes, we encourage partnerships for all projects. However, only one application should be submitted for any given project. Any separate applications should be for separate projects.

12. Can an organization submit a Letter of Inquiry and act as a fiscal agent for an individual artist or for-profit organization?

Yes. An organization may serve as a fiscal agent and submit its own separate proposal.

13. Will projects outside of the U.S. be funded?

No. ArtPlace America will only fund projects located in the U.S and

U.S. Territories.

14. Will projects located in Puerto Rico be eligible for funding?

Yes. Projects located in Puerto Rico and all U.S. Territories are eligible to receive funding.

15. Will ArtPlace America accept applications from previous grantees?

ArtPlace will consider applications from previous grantees for new projects; continuations of previously funded projects will not be considered. Additionally, previous grantees are not eligible to submit a Letter of Inquiry in the same calendar year in which they received a grant. For instance, if your organization or project received an ArtPlace America grant in 2014 you are not eligible to submit a letter of inquiry during the current grant cycle.

16. Are there restrictions in terms of size of organization or years of incorporation?

No, there is no minimum or maximum requirement for operating budget, staff size, geographic reach, or any other metric for an organization's size. ArtPlace does not require a minimum number of years of incorporation.

17. What artistic disciplines are eligible?

We encourage grant submissions from ALL artistic disciplines. Some of ArtPlace's foundation partners have an interest in the performing arts and have provided funding to ensure grants are made to performing arts organizations. Several funders are also interested in ensuring the participation and representation of folk and traditional arts and Native American arts.

18. What is the difference between audience development/engagement and creative placemaking?

ArtPlace America seeks place-based projects that will strengthen the social, physical, and economic fabric of their communities. We believe this work to be fundamentally different and distinct from audience building, outreach, and engagement. To ArtPlace, audience engagement refers to activities intended for a group of people that is primarily united by a particular interest (in this case likely the given organization's programming). Creative Placemaking focuses on groups of people that are distinctly united by geography. While there may be overlap across audience members and community members, we are specifically focused on definitions of community that are readily delineable on a map. Audiences often extend beyond such geographic limitations.

19. Does ArtPlace America have geographic priorities?

Applications are encouraged from all 50 states and U.S. territories, and ArtPlace America funds in communities across the country. Several of ArtPlace's foundation partners have deep commitments to their local and regional communities and have provided funding specifically to ensure grants are made in communities of all sizes in Alaska, California, and Minnesota; and for rural communities throughout Arizona, Iowa, the Upper Peninsula in Michigan, New Mexico, North Dakota, Oregon, South Dakota, Texas, and Wisconsin; and for the cities of Akron, OH; Boston, Cambridge, and Somerville, MA; Charlotte, NC; Detroit, MI; Macon, GA; Miami, FL; Greater Philadelphia, PA; San Jose, CA; and St. Paul, MN. In an effort to support the broad spectrum of creative placemaking practices across the United States, ArtPlace is particularly interested in projects from states in which it has not yet granted including Delaware, Montana, New Hampshire, Nevada, Oklahoma, South Carolina, Utah, and Wyoming. We continue to expand our funding with the goal of supporting the broadest possible geographic array of communities.

20. Will ArtPlace America fund projects in rural communities?

Yes, communities of all sizes are encouraged to submit a Letter of Inquiry. Rural communities represented 17% of the National Grants portfolio in 2013, and in 2014, 31% of the projects funded were in rural communities.

21. Can the scope of the project be regional/statewide?

Yes. The scope of an ArtPlace America project can be regional/statewide; however, statewide or regional projects should be focused on strengthening the social, physical, and economic character in local communities and be able to demonstrate the impact of their work at the level of geography they have used to define their community.

22. Is a project eligible to receive funding from ArtPlace America if funding for the same initiative has been received from a foundation participating as an ArtPlace America funder or from another national partner?

Yes you may apply. If you receive funding from participating ArtPlace America funders or from any of our partners (including the National Endowment for the Arts), it will not impact your eligibility to receive ArtPlace America funding.

23. Will ArtPlace America grants be subject to the reporting and auditing requirements associated with federal programs?

ArtPlace America is not a federal program. The reporting requirements will be similar to those required by the private foundations participating in ArtPlace America, as opposed to those required by the federal government. ArtPlace America's reporting period will be 21 months in length and requires interim reports every six months and a final report within three months of the close of the grant period.

24. Can ArtPlace America funds be used for programming? Planning? Implementation? Capital projects?

Yes. As long as the project is likely to improve the social, physical and economic fabric of your community, ArtPlace America grant funds can be used for all of these types of projects or a combination of these activities. Specifically, ArtPlace has an interest in funding the implementation of a planning process, not the development of a plan.

25. For renovations or other capital projects, does the building or property owner have to be a 501 (c) 3 organization?

No. As long as the project will have the capacity to fulfill its long-term strategic goals, there are no restrictions in terms of property ownership for ArtPlace America's grant program. Municipal owned buildings, condominium spaces, long-term leases with developers/individuals, as well as fee simple ownership are all viable alternatives. Please describe your arrangement in the narrative portion of the Letter of Inquiry.

26. Are artists' and designers' fees eligible expenses?

Yes, fees for all types of individuals involved in a project are both eligible and encouraged, such as prevailing/living wages for artists, choreographers, musicians, designers, curators, architects, facilitators or other consultants.

27. Can salaries for administration or additional fundraising be funded?

Salaries for administration, project management, and fundraising are allowed. However, ArtPlace America restricts fiscal sponsor fees to 12.5% of the total project request/award.

28. Will ArtPlace America support research or publications about

creative placemaking projects?

ArtPlace America does not anticipate investments in research through its National Grants Program. ArtPlace will be developing research strategies to be released in 2015. For more information, please contact our Director of Research Strategies at:

Jamie.Hand@artplaceamerica.org.

29. Will ArtPlace support field building activities or the development of tool kits?

Toolkits and field building activities will not be funded through our National Grants Program. ArtPlace will be developing a series of field building strategies to be announced in 2015. For more information please contact our Director of Communications at:

Prentice@artplaceamerica.org

Review Process

30. Who will review my application?

LOI Phase: ArtPlace staff and external reviewers (nationally representative professionals with deep experience in art, community, and creative placemaking) will review the Letters of Inquiry and make recommendations as to which projects should be invited to submit full proposals.

Full Proposal Phase: Projects invited to submit a full proposal will receive a site visit from an ArtPlace representative (between late January and February 2015). The full proposals and site visit reports will be considered by ArtPlace staff and external reviewers, who will make recommendations as to which projects should be funded. ArtPlace America's foundation partners will also make recommendations and provide technical assistance throughout the

review process. ArtPlace America's Executive Director will ultimately authorize the finalists and grants that will be made.

31. Can I request panel comments or feedback after my project has been reviewed?

Given the large number of applications for this program and limited staff capacity, ArtPlace America is not able to provide individualized feedback or panel comments for LOIs. Applicants that advance to the Full Proposal stage and are not awarded a grant will have the opportunity to receive verbal feedback on their applications.

32. Can I speak with an ArtPlace staff member about my project prior to applying?

Given the large number of applications we anticipate for this round, ArtPlace staff is not able to schedule one-on-one calls to discuss projects. ArtPlace will host at least one live webinar during which specific questions can be asked.

33. Should we submit letters of support for our work?

No, ArtPlace will not accept letters of support. If you are working in partnership with other organizations to strengthen the social, physical, and economic character of your community, please include information about the partnership and the shared strategy you are pursuing in the narrative sections of the Letter of Inquiry.

34. How much will ArtPlace America award to a single organization?

Decisions will be made on a case-by-case basis. ArtPlace America National Grants generally range between \$50,000-\$500,000.

35. Are award amounts the same as requested or are they ever reduced?

In its first four rounds of funding, ArtPlace America awarded some

projects the full amount requested and some projects at a level lower than the amount requested. We anticipate the same will apply to this round.

36. Will ArtPlace America make only one award per community?

No, ArtPlace America has made (and may continue to make) multiple awards to individuals/projects/organizations within a single community.

Technical Issues

37. Will there be a webinar on these new guidelines?

In order to accommodate all applicants, ArtPlace America has posted a video guide on the new guidelines. Additional webinars will be hosted where individual questions may be submitted remotely. The video and webinar information will be made available here: <http://www.artplaceamerica.org/loi/>.

38. How can we see the Letter of Inquiry questions before filling out the online form?

The [Letter of Inquiry worksheet](#) includes all of the questions in the online form. Please use this as a guide for completing your Letter of Inquiry. ArtPlace America will not provide copies of submitted applications. We encourage you to print your application or save it on a local server before you submit through our [Web Portal](#).

39. Can I save my online application prior to submission?

Yes, the online application has an option to save a draft prior to submission; however, we encourage all applicants to save a copy of their work on a local server.

40. Do I need to use the same username and password as last

year?

No, the online application is built on a new platform this year. New sign in details will need to be created for this new system by registering through our [Web Portal](#).

41. I have forgotten my password for the online form. How can I retrieve it?

You can do this yourself in the new system by clicking "I forgot my password."

42. While I've checked that the character count of my response is below the listed maximum, the online application will not allow me to complete the response. Why does the character count in the online system not match the character count in my word processing system?

The online application system calculates the number of characters including spaces. Please use single spaces after punctuation and in general avoid all unnecessary spaces in your response.

43. I have more questions. Whom do I contact?

You can direct questions not answered by this FAQ document to grants@artplaceamerica.org. We will periodically update this page with questions asked by a critical mass of applicants. Since ArtPlace staff may not have the capacity to respond to individualized questions about your project, we encourage you to submit your original ideas in your Letter of Inquiry.



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PUBLIC ARTS COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: MAY 6, 2015

RE: REQUEST FOR EXECUTIVE SESSION PURSUANT TO AS §44.62.310(C)(2&3), SUBJECTS THAT TEND TO PREJUDICE THE REPUTATION AND CHARACTER OF ANY PERSON, PROVIDED THE PERSON MAY REQUEST A PUBLIC DISCUSSION AND MATTERS, WHICH BY LAW, MUNICIPAL CHARTER, OR ORDINANCES ARE REQUIRED TO BE CONFIDENTIAL. (REVIEW AND EVALUATION OF SUBMITTED PROPOSALS)

Pursuant to the City of Homer Procurement Policy and Procedures Manual and City of Homer Code Title 3.16 Procurements Section 3.16.110 Competitive Sealed Proposals – Negotiated Procurement, Paragraph D. Proposals, tabulations and evaluations thereof shall be open to public inspection only after the contract award.

Recommendation

MAKE A MOTION TO ADJOURN TO EXECUTIVE SESSION FOR REVIEW AND EVALUATION OF SUBMITTED PROPOSALS.

The Chair is required to request a motion, second if one is not forthcoming, once the motion has been made and voted on in the affirmative, the Chair will note the time into the record that the Committee is adjourning to executive session and the Clerk will request all public to leave the room (if any are present)



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PUBLIC ARTS COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: MAY 6, 2015

RE: RECOMMENDATION TO AWARD CONTRACT TO CREATE A MUNICIPAL ART BASELINE INVENTORY

As a reminder:

Pursuant to the City of Homer Procurement Policy and Procedures Manual and City of Homer Code Title 3.16 Procurements Section 3.16.110 Competitive Sealed Proposals – Negotiated Procurement, Paragraph D. Proposals, tabulations and evaluations thereof shall be open to public inspection only after the contract award.

The Chair will request a motion from a member of the Committee to recommend forwarding the committee recommendation to City Council, **without mentioning the name of the chosen proposer.**

During the deliberations if no one proposer stands out and interviews are required or the committee requires clarification on items within the proposals then the committee can request staff to obtain the necessary information or arrange the interviews to be scheduled for a special meeting date.

I have provided motions for the committee for expediency:

Recommendations:

MOVE TO REQUEST STAFF SUBMIT THE RECOMMENDATION FOR COUNCIL TO AWARD A CONTRACT TO CREATE A MUNICIPAL ART BASELINE INVENTORY.

Or Make this alternate motion:

MOVE TO HAVE STAFF (OBTAIN THE NECESSARY INFORMATION FOR CLARIFICATION or INVITE THE SPECIFIC PROPOSERS TO ATTEND AN INTERVIEW PROCESS) AND PUT THIS ON AN AGENDA FOR A SPECIAL MEETING TO BE ARRANGED.

Public Art Committee Annual Calendar 2015

Meeting Date	Agenda Items	Items to Add to Proposed Agenda
February 12th	Draft RFP	
April 20th	RFP Selections Grant Opportunities Spit Trail Interpretive Signage Project Status	
May 14 th	Grant Project- Pioneer Ave Review of Proposals	
August 13th	Budget request for 2016 Grant Application draft Presentation of draft public art catalog	
September		
November 12 th	Review and Approve Strategic Plan 2016 Discussion on Budget Prognosis Election of Chair & Vice Chair Approve Annual Meeting Schedule for 2016 Status of Any Grant Applications	
December		

2014/2015 HOMER CITY COUNCIL MEETINGS
PUBLIC ARTS COMMITTEE MEMBER ATTENDANCE

It is the goal of the Committee to have a member speak regularly to the City Council at council meetings. There is a special place on the council’s agenda specifically for this. This is later in the agenda so if you cannot be there for the start of the meeting that would be okay. It usually takes approximately 30 minutes to get through the consent, visitors, reports, public hearings, etc. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Commission is currently addressing, projects, events, etc. **A committee member is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak. Council meetings dates represent the meetings after a Committee meeting has been conducted.

The following Meeting Dates for City Council for the remainder of 2014 and 2015 is as follows:

November 24, 2014	_____Hollowell_____
December 8, 2014	_____Miller_____
February 23rd 2015	_____Petersen_____
March 9, 23 2015	_____NA_____
April 14, 28 2015	_____Person_____
May 26 (Tues) 2015	_____Miller_____
June 8, 22 2015	_____
July 27 2015	_____
August 24 2015	_____
September 14, 28 2015	_____
October 12, 26 2015	_____
November 23, 2015	_____
December 7, 2015	_____

