

City of San Antonio
**Department of
Arts & Culture**

Contract Workshop
For FY19
Festival Support

September, 2018



CITY OF SAN ANTONIO
**DEPARTMENT OF
ARTS & CULTURE**

Agenda



Sign In

Greetings and Introductions

Handouts & Reference Tools

Contract Features and Requirements

Documents at Contract Execution

Disbursement and Reporting Timeline

Reporting Systems

Questions

Adjournment



Handouts & Reference Tools



- Contract Template
- Program Statement
- Allowable Costs
- Required Documents
- Planning Artistic Activity Performance Plan
- Planning Detailed List of Expenditures



Required Documents at Contract Execution



- Current Board Roster
- Anticipated Board Meeting Schedule
- Top 2 Agency Contacts
- Certificate of Insurance & 2 Endorsements
- Planning Artistic Activity Performance Plan
- Program Statement
- Planning Detailed List of Expenditures of what you expect to spend



Contract Requirements



Note: No requirement to provide information on Matching Funds

- 1st Disbursement contingent upon successful completion of prior year's contract closeout / be in good standing with all City contracts
- Article 3– Funding based on organization's continued operational expenses within formulas and priorities outlined in the Arts Agency Funding Guidelines
- Article 4 – Allowable Costs, Cultural Data Profile, Artistic Activity Reports, No duplicated use of funds
- Article 8 – Insurance Requirements
- Article 10 – Applicable Laws – new language & Boycott Israel
- Article 11 – Conflict of Interest

Contract Requirements



- Article 13 – Political Activities
- Article 16 – City logo & sponsorship acknowledgment, public access
- Article 17 - Notice of Explicit Content
- Article 18 – Religious Activities
- Article 20 - Amendments
- Article 22 – Official Communication
- Article 25 – 501 c 3



Reporting & Disbursement Schedule



- October, 2018 - 50% paid at Contract Execution contingent upon receipt of the following:
 - FY17 Cultural Data Profile by September 30, 2018
 - FY18 Cultural Data Profile by May 31, 2019
 - Prior Year Closeout & Artistic Activity Report
 - Required Documents
 - Invoice
- Contract Closeout, 2019 / Performance Plan Completion
- 50% paid upon receipt of the following:
 - Detailed List of Expenditures
 - Back-up documents & Invoice
 - Artistic Activity Report

Reporting Systems / Tools



DataArts Cultural Data Profile

- Organizational Financial, Staffing & Marketing Information
- Confirm Operating Expenses for continued funding under formulas listed within the Arts Agency Funding Guidelines
- Peer to Peer Comparison at national level

Westaf's sanantonio.gosmart.org

- Artistic Activity Report to include Performance Plan activities
- Support Materials / Back-up Equal to Prior Q Disbursement

Free online tools to condense electronic files

- <https://combinepdf.com/>
- <https://smallpdf.com/compress-pdf>

Westaf Suggestions



Questions



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