

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

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Contract Workshop  
For FY19  
Operational 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
- Artistic Activity Performance Plan
- Planning Detailed List of Expenditures



# Required Documents at Contract Execution



- Current Board Roster
- Anticipated FY19 Board Meeting Schedule
- Top 2 Agency Contacts
- Certificate of Insurance & 2 Endorsements
- 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

- Article 2 – 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 5 – Program Income information
- Article 7 – Audits & Audited Financial Statements
- Article 9 – Insurance Requirements



# Contract Requirements



- Article 11 – Applicable Laws – new language & Boycott Israel
- Article 12 – Conflict of Interest
- Article 13 – 501 c(3) Lapse
- Article 14 – Political Activities
- Article 15 – Changes in key personnel, Employee Grievance Policy, separation of relatives as Direct Reports
- Article 17 – City logo & sponsorship acknowledgment, public access
- Article 18 - Notice of Explicit Content
- Article 19 – Religious activities
- Article 21 – Amendments
- Article 23 – Official Communication





# Reporting & Disbursement Schedule



- September 30, 2018 – 30% Cultural Data Profile & Prior Year Closeout, FY19 Invoice & Contract docs by Oct 10
- January 10, 2019 – 30% Q1 Detailed List of Expenditures, Back-up documents, Invoice & Artistic Activity Report
- April 10, 2019 – 20% Q2 Detailed List of Expenditures, Back-up documents, Invoice & Artistic Activity Report
- May 31, 2019 – FY18 Cultural Data Profile
- July 10, 2019 – 10% Q3 Detailed List of Expenditures, Back-up documents, Invoice, Artistic Activity Report & FY18 CDP submitted by May 30
- Contract Closeout, 2019 – 10% Q4 Detailed List of Expenditures, Back-up documents, Invoice & Artistic Activity Report

# Additional Reporting



TBD: Review & Recommendations on the following:

- Board Diversity Plan for Years 2 & 3
- Policy on Paying Artists for Years 2 & 3
- Collaboration with other agencies





# 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](http://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



# Arts Funding Leadership Team



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