

**I, Amy T. Harvey, Deputy Town Clerk of the Town of Chapel Hill, North Carolina, hereby certify that the attached is a true and correct copy of (2023-02-22/R-2) adopted by the Chapel Hill Town Council on February 22, 2023.**

**This the 23rd day of February, 2023.**

*Amy T. Harvey*

**Amy T. Harvey  
Deputy Town Clerk**



**A RESOLUTION AUTHORIZING THE MANAGER TO CREATE A FORMAL PROCESS FOR PROVIDING ARTS & CULTURE FUNDING TO OUTSIDE AGENCIES AND TO APPROVE THE DISTRIBUTION OF FY23 FUNDS (2023-02-22/R-2)**

WHEREAS, the Town of Chapel Hill aspires to be a vibrant and inclusive community; and

WHEREAS, the Town values and supports nonprofit agencies providing local arts & cultural projects and programs for the benefit of the residents of Chapel Hill; and

WHEREAS, the Town has historically awarded funds to several nonprofit agencies in support of community events or arts-related programming; and

WHEREAS, the Town aspires to equitably and transparently fund a variety of nonprofit agencies reflecting the diverse people, perspectives, and traditions of our community, especially those whose missions focus on serving BIPOC, LGBTQ+, and other historically marginalized communities; and

WHEREAS, the Cultural Arts Commission and Town staff have drafted guidelines for creating a new process and timeline for awarding arts & culture funding to outside agencies.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Town Manager to create and implement an equitable, transparent, and accessible process for providing arts & culture funding to outside agencies as described in the February 22, 2023 meeting materials; and

BE IT FURTHER RESOLVED that the Council approve distribution of all FY23 funds to Kidzu, The ArtsCenter, the Veterans Memorial, and the fiscal agent for the Community Dinner as outlined in the Feb 22, 2023 meeting materials in lieu of a having formal Town Arts & Culture award application process in place at this time.

This the 22<sup>nd</sup> day of February, 2023.

# **PROPOSED GUIDELINES FOR FORMALIZING A TOWN OF CHAPEL HILL ARTS & CULTURE AWARD PROGRAM**

## **PROGRAM GOALS & PRIORITIES**

The Town of Chapel Hill's Arts & Culture Award Program aims to advance the following:

- The Town Council's goal of Vibrant & Inclusive Community
- The Community Arts & Culture Division's mission to inspire creativity and celebrate community for a better Chapel Hill.
- The Community Arts & Culture Divisions' values of inclusion, experience, and understanding

The program accepts proposals for the following types of projects/programs:

- Community festivals and special events
- Public art (e.g. murals, sculptures, installations)
- Arts experiences (e.g. workshops, classes, performances, exhibits)

The program accepts proposals that advance these community priorities:

- Community health and well-being (e.g. music engagement, visual arts therapy, movement-based creative expression, expressive writing)
- Social justice (e.g. art centered on language justice, racial equity, LGBTQ+ rights)
- Climate action/environmental justice
- Youth engagement and education

## **ELIGIBILITY**

- Nonprofit organizations that reflect the diverse people, perspectives, and traditions of our community are eligible to apply, especially those whose missions focus on serving BIPOC, LGBTQ+, and other historically marginalized communities.
- Nonprofits do not have to have an explicit arts & culture-focused mission, but the proposed project must be arts/cultural focused and have a working artist attached to the project and compensated as part of the project budget.
- Nonprofits must be based in Orange County. The program or project must take place in Chapel Hill and have direct benefit to Chapel Hill residents.
- UNC affiliates are not eligible to apply.
- Chapel Hill - Carrboro City Schools affiliates are not eligible to apply.

## **FUNDING AMOUNTS, TIMELINES, ETC.**

- Applicants may apply for one of four award amounts: \$2,500, \$5,000, \$7,500, \$10,000.
- In the interest of reducing administrative burden & potential barriers to access, awardees will receive funds up front upon completion of an Award Performance Agreement, rather than as a reimbursement.
- Awardees will be required to submit a final report describing program impacts, including feedback from program participants. Awardees who fail to complete a final report will be ineligible for future awards.

## PROPOSED GUIDELINES FOR FORMALIZING A TOWN OF CHAPEL HILL ARTS & CULTURE AWARD PROGRAM

- Total funds available for this annual award program will be based on the amount approved in the annual operating budget.

### APPLICATION SUBMISSION, REPORTING REQUIREMENTS

- Applications and final reports will be submitted online.
- The application review team will include Community Arts & Culture Advisory Board members, Town staff, a local artist, and representative(s) from local arts agencies and historically marginalized communities.
- Council must approve the review team's funding recommendations prior to award announcements and fund distribution.
- Applicants must provide
  - Mission/values of organization
  - Project/program summary
  - Statement linking proposed project/program to mission, values, and community priorities or inequities
  - Evidence that they have conducted outreach efforts or have relationships with the community
  - Primary audience of the proposed project/program
  - Proposed timeline
  - Amount requested and proposed total project budget [portion of budget paid to artist (visual, musical, dramatic, poetic, etc); % funding from other revenue sources]
  - Desired outcomes and/or outputs
  - Information about the make-up of the NPO's Board and staff/ volunteers
  - Final report required upon completion of project
    - Outputs and outcomes achieved
    - Participant feedback
    - Awardee lessons learned

### FY24 AWARD PROGRAM - PROPOSED TIMELINE

- July '23 Adopted FY24 budget funds available
  - Aug – Sep '23 Outreach to potential applicants
  - Sep '23 Application period opens
  - Oct '23 Information sessions for potential applicants
  - Dec '23 Application period closes
  - Jan – Mar '24 Application review period
  - Apr '24 Council review of recommended awards
  - May-Jun '24 Complete Performance Agreements & distribute FY24 funds to awardees
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- May 2025 Awardee final reports due