

Cultural Arts & Marketing Division – Cultural Funding Program

**FUNDING ADVISORY COMMITTEE**

**SPECIAL Meeting Minutes**

Thursday, June 3, 2010

12:00 – 5:00PM

Oakland City Hall, Hearing Room 4

(One Frank Ogawa Plaza, 2nd Floor)

**1. Call to Order/ Determination of Quorum**

A Special Meeting of the Funding Advisory Committee was held in City Hall, Hearing Room 4, located at One Frank Ogawa Plaza, 2<sup>nd</sup> Floor, Oakland, CA 94612. The meeting convened at 12:30 p.m. A quorum was established. Jenny Louie Chaired the meeting.

**Present:** Jenny Louie, Nives Wetzel de Cediell, Marc Vogl, Ted Russell, Khan Wong , Suki O’Kane, Lori Zook (Cultural Affairs Commission liaison)

**Absent:** Brian Vejby (Cultural Affairs Commission liaison) and Shalonda Ingram

**Staff:** Kathy Littles (Cultural Funding Program Coordinator)

**2. Open Forum**

Helen Stoltzfus, Executive Director of ALICE had several recommendations for the Cultural Funding Program they included the following: provide a forum for input from applicants and grantees, simplify grant and contract process, have a forum where the city attorney can explain why certain forms are required, create a process where returning applicants/grantees do not have to repeat process (possibly a 1 page renewal), create a more timely dispersal of grant awards. Michael Fried, Executive Director of Cantare Con Vivo suggested a working group between the Funding Advisory Committee and the Oakland Cultural Trust. Jolee Sanders from Youth Uprising echoed the previous sentiments and suggested better communication between arts organizations, the Funding Advisory Committee and the Cultural Affairs Commission.

**3. Budget Update-Steve Huss, Cultural Arts Manager**

The Oakland City Council has not adopted a budget for 2010-2011; a budget may be adopted on June 24. Last year the Cultural Funding Program grant budget was \$974,647 from the General Fund and \$114,000 from the Transient Occupancy Tax (TOT). Although the 2009-2010 projection for the TOT was \$114,000, the actual was \$90,000. The proposed budget for 2010-2011 is \$938,000 (\$738,000 from the General Fund and \$200,000 from TOT); the TOT funds are from hotel receipts and therefore only represent a rough estimate. Due to advocacy efforts the arts are on the radar of the City Council.

**4. Discussion – Proposed Change to 2011-2012 Grant Calendar to Reflect Budget Cycle**

Coordinator Kathy Littles provided a brief overview of the current grant calendar. For several years Cultural Funding Program panels have been held in March, in sum, the program was allocating funds without an approved budget (which generally occurs in June). For the past two years, this practice has proved to be very tenuous, as we have had to adjust our budget late in the year due to cuts. This has caused major anxiety and frustration for many

organizations and artists who had created project budgets based on the original grant amount. It has also caused a strain on staff, which at this point is stretched to the max. Staff stated that the proposed calendar change is in response to applicants and grantees who have voiced concern of over the current practice of allocating funds without a budget. Staff suggests that grant panels be held in July after the June 30 budget vote by the City Council. The committee proposed the following calendar change for 2011-2012:

**2011-2012 Cultural Funding Program will support arts and cultural activities occurring in the City of Oakland October 1, 2011 – September 30, 2012**

2011-2012 Application Available: February 2011

2011-2012 Application Due: May 2011

Cultural Funding Program Panels: July 2011 (after the yearly budget is passed)

Vote on funding recommendations by Funding Advisory Committee and the Cultural Affairs Commission: August 2011

Vote by Life Enrichment Committee and Oakland City Council: September 2011

Contracts Become Available: October 2011

Contracts Due: November 2011

This proposed calendar means that no summer activities would be funded in 2011, support for summer programs will resume in 2012. The committee suggested that staff notify past grantees and applicants about the proposed change and to solicit any suggestions or comments on the proposal.

After several meetings with Risk Management, staff has concluded that the contracting process will be changed for 2010-2011. All grantees will need to attend a mandatory contract and insurance requirement workshop in August; grantees will not receive a contract until they attend this workshop. Grantees will have 30 days to return a complete contract to the Cultural Funding Program. Contracts received after this date will result in a delay in processing. Staff provided the committee with a detailed summary of the extensive contracting process that includes several signatures.

**5. Review of Cultural Funding Program Application and Procedures – Jenny Louie and Nives Wetzel de Cediell**

The Committee recommended that Attachment A (Demographic Information) be omitted for 2011-2012. Question 4 under Narrative Instructions on page 6 needs to be re-written. New language for late materials should state “Any missing or late materials will not be forwarded

to the panel.” All late material appeals should be forwarded to the Funding Advisory

Committee. The committee instructed Staff to provide them with a list of all 2011-2012 eligible and ineligible applicants, as well as a list of applicants who attempted to submit materials after the deadline. Materials received after 5:00PM of the deadline date will not be forwarded to panel; all applications will be time a date stamped.

Other changes to the application are as follows:

- Applications must have 1 inch wide margins
- Eliminate Bonus Points
- Attachment C: “Brief Bio’s of Key Project Personnel” Limit 2 pages, no resumes
- Attachment D: List of Events (past two years) 2 page maximum

6. **Announcements** – Next FAC Meeting – July 14, 2010

A motion was made by Marc Vogl to adjourn the meeting, Nives Wetzel de Cediél seconded. Meeting was adjourned at 4:45 p.m.