

# Mississippi Arts Commission Building Fund for the Arts Guidelines Spring 2010

## Background

The Mississippi Arts Commission (MAC) has long recognized the importance of having adequate facilities in order to grow the number of artistic and creative opportunities in the state. To help expand the number of arts facilities in the state, the Mississippi Legislature authorized the issuance of bonds to support the Building Fund for the Arts (BFA), a special initiative managed by MAC, starting in 2001. BFA is focused on supporting the repair, renovation, or expansion of public facilities that are used for arts programming.

Between 2001 and 2007, the Legislature authorized a total of \$19.2 million in bond funds for the program. As of January 2010, 93 projects funded through the program have been completed. Some facilities that have been completed with BFA funding include the B.B. King Museum and Delta Interpretive Center in Indianola, the MSU Riley Center in Meridian, and The Powerhouse Arts Center in Oxford.

No new funds have been approved for BFA since 2007. However, some projects funded through the program have since been cancelled or scaled back. In order to re-designate the remaining unobligated funds, MAC will be accepting applications for a new round of BFA grants in 2010 (see “*Application and Project Timetable*” section on the last page for deadline dates).

## Project Goal

The primary goal of BFA is to support the repair, renovation, expansion or construction of facilities that serve as sites for year-round arts programming in their communities. MAC is focused on increasing the number of facilities that can serve as points of public access to the arts for Mississippi residents.

## Award Amounts & Grant Payment Schedule

MAC anticipates awarding BFA grants ranging from \$25,000 to \$500,000. Applicants may request up to 60% of the total cost of their proposed project through BFA. The remaining 40% must be matched by cash income for the project. These can come from a variety of sources (such as federal grants, municipal funding, or private contributions), but **no state funds can be used to match BFA grants**. In addition, **no in-kind or property donations can be counted towards the match**.

For larger-scale projects requesting funding through BFA, the amount of the applicant’s required match is determined by the minimum amount associated with the grant award rather than the total project cost. For example, a project that receives a \$100,000 grant but has a total project cost of \$1 million, the grantee’s required match would be around \$67,000 (based on a minimum match of the grant: \$67,000 (40%) + \$100,000 (60%) = \$167,000).

Grantees have four years from the day of signing their grant contract with MAC to complete their project. The agency anticipates issuing BFA grant contracts in October 2010.

BFA grantees must spend their matching funds on their project before they can request their first payment from MAC. Once this is done, grantees submit a Request for First Payment form. The first grant payment is 75% of the grant, with the remaining 25% paid upon completion of the project and submission of the final report.

## **Who May Apply**

Organizations applying for a BFA grant must be:

- a Mississippi-based non-profit organization with IRS 501c3 non-profit status OR a unit of local government (county or municipal). State agencies or other state entities are not eligible to apply.
- in good standing with MAC. The organization must not have any outstanding reports or unresolved issues related to past or current grants from the agency.
- the owners of the building for which they are requesting funds or in the process of purchasing the property. The sale of the property must be finalized by the time the project is scheduled to begin.
- an art-based organization\*, with the majority of their work focused on providing year-round arts programming to the local community. Cultural organizations with a primary mission outside of the arts, such as history or science museums, are not eligible to apply.

*\*Units of local government applying to BFA must demonstrate that they present year-round arts programming OR have ongoing partnerships with local arts organizations or artists to present arts programming for the general public.*

- requesting funding for a facility that has been or will be used for arts programming.

In addition:

- applicants must not have received bonding authority directly from the Mississippi Legislature within the past three years.
- current or past BFA grantees are eligible to apply to support a new phase of renovation on a previously funded property. However, the applicant must demonstrate that the new project is distinct from the one that was previously funded and that a separate, distinct set of matching funds has been or will be secured.

## **Eligible Expenses Supported by BFA:**

- Architect, engineer or (project related) consultant fees
- Site development costs such as surveys and soil tests
- Construction costs, including asbestos and lead paint removal
- Bid advertisements

- Architectural renderings or models
- Duplication and distribution of plans and specifications
- General repairs to the facility, such as carpeting, painting, tile work, or plumbing
- Purchase of furniture or equipment necessary for the type of arts programming taking place in the facility, such as theatre seating, lighting and sound equipment, and heat/humidity monitors for gallery spaces.
- Landscaping when associated with major renovations or when required to stem soil erosion resulting from construction or renovation projects
- Parking and paving improvements
- State Board of Health review of plan fees

### **Ineligible Expenses:**

- General operating expenses (such as staff salaries, utilities, or upkeep of current facilities)
- Project expenses incurred prior to the award of a BFA grant
- Purchase of furniture or equipment not specified for arts programming, such as office furniture or computers used for administrative work.
- Fundraising expenses. A BFA grantee can count fundraising costs in its match, but these costs cannot exceed 5% of the total matching funds. For example, a BFA grantee with \$300,000 grant would have a required match of \$200,000. No more than \$10,000 of the matching funds could be associated with fundraising expenses.

### **Review Criteria:**

BFA applications will be reviewed by a grant panel using the following criteria (scored on a 100 point scale):

#### **A. Artistic Quality (15 points)**

*The applicant describes:*

- their current artistic programming, including their main activities and the types of artists who are involved.
- how they involve community members in the design and planning of their programming
- how they provide arts programming for their community, if they are not an arts-based organization.

#### **B. Project Plan (30 points)**

*The applicant provides details on:*

- whether their project is a renovation of a building they are currently using, a renovation of a building they hope to use after the project, or a new construction project. The applicant provides justification for why their proposed project best fits the need of their organization
- the accessibility of the building to local residents and what steps the organization will employ to make it more accessible.
- the current state of the building and the planned renovations or repairs, providing as much detail as possible.

- how they will make sure the project meets the requirements of the Americans with Disabilities Act
- the project timeline, including fundraising efforts

### **C. Project Professionals (20 points)**

*The applicant provides information on:*

- the architects, building contractors, and other professionals who will be working on their project, including their qualifications and experience on working on similar projects. They will also describe the process used to select them
- architectural studies or other work that has been completed on the project.
- the process they will use to select architects, contractors, or other professionals, if they have not yet been chosen.

### **D. Organizational Capacity (20 points)**

**The applicant describes:**

- who will manage the building project for their organization, including their qualifications and related work experience.
- their staff structure for managing their current facilities. They will also provide information on who will manage the new or expanded facility, if different from the current plan.
- their plan for managing the building once it is completed or renovated, if the organization does not currently manage a facility.
- the fundraising plan for the project, including a listing of the people who will lead the effort and their qualifications.

### **E. Impact of the Project (15 points)**

**The applicant explains:**

- how they will maintain their current level of arts programming while the project work is being completed
- how the project will improve the quality or frequency of their artistic programming
- how they will cover the increase in operating expenses due to the creation of new or expanded facilities.

### **Additional Special Requirements for BFA Grantees:**

- Facilities funded by BFA must meet the requirements for facilities included in the American with Disabilities Act of 1990. Detailed information on the requirements for a non-profit with a public facility can be found in the publication “ADA Title III Technical Assistance Manual Covering Public Accommodations and Commercial Facilities,” available on the ADA website at: [www.ada.gov/taman3.html](http://www.ada.gov/taman3.html).

- Architects and engineers hired to work on BFA funded projects must be licensed by the state of Mississippi. Once they have presented an organization with a contract for the proposed work, a copy of that contract, along with a completed Professional Contract Review Form must be submitted for approval to the Mississippi Department of Finance and Administration's Bureau of Building, Grounds and Real Property.
- All construction projects must have a general contractor who has a Certificate of Responsibility number on file with the State Board of Contractors.
- If asbestos is found in a building funded by a BFA grant, a licensed abatement consultant or designer is required to oversee the abatement or removal of the material.
- The architect or engineer is responsible for checking all insurance and bonds required in the bid specifications.
- BFA grantees must follow state bidding and procurement procedures for construction projects, including notification of the Mississippi Procurement Center.
- All state purchasing laws must be followed when purchasing furniture, equipment and technology.
- Projects focused on a building that has been designated a Mississippi Landmark, or any publicly owned building that is 50 years or older, must comply with the Mississippi Antiquities Law of 1970. Plans and specifications for work on these structures must be developed in accordance with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (available online at: <http://www.nps.gov/history/hps/tps/standguide/index.htm>). Please consult with the Mississippi Department of Archives and History's Historic Preservation Division for assistance with complying with these regulations.

## **How to Apply:**

Eligible organizations interested in apply for a BFA grant must submit the Intent to Apply form to MAC by May 3, 2010 (postmark deadline). This must be followed by submission of the full BFA application by June 7, 2010 (also postmark deadline). The full application package must include:

- Building Fund for the Arts Grant Application Form
- Narrative in which you provide an overview of your organization and its programs, followed by a response to the Review Criteria listed above.
- A Budget Itemization that explains in greater detail the expenses and income listed on the Project Budget page of the application
- Your organization's current long-range strategic plan.

- A list of your board of directors indicating ethnic make-up and members with disabilities
- Current biographies (one half page maximum for each) of your organization's staff, with special focus on those who will be involved in managing your building project.
- If already determined, the professional qualifications for the architect, building contractor, or other primary contractors who will be working on your project.
- If they already have been created, a copy of the architectural drawings, renderings, or other existing plans for the project.
- A map or satellite image that shows your building in relation to the rest of the community. This is to give the panel a sense of where your building is located and its accessibility to local residents.
- A CD-R disc containing up to 30 digital images of the building, including interior and exterior shots. Make sure to include images that detail aspects of the building that need renovation or repair. The images should be saved in JPEG format at 72dpi, with no image wider than 1600 pixels. Number the image files to correspond with the descriptions on the photo caption sheet (see below). The images should not be saved as part of a presentation program file (like PowerPoint).
- A numbered photo caption sheet that provides a brief description of each image submitted on the CD-R disc.
- A list of the arts activities your organization (or your partner organization) produced during the current year and those planned for the upcoming year. This can include performances, classes, workshops, exhibitions, or other programming. Include in the list a brief description for each activity and its frequency (one-time event, weekly, monthly).
- If your project involves a partnership with another organization (or organizations), please provide a letters of intent from the partner. The letter should clearly explain the partner's role in the project.
- If your organization is applying to MAC for the first time: a copy of your official IRS 501c3 determination letter. You do not need to send a copy of the letter if your organization has applied for a grant from MAC in the past three years. If you are unsure whether or not your organization has applied recently, please call and check with MAC Staff before submitting an application. Local government agencies are exempt from this requirement.
- If the project involves a historic building, a 1-2 page description of how the work will be carried out in accordance with the Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (available online at: <http://www.nps.gov/history/hps/tps/standguide/index.htm>)

- If your organization is a 501c3 nonprofit, submit a copy of the financial audit of your organization's most recently completed fiscal year. If a government agency, submit your budget for the most recently completed fiscal year.

The Intent to Apply form may be sent by postal mail or email to the BFA Program Manager. The full application must be mailed or hand-delivered to MAC's office before or on the deadline date. Applications postmarked after the deadline will not be eligible for funding. The full application package may not be sent by e-mailed or fax.

Applications will be accepted as long as they are postmarked by the U.S. Postal Service on or before June 7, 2010. Sending an application via an overnight delivery service like Federal Express is not necessary.

### **Application and Project Timetable**

May 3, 2010	Intent to Apply form deadline
June 7, 2010	Full Application Deadline
June 8 – Sept 15	Application Review by Grant Panel and MAC Board
September 15, 2010	Announcement of Grants
Oct. 1, 2010 – Oct. 31, 2014	Project Period

For more information on the program and the application process, please contact MAC staff member Larry Morrisey at (601) 359-6036 or [morrisey@arts.state.ms.us](mailto:morrisey@arts.state.ms.us).