

Cultural Arts Commission
Proposed Grant Application Questions for 2024-2025

Funding Guideline Questions (HOT)- 7 Questions - 50%	
Answered by Organization	
Proposed Question	Score
What is your organization's art or cultural event? Describe your activities to achieve that.	7
Using specific examples, how does the creativity or innovation of your art/event benefit the City of Plano, its citizens, and those outside of Plano?	7
Please list your organization's Plano-based (and waiver approved) programs and events for the season. Which events and/or programs will be supported with your organization's City of Plano grant funding? What specific expenditures will be covered with City of Plano funds as indicated by the information you provided in the Financials/Budget section? For Event Application - Please only respond with information regarding the specific event applied for.	7
Specifically, how does your organization publicize or market its activities or event to attract audience/attendees from outside of Plano? How do you track, analyze, and evaluate these efforts and what has been done to increase the effectiveness of your marketing efforts? Upload examples in the document section. For Event Application - Please only respond with information regarding the specific event applied for.	7
What metric does your organization use to measure event, exhibit, or performance attendance? Include specific metrics for both Plano and non-Plano residents. Please provide data.	7
What is your organization doing to bring visitors to Plano to stay in local hotels, draw tourism, and support the hospitality industry? Please be Specific.	8
What are your organization's efforts to educate and engage both a broader audience and participants from within and outside of Plano? Provide bulleted examples. For Event Application - Please only respond with information regarding the specific event applied for.	7
TOTAL POINTS	50
Organization Questions - 5 Questions - 30%	
Answered by Organization	
Proposed Question	Score
What growth or improvement did your organization realize this past year? If you received City of Plano funding, how did it positively impact that growth/improvement?	6
How does the diversity of talent on your board impact the strategy and fiscal health of your organization to position it for success and future growth?	6
What is your organization's strategy for generating revenue? Please be specific.	6
What is your organization's strategy for maintaining its fiscal health? Does your organization maintain a cash reserve? If so, how many months of operating budget does it cover?	6

How does your non-profit collaborate with other organizations? Be specific.	6
TOTAL POINTS	30
Performance Milestone Questions- 7 Questions - 20%	
Answered by Cultural Arts Grant Administrator - Yes/No Answer	
Proposed Question	Score
In the previous contracted year (Oct-Sept), did the organization respond in a timely manner to requests made by the Cultural Arts Grant Administrator and/or the City Procurement Department? This includes requests for documents such as Revised Line Item Budgets, Certificates of Insurance, Employee Dishonesty Bond, documentation requested from Quarterly Report audits, and other general operational questions.	1
In the previous contracted year (Oct-Sept), did the organization submit required reporting by the due date? (1 point for each quarter for organization awards)	4
In the previous contracted year (Oct-Sept), did the quarterly/event reports contain all information requested (zip code report, narrative description, board acknowledgement, etc.)? (1 point for each quarter for organization awards)	4
In the previous contracted year (Oct-Sept), did the quarterly/event reports contain allocations of funding that matched the Revised Request of Funding Line Item Addendum in the contract? Does the allocation provide detail of check #, payee, actual amount of payment, and portion allocated to the City? (1 point for each quarter for organization awards)	4
Did the organization officially recognize its relationship with the City of Plano by inserting " _____ is funded in part by the City of Plano" in their advertising and promotional material? Did the organization include a link to www.visitplano.com , the Plano Convention and Visitors Bureau, on their website?	1
Did the organization post their Plano (or waiver approved) programs/events to the CAC calendar? Did the organization make available two (2) tickets to each Commissioner for the performance/event?	1
Did a representative of the organization attend a Cultural Arts Commission meeting at least once per quarter? (1 point for each quarter)	4
Did the organization upload all required documents for this application, and is the information accurate? For example, did the organization provide two years of P&L data? Did the organization provide the last two years of most recently completed fiscal year 990s? Is the organization's eligibility worksheet based on the last completed fiscal year's financials? If in-kind was stated on the 990, did they provide an itemized list of the items?	1
TOTAL POINTS	20
TOTAL APPLICATION POINTS	100

General Questions - No Score	
Score	
Event - What are the dates of your event?	0
Event - What will be the location of your event (venue, park, street location, etc?)	0
What is your organization's greatest challenge to meet the City of Plano's grant requirements?	0
What did we not ask you that you feel would be important for us to know about your organization?	0