

BAINBRIDGE ISLAND ARTS & HUMANITIES COUNCIL



GUIDELINES FOR THE BAINBRIDGE ISLAND ARTS AND HUMANITIES FUND

Adopted and approved by the BIAH Fund Committee November 13, 2006

Approved by the BIAHC Board of Directors December 18, 2006

Revised April 16, 2007-Provision VII added

POLICIES AND GUIDELINES

INTRODUCTION

The Bainbridge Island Arts and Humanities Council (BIAHC) is designated as the official body of the City of Bainbridge Island (COBI) empowered to act on matters pertaining to the development, enrichment, and support of the arts and humanities within the City. In support of cultural activity (programs, events, projects) that benefit the residents of Bainbridge Island, the City makes an annual allocation to the Bainbridge Island Arts and Humanities Fund (BIAHF) which is then awarded to local groups, organizations and individuals through a competitive process administered by BIAHC.

The Board of Directors of the BIAHC approves the BIAH Fund policies and has final authority to interpret these policies. Changes to these policies are recommended to the Board by the BIAH Fund Committee, and take effect when adopted by the Board of Directors.

The policies and guidelines contained herein pertain to requests for funding from the Bainbridge Island Arts and Humanities Fund.

I. GOALS

The purpose of the Bainbridge Island Arts and Humanities Fund (BIAHF) is to encourage and support cultural activity on Bainbridge Island. This fund provides financial assistance to individuals and organizations for existing or new projects, programs and events that benefit the community of Bainbridge Island by increasing access to and participation in the arts and humanities, promoting broad public awareness of the arts and humanities, and encouraging cultural diversity.

To this end, the Bainbridge Island Arts and Humanities Council (BIAHC) will appoint a Bainbridge Island Arts and Humanities Fund Committee to oversee and manage a funding program.

II. APPOINTMENTS AND STAFFING

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A. BIAHF Committee Membership:

1. The BIAHF Committee shall consist of six members who evidence strong interest and/or expertise in the arts and the humanities.
2. The Chair of the BIAHF Committee shall be a BIAHC board member. The BIAHC Board of Directors shall approve the Committee's recommendation for BIAHF Committee Chair. The term of the Chair shall be two years or until their resignation or removal.
3. New BIAHF Committee members shall be recommended by the Committee and approved by the BIAHC Board of Directors. Committee members shall serve for two year terms or until their resignation or removal. Members may be re-elected for a second two year term. No person shall serve on the BIAHF Committee for more than four (4) consecutive years.
4. BIAHF Committee members shall have one (1) vote in matters pertaining to the BIAHF; voting shall be in person or by proxy. Motions are carried by a simple majority vote and require a quorum of at least a majority of the committee members in attendance.
5. Removal: (a) The status of any Committee Member who has been absent from three consecutive Committee Meetings shall be reviewed by the Committee and their position may be declared vacant by a 2/3 vote. b) Any Committee member whose removal is considered to serve the best interests of BIAHC and the Committee may be removed by a 2/3 vote of the Committee members.

B. BIAHF Committee Staff:

1. The BIAHC Executive Director, with participation from the BIAHF Committee, shall hire a BIAHF Program Manager to carry out policies and duties relating to the administration of the Fund and the work of the Committee, in accordance with a job description developed by the BIAHC Executive Director.

III. FUNDING CYCLE

1. The funding cycle shall be annual, with an application due date of Nov. 1 for projects beginning Jan. 1 and ending by December 31.
2. The portion of the project for which funding is requested and approved must be completed within the funding cycle. Exceptions must be requested and explained in writing. Requests for extensions will be considered and decided by the BIAHF Program Manager.

IV. ELIGIBILITY

The following shall be eligible to apply to and receive an award from the BIAHF:

1. Organizations, groups, individuals, producers, artists or scholars based on Bainbridge Island.
2. Collaborative projects between two or more Bainbridge Island organizations or individuals.
3. Collaborative projects between two or more artistic disciplines, or the arts and humanities, by Bainbridge Island artists, scholars, or organizations.

V. RESTRICTIONS

BIAH funding shall not be awarded to support:

1. Projects begun or completed prior to application deadline.
2. Projects completed after funding cycle end date.
3. Tuition or scholarships
4. Travel-based projects (except when benefiting a substantial number of Bainbridge Island residents).
5. School activities which are a part of regular or extra-curricular school programs; events offered by an educational institution which are not open to the general public; school based artist-in-residency programs.

6. Organizational or operational deficits.
7. Former allocation recipients who failed to comply with contracted responsibilities.
8. Publicly funded art projects.
9. Projects without financial need (showing a profit without BIAHF assistance).
10. Projects that are intended as fundraisers.
11. Anyone 18 years and younger without a sponsor.

VI. CRITERIA

1. When reviewing applications, the panel will make its funding recommendations on the basis of:
 - Artistic or scholarly excellence
 - Benefit to the residents of Bainbridge Island
 - Sound planning and fiscal management that suggest the ability to successfully implement the project, event or program
 - Completeness and clarity of the application. (Applications that do not adhere to the instructions may be eliminated from consideration.)

VII. AWARDS POLICY

1. In order to encourage a broader range of submissions to the Bainbridge Island Arts and Humanities Fund, up to 1/3 of each year's allocation shall be set aside for new (never before funded) applicants proposing new projects, programs or events. In the event there is not a sufficient number of qualifying new applicants, portions of that set-aside can be awarded to other applicants.

VIII. APPLICATION REVIEW PROCEDURES

A. Peer Panel

1. The application review panel will be composed of at least five members who will review applications and make funding recommendations based upon decision making criteria provided by the BIAHF Committee.
2. The composition of the panel shall be determined by the BIAHF Committee and BIAHC staff, based upon recommendations forwarded by Bainbridge cultural organizations and the BIAHF Committee. The BIAHF Program Manager shall maintain a roster of qualified recommended panelists.
3. Panel members shall be nominated and selected for their knowledge of the arts and/or humanities.
4. At least one panel member shall reside off-Island.
5. The panel shall strive for a fair and equal distribution of funding amongst the various arts disciplines and the humanities.
6. The panel shall change yearly.
7. A BIAHF Committee member will serve as a non-voting facilitator, assisted by the BIAHF Program Manager.
8. An honorarium will be paid to each voting panelist.
9. The panel composition and deliberations are confidential. No comments of the individual panelists shall be made public at any time.
10. BIAHF Committee and BIAHC board members will not serve as panelists but may participate in an advisory capacity.
11. The panel's funding recommendations require approval by the BIAHF Committee, the BIAHC Board of Directors, and the City of Bainbridge Island.

B. Staff

1. The BIAHF Program Manager shall publicize the funding opportunity and publish the application and guidelines, present a workshop on application procedures and guidelines, respond to questions from applicants, receive and organize application materials for the panel, attend and assist the Application Review, take minutes of the process, compile the results, forward the panel recommendations through the required BIAHC and COBI approval channels, notify all applications of the outcome, prepare signature documents, and follow up with awards recipients as needed.

C. Committee

1. The BIAHF Committee reviews and approves changes to the application form and BIAHF Guidelines, and recommends policy changes to the BIAHC Board.
2. The BIAHF Committee selects the panel review date, which should take place within two to three weeks of the application deadline.
3. The BIAHF Committee selects the panelists from a list of recommended individuals with expertise in the arts and humanities.
4. Members of the BIAHF Committee assist the Program Manager in organizing and reviewing applications prior to panel review.
5. BIAHF Committee members, in consult with the Program Manager, will identify and eliminate ineligible applications from panel review; or, in appropriate cases, provide applicants with the opportunity to correct or complete their applications prior to panel review.
6. BIAHF Committee members evaluate funded projects and submit written evaluation reports.

IX. CONFLICTS OF INTEREST

A conflict of interest is defined as a close relationship through business, romance, familial relationship or strong dislike (love, hate, blood or money).

1. The BIAHF Committee shall attempt to select panelists that present no known conflict of interest with the applicants under consideration.
2. No applicant shall be allowed to serve as a panelist.
3. If a panelist has a conflict of interest with an applicant, he/she must declare it to the rest of the panel. The person with the conflict of interest must refrain from discussion of the application or applicant's qualifications, will leave the room during discussion, and may not vote.
4. BIAHF Committee members, and their family or household members, are ineligible for consideration for BIAH funding while serving on the committee.
5. BIAHC Board of Directors, and members of their families and households, are ineligible to apply for or receive funding from the BIAHF while serving on the BIAHC Board.

X. FUNDED APPLICANTS' RESPONSIBILITIES

1. Award recipients shall sign and return a BIAHF Allocation Agreement and adhere to the stipulations of the Agreement.
2. A Revised Project Description and Revised Budget shall be submitted by the applicant if the actual allocation amount substantially differs from the request amount and significantly affects the project scope, product, or financials.
3. If project completion extends beyond the date stated in the application and agreement, the funded applicant shall request an extension in writing and submit an Interim Report.
4. Individuals and organizations receiving funding from the BIAHF must credit BIAHF support in written publicity and spoken acknowledgements.
5. Funded applicants must submit a Final Report upon the completion of the project.

XI. PAYMENTS

1. Successful applicants shall receive half of the allocation upon return of a signed Award Agreement.
2. Final (second half) payment will be made upon submission of a completed Final Report.