



2014 Vendor Service Funding Application

Applications for 2014 funding must be **complete and submitted electronically to the City Manager's Office at ctoomay@lawrenceks.org by 5:00 pm on Friday, May 3, 2013.** Please note that funds will be disbursed according to the following schedule unless otherwise agreed to in writing:

- o First half of funds will not be disbursed before April 1
- o Second half of funds will not be disbursed before October 1

Please contact Casey Toomay, Budget Manager at ctoomay@ci.lawrence.ks.us or at 785-832-3409 with questions.

SECTION 1. APPLICANT INFORMATION

Legal Name of Agency: Lawrence Arts Center, Inc.
Contact Name and Title: Susan Tate, Executive Director
Address: 940 New Hampshire, Lawrence, KS 66044
Telephone: 785-843-2787 Fax: _____ Email: Susantate@lawrenceartscenter.org

SECTION 2. REQUEST INFORMATION

- A. Program Name: Facilities Maintenance
- B. Amount of funds requested from the City for this program for calendar year 2014: \$141,000
- C. Did you receive City funding for this program in calendar year 2013? If so, list the amount: \$90,000
1. How would a reduction in city funding in 2014 impact your agency? The Lawrence Arts Center would be forced to reduce hours we are open to the public, as well as hours available for facility rentals. There is also the risk of reducing the quality and quantity of programs we have available for the community to enjoy.
 2. If you are requesting an increase in funding over 2013, please explain why and exactly how the additional funds will be used: This is a \$51,000 increase over 2013. The volume and types of usage of the building continue to increase, yet we have received the same amount for Facilities Maintenance since the building opened, and we need city support to keep up. We maintain our commitment to allow use at little or no cost to other non-profits, and to city and county entities. We have expanded hours to ensure access on weekends and outside of school and work days. This \$51,000 increase represents an additional full-time custodian as well as additional technical staffing. With this increased funding, the Lawrence Arts Center can protect the City's investment in this building while avoiding the need to curtail important services and funding because of a lack of staff.

SECTION 3. PROGRAM BUDGET INFORMATION

Provide a detailed budget for the proposed program using the following categories: personnel (list each staff position individually and note if new or existing), fringe benefits, travel, office space, supplies, equipment, other.

Personnel:

Facilities Manager (existing)	\$46,000
Facilities Manager Fringe	\$ 4,000
Custodian 1 (Full-time) (existing)	\$28,000
Custodian Fringe	\$ 4,000
Custodian 2 (Full-time) (new)	\$28,000
Custodian 2 Fringe	\$ 4,000
Custodian (Half-time) (existing)	\$10,000
Technical Director (Half-time) (existing)	\$15,000
Technical Director Fringe	\$ 2,000
Total	\$141,000

SECTION 4. STATEMENT OF PROBLEM / NEED TO BE ADDRESSED BY PROGRAM

Provide a brief statement of the problem or need your agency proposes to address with the requested funding and/or the impact of not funding this program. The statement should include characteristics of the client population that will be served by this program. If possible, include statistical data to document this need.

The requested funding will be used to support current facilities and maintenance staffing, add an additional full-time custodian and pay for a Technical Director. The requested funding allows the Arts Center to be open 7 days a week from 9AM to 9PM for performances, exhibitions, and visual arts education for the entire community. The current staffing necessary to maintain a safe and clean building for general public use is not sufficient for serving more than 200,000 patrons per year, 360 days per year. We cannot continue to be available to any community organization or business as a rental facility with only 1.5 custodial staff. Facility rentals fund 10% of our operating budget; however, we will not be able to continue to generate this revenue without additional staff for facilities maintenance and technical assistance for renters, and we will have to cut back on opportunities for community groups to use our space at reduced costs, and we will no longer be able to allow not-for-profit groups to use our space free of charge.

The Lawrence Arts Center serves the general population of Douglas County and surrounding rural communities. According to the US Census Bureau's 2005 data, the population of Douglas County is 102,914, and the client population of the Lawrence Arts Center is consistent with the population of Douglas County, which is:

- White persons 87.5%
- Black persons 4.1%
- American Indian and Alaska Native persons 2.1%
- Asian persons 3.7%
- Native Hawaiian and other Pacific Islander 0.1%
- Persons reporting two or more races 2.5%
- Persons of Hispanic-surnamed origin 3.7%

City funding supports technical, operations, and janitorial staff for the Lawrence Arts Center. The Lawrence Arts Center is uniquely equipped to provide space for public events, performances, and meetings. Central to facility availability is the need to have trained Lawrence Arts Center technical staff available to ensure equipment is properly handled and maintained for high-level use. In order to provide quality customer service, a technically proficient staff member needs to be available 7 days per week between the hours of 9 am and 9 pm to manage building events from set up to clean up. The Center values its role in serving the Lawrence area community during hours of operation.

The impact of not funding this program would require the Center to restrict community access to this facility, potential breakdown or loss of costly equipment, and necessity to curtail services and hours of operation to avoid compromised health and safety standards as building use increases without adequate maintenance and janitorial staff.

SECTION 5. DESCRIPTION OF PROGRAM SERVICES

Provide a brief description of the service you will provide and explain how it will respond to the need you identified in Section 4. The description should include how many clients will be served, and should describe as specifically as possible the interaction that will take place between the provider and the user of the service.

The Lawrence Arts Center requests \$141,000 to support qualified technical, operations, and janitorial staff. It is our goal to provide all members of this community the best customer service possible while maintaining the integrity of the building and technical equipment within the building. The service we provide to the community is a clean, safe, properly maintained, accessible public building for public use 7 days per week between the hours of 9 am to 9 pm. Having qualified technical staff onsite during extended business hours protects the building and prevents damage or destruction of expensive technical equipment.

Usage of the Lawrence Arts Center tops 200,000 users each year. The expectation is that attendance numbers will grow, as the Lawrence Arts Center reviews and expands its programs, and therefore the time and staff needed to ensure proper building use and equipment care will also grow. We believe proper facility use and equipment care translates into lower costs related to replacement, repair, and long-term maintenance.

SECTION 6. PROGRAM OBJECTIVES

Please provide three specific program objectives for 2014. Objectives should demonstrate the purpose of the program and measure the amount of service delivered or the effectiveness of the services delivered. A time frame and numerical goal should also be included. Examples include, "75% of clients receiving job training will retain their job one year after being hired," "increased fundraising efforts will result in a 15% increase in donations in 2014," "credit counseling services will be provided to 600 clients in 2014," "new digital arts program will serve 275 students in 2014," etc. **Applicants will be expected to report their progress toward meeting these objectives in their six-month and annual reports to the City.**

1. Maintain full-time technical/operations staff to work with the public during extended business hours and provide qualified technical assistance for community and public events.
2. Increase facility usage by 10% through better management of the facility rental and availability policies of the Lawrence Arts Center.
3. Extend the life of the current building and its technical equipment through proper care, use, and maintenance.



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SECTION 2. REQUEST INFORMATION

- A. Program Name: Scholarships
- B. Amount of funds requested from the City for this program for calendar year 2014: \$50,000
- C. Did you receive City funding for this program in calendar year 2013? If so, list the amount: \$25,000
1. How would a reduction in city funding in 2014 impact your agency? A reduction in funding for 2014 would mean that we would not have adequate funds to enable all underserved members of the community, regardless of ability to pay, to attend preschool, or take drama, dance, or visual arts classes. With more than 20% of our constituency in need of financial assistance, a reduction would negatively impact our agency as well as quality of life in Lawrence.
 2. If you are requesting an increase in funding over 2013, please explain why and exactly how the additional funds will be used: The Arts Center currently makes very difficult decisions in relation to providing scholarship assistance. We do not want to turn anyone away, but without additional scholarship support from the City of Lawrence, we will be forced to deny arts opportunities to some of the most needy families in our community due to inability to pay. We pledge to continue to try to match city support through private fundraising. This \$50,000 request represents ½ of our scholarship needs for one year.

SECTION 3. PROGRAM BUDGET INFORMATION

Provide a detailed budget for the proposed program using the following categories: personnel (list each staff position individually and note if new or existing), fringe benefits, travel, office space, supplies, equipment, other.

Designated Scholarship Funds	\$13,000
Unrestricted Scholarship Funds	\$ 0
<u>City of Lawrence Scholarship Funds</u>	<u>\$50,000</u>
	\$63,000

SECTION 4. STATEMENT OF PROBLEM / NEED TO BE ADDRESSED BY PROGRAM

Provide a brief statement of the problem or need your agency proposes to address with the requested funding and/or the impact of not funding this program. The statement should include characteristics of the client population that will be served by this program. If possible, include statistical data to document this need.

The need for scholarship support continues to grow. We request City support to allow the Lawrence Arts Center to continue providing opportunities in art, dance, and theater education for all underserved members of this community. Current policy provides financial assistance based on a sliding scale of income to determine eligibility. This scale is in line with federally established poverty guidelines. The Lawrence Arts Center uses the same income guidelines as USD 497 in determining eligibility for the free and reduced lunch program. In fiscal year 2011-12, the Lawrence Arts Center awarded \$100,000 in scholarships to over 500 students. It is our commitment to make the arts accessible to all people regardless of socioeconomic status.

The Lawrence Arts Center serves the general population of Douglas County and surrounding rural communities. According to the US Census Bureau's 2005 data, the population of Douglas County is 102,914, and the client population of the Lawrence Arts Center is consistent with the population of Douglas County, which is

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The Lawrence Arts Center will provide approximately 500 scholarships to low-income preschoolers, children, teens, and adults across all education programs. Scholarship support is critical for the Center to be accessible to all underserved members of this community. In addition, we have partnered with organizations to facilitate enrollment in classes and performances. Scholarships give organizations like Big Brother Big Sisters an opportunity for the adult and youth participants to take a class as part of their activities together. We also coordinate with Douglas County CASA, the Resident Services Officers at the Lawrence–Douglas County Housing Authority, Bert Nash, Juvenile Detention Center, USD 497, Boys & Girls Club, Head Start, Little Nations, Family Promise, and Cottonwood, Inc. The partnerships involve scholarships, fee waivers, and financial aid to offer art, dance, and drama classes to underserved members of this community.

The programming at the Lawrence Arts Center, made available to children in our community, provides a well-articulated arts-based STEAM (Science, Technology, Engineering, Art and Math) curriculum is the genesis for developing a future workforce to do what our community strives for – pursuing innovation, developing engineering and technical solutions, and strengthening our communities. We know that our programming offers the maximum academic and social impact and life-changing experiences for children and families.

In addition, the benefits of the Arts Center programming allow children to get much needed exercise through our theater and dance classes, as well as through our preschool initiative called “SmART Moves.” We are doing our part to successfully adapt one of the five components of the new Douglas County Community Health Plan - “physical activity” – in our program services.

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1. Increase enrollment through financial aid programs by 5%.
2. Increase diversity in all education programs by offering 90% to 100% scholarships to students in very low to low socioeconomic backgrounds.
3. Expand outreach efforts by 25% through collaborations with local community service agencies.