



## 2015 Economic Development Agency / Vendor Service Agency Funding Application

Applications for 2015 funding must be **complete and submitted electronically to the City Manager's Office at [ctoomay@lawrenceks.org](mailto:ctoomay@lawrenceks.org) by 5:00 pm on Friday, May 2, 2014.**

Please note that funds will be disbursed according to the following schedule unless otherwise agreed to in writing:

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

### SECTION 1. APPLICANT INFORMATION

Legal Name of Agency: Lawrence Arts Center, Inc.  
Contact Name and Title: Susan Tate, Chief Executive Officer  
Address: 940 New Hampshire, Lawrence, KS 6044  
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 2015: \$141,000
- C. Did you receive City funding for this program in calendar year 2014? If so, how much? \$110,000
1. How would a reduction in city funding in 2015 impact the ability of your agency to provide services to/on behalf of the City? 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 2014, please provide a justification for the increase. Based on the hours of operation of the Arts Center, will still be in need of an additional half-time custodian as well as a technical director/event coordinator. We were pleased to receive a portion of the request we made in 2014, but do need salary dollars for these two positions in order to continue to maintain expanded hours to ensure access to the building on weekends and outside of school and work days. We maintain our commitment to allow use at little or no cost to other non-profits and to city and county departments. We do not want to curtail access to the Arts Center for the public due to 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. PROGRAM OBJECTIVES

Please provide three specific program objectives for 2015. 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 2015," "credit counseling services will be provided to 600 clients in 2015," "new digital arts program will serve 275 students in 2015," 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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Please contact Casey Toomay, Budget Manager at [ctoomay@lawrenceks.org](mailto:ctoomay@lawrenceks.org) or at 785-832-3409 with questions.