



2016 Economic Development Agency / Vendor Service Agency Funding Application

Applications for 2016 funding must be **complete and submitted electronically to the City Manager's Office at ctoomay@lawrenceks.org by 5:00 pm on Friday, May 15, 2015.**

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 66044
Telephone: 785.843.2787 Fax: 785.843.6629 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 2016: \$110,000
- C. Did you receive City funding for this program in calendar year 2015? If so, how much? Yes, \$110,000.
1. How would a reduction in city funding in 2016 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 2015, please provide a justification for the increase. Based on the hours of operation of the Arts Center, it is essential that we maintain a full-time facilities manager, a full-time custodian, a part-time custodian, and a part-time technical director. We were pleased to receive a portion of the request we made in 2015, but do need salary dollars to be able to maintain these four positions. Without these positions, we could ensure access to the building on weekends and outside of school and work days. We maintain our commitment to allow use of the facilities 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 (Half-time) (existing)	\$10,000
Custodian Fringe	\$1,000
Technical Director (Half-time) (existing)	\$15,000
Technical Director Fringe	\$2,000
Total	\$110,000

SECTION 4. PROGRAM OBJECTIVES

Please provide three specific program objectives for 2016. 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 2016," "credit counseling services will be provided to 600 clients in 2016," "new digital arts program will serve 275 students in 2016," 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, Assistant City Manager at ctoomay@lawrenceks.org or at 785-832-3409 with questions.