

City-wide Capital Grants Fund for Philadelphia Arts & Culture Organizations

Public Meeting
March 22, 2007
9:00 am & 5:30 pm



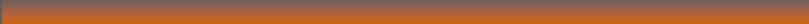


About the Capital Grants Fund

- Part of the Cultural and Commercial Bond Ordinance
 - Passed by City Council in November, 2006
 - Authorizes \$150 million of Bond proceeds
 - Philadelphia Authority for Industrial Development (PAID) Bonds
 - A major economic development effort with investments into commercial cultural corridors



About the Capital Grants Fund

- Targeted towards small and mid-sized organizations for facilities projects
 - Capital grants offer support for the improvement, expansion, or rehabilitation of existing buildings owned or leased by nonprofit cultural institutions.
 - Grants will range from \$10,000 to \$250,000.
- 



Goals of the Capital Grants Fund

- Position arts and culture as a part of Philadelphia's identity
 - Increase the visibility and accessibility of cultural organizations
 - Increase investment from public and private sectors
 - Stimulate cultural tourism and economic activity
- 

Program Administration

- Partnership

- Commerce Department

- Philadelphia Industrial Development Corporation (PIDC)

- Grants Committee



Program Administration

■ Commerce Department Mission

- Sets and implements the City's economic development strategy

■ Commerce Department Role

- Design and implementation of program
 - Manage grants process
 - Offers technical assistance
- 

Program Administration

■ PIDC Mission

- Leverage financing and real estate resources to retain and to grow employment in Philadelphia
- Coordinates tax incentive and work force development programs offered by the City and the Commonwealth

■ PIDC Role

- Executes Grant Agreements
- Manages disbursement process
- Monitors projects

Program Administration

■ Grants Committee

- Appointed by Mayor
- Decision making body for grant awards
- Committee Members
 - Commerce Director
 - Finance Director
 - Managing Director
 - Councilperson, Chair of Finance Committee
 - Councilperson, Chair of Parks, Recreation and Cultural Affairs



Grant Pool

- \$5 million appropriated from Bond Ordinance
- All grants must be dispersed within three years of the December 2006 Bond issuance



Eligible Applicants

- Nonprofit cultural organization
 - Defined as organizations that are dedicated to creating, preserving and/or exhibiting visual, literary and performing arts, architecture, science and history.
 - Incorporated 501(c)3 for at least 3 years
 - Located in Philadelphia
 - Generally based on Philadelphia Cultural Fund guidelines
- 



Eligible Applicants

- Must have ownership or leasehold with an unexpired period of at least six years
- Unless the building is owned by the City of Philadelphia, facility ownership is required for exterior renovation projects

Eligible Projects

- Types of activities
 - Renovations or repairs
 - Expansion of existing facilities
 - Purchase of major integrated equipment
 - Any combination of above



Eligible Projects

- Roof replacement
 - HVAC system replacement
 - Office space renovation
 - Installation of fire safety systems
 - Façade restoration
 - Elevator installation
 - Electrical and advanced networks wiring installation
 - Capital fixtures and equipment
- 

Projects NOT Eligible

- Deferred maintenance
 - Depreciable items that should be accounted for in operating budget including, but not limited to painting, carpeting, wear and tear, cosmetic and minor repairs
- Planning or feasibility studies
- Mortgage or loan payments
- Projects not related to cultural activity/service
 - Café in theatre, apartment in building, office space rented to non-cultural tenant

Projects NOT Eligible

- Operating activities
- Staff positions
- Fundraising/marketing activities
- Endowments
- Working Capital
- Reimbursements for projects already complete

Grants Administration

- Step 1: Request for Expressions of Interest
- Step 2: If Eligible, Invitation to Apply
- Step 3: Submit Application
- Step 4: Application Reviewed by Grants Committee
- Step 5: Grant Award Letter
- Step 6: Grant Agreement
- Step 7: Disbursement
- Step 8: Final Report

Grants Administration

Step 1: Request for Expression of Interest (REI)

- Cover Letter (max 2 pages)
- Project Description Form
- Preliminary City Review: April 20th
- Available online at:

www.phila.gov/capitalgrantsfund

Grants Administration

Step 2: Invitation to Apply

- Must meet general eligibility requirements
- Must have an eligible capital project
- Invitations will occur on a rolling basis
 - Additional information may be required
 - Work with Commerce Department to identify the project

Grants Administration

Step 3: Submit Application

- Formal application will include
 - Audit and other financial documents
 - Detailed project description
 - Information on the development team
 - Budget, including evidence of funding
 - Timeline
 - Other required documentation and information

Grants Administration

Step 4: Application Reviewed by Grants Committee

- Evaluation of Applications will be based on
 - General Eligibility
 - Leadership
 - Financial Capacity
 - Planning
 - Economic Opportunity Plan
- Details on specific criteria for evaluation will be available at the time of application



Economic Opportunity Plan

- An Economic Opportunity Plan (EOP) identifies opportunities for minority-owned, women-owned and disabled-owned business enterprises
 - The City, through the Minority Business Enterprise Council will determine the EOP requirements for grants through the City-wide Capital Grants Fund
 - For more info visit:
<http://www.phila.gov/capitalgrantsfund>
- 

Grants Administration

Step 5: Grant Award Letter

- Application reviewed and approved
- Award letters will be sent on a rolling basis
- Commitment of funds based on compliance with all criteria and scope of services set forth in Grant Agreement

Grants Administration

Step 6: Grant Agreement

- Awardees required to execute Grant Agreement with PAID
 - Evidence of financial capacity
 - Approved Economic Opportunity Plan
- Meeting and additional information may be required

Grants Administration

Step 7: Disbursement

- Disbursement of funds occurs only after
 - A Grant Agreement has been executed
 - Certified invoices for work performed on project are submitted to PAID
- The City reserves the right to re-allocate funds if project is not complete within 12-months of the signed grant agreement



Grants Administration

Step 8: Final Report

- A final report at project completion is required
 - Description of activities
 - Impact and outcomes for organization
 - Impact and outcomes for community



Funding Priorities

- Project readiness
 - Ability to leverage other funding
 - Financial and organizational capacity
 - Increasing or assuring public access to the arts
 - Accessibility for people with disabilities
 - Address known health and safety deficiencies
 - Reduce operating costs
 - Difficult to fund with foundation and individual dollars
- 

Timeline

- Expression of Interest: April 20, 2007
- Notice of Invitation to Apply: Rolling starting mid May
- 90 days to submit application from invitation date
- Final Application Due: Rolling
- All funds must be granted before December 2009

Questions?

Website

www.phila.gov/capitalgrantsfund

Email

capitalgrantsfund@phila.gov

Phone

215.683.2131