



City of Lawrence
Outside Agency Funding
APPLICATION

General Information: Each year, the City Commission considers requests for the allocation of dollars to a number of agencies that provide services benefiting the Lawrence community. The decision on funding a request will be made during the City's annual budgeting process. The decision will be based upon the availability of funds, the need demonstrated through the agency's application, the stated objectives of the applicant's program, past performance by the agency in adhering to funding guidelines (as appropriate), and the ability to measure progress toward the program objectives.

Instructions: Applications for 2008 funding must be complete and submitted electronically to the City Manager's Office at cliebst@ci.lawrence.ks.us by the deadline of 5:00 pm on Wednesday, May 2, 2007.

Questions? Contact Casey Liebst, Budget Manager at cliebst@ci.lawrence.ks.us or at 785-832-3409.

Section I. Applicant Information

Legal Name of Agency: Lawrence Arts Center, Inc.
Name of Program for Which Funding is Requested: Program and Scholarship Support
Primary Contact Person: Ann Evans
Address: 940 New Hampshire Street, Lawrence, KS 66044
Telephone: 785-843-2787 Fax: 785-843-6629
Email: annarts@sunflower.com

Section 2. Request Information

- A. Amount of funds requested from the City for this program for calendar year 2008: \$25,000.00
- B. Will these funds be used for capital outlay (equipment or facilities) in 2008? If so, please describe:
No
- C. Will these funds be used to leverage other funds in 2008? If so, how:
Yes, by investing in program development, program participation will increase, positively affecting earned revenue.
- D. Did you receive City funding for this program in 2007? If so, list the amount and source for funding (i.e. General Fund, Alcohol Fund, etc.): Yes. \$25,000.00 from the general fund.
- E. If you are requesting an increase in funding over 2007, please explain exactly how the additional funds will be used: N/A

Section 3. Agency and Program Budget information

- A. How many paid full time employees work for your agency? 15 Volunteers? 250
- B. What percent of your total 2007 budget goes to employee salaries and benefits? 70%
- C. What percent of your total 2007 budget is used for operating expenses? 9%
- D. What is the total estimated cost to provide the program in 2008? 21%
- E. What percent of 2008 program costs are being requested from the City? 1.8%
- F. List other anticipated sources of funding and funding amount for this program in 2008:

	<u>Anticipated Funding Source</u>	<u>Dollar Amount</u>
	Earned Income	1,060,258
	Contributed Income	322,247

TOTAL 2008 PROGRAM BUDGET 1,424,394

Section 3. Statement of Problem/Need to Be Addressed By Program

- A. 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.

Lawrence Arts Center Programs; Art Education, Dance, Drama, Preschool, and Exhibition serve the entire community. Program growth is tied to earned revenue which currently supports routine programming. Marketing, outreach and financial aid efforts are limited by earned revenue which fluctuates over the year. Activities such as surveying teachers and students as well as potential students to assess and respond to their needs, cannot be achieved under current funding. The Lawrence Arts Center needs to provide programming relevant to the changing needs in the community. Marketing and outreach efforts will allow the Arts Center to reach new consumers and better serve the Lawrence area. In addition, increasing demands by the community for new and expanded programs cannot be met by current funding streams. The orchestration of these components can greatly impact and broaden the scope, scale and quality of education programming at the Lawrence Arts Center.

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 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 or Latino 3.7%

Enrollment in 2005-2006 was 7,768 students (ages 18 months – seniors) taking 1,075 classes.

B. How was the need for this program determined?

The need was determined through an analysis of enrollment and revenue changes over the last 5 years, feedback from the community who request new and different programming and staff and artist instructors who receive feedback through their teaching experiences.

C. Why should this problem/need be addressed by the City?

Expectation is the Arts Center will continue to grow commensurate with the community, and the City should share in the fiscal responsibility of this growth as an investment in the community.

Section 4. Description of Program Services

A. Provide a brief description of the service you will provide and explain how it will respond to the need you identified in Section 3. 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.

City funding allows the Arts Center to:

- build program capacity and stay competitive in a changing growing community by allowing programs to evaluate and respond to teachers and participants, making necessary adjustments,
- develop new classes and programs,
- increase awareness of Arts Center programs by having the ability to create an integrated effective marketing plan, thereby generating more interest from untapped segments of the community,
- offer more fee waivers for qualified students who meet the USD 497 standards for the free and reduced lunch program, and support special populations who take classes.

B. Describe any efforts your agency has made to explore the community to determine if there are any other agencies providing similar types of services. What efforts have you made to coordination services?

No other organizations in this community provide the same services we do. The Arts Center works with agencies to offer them access to programs and educational classes at the Arts Center. Currently, we have partnerships with Head Start, Little Nations, Ballard Center, Immanuel Lutheran Childhood Center, Juvenile Detention Center, CASA, Bert Nash, Big Brothers Big Sisters, USD 497, Boys and Girls Club, Cottonwood, Inc., Lawrence Art Guild, Lawrence Chamber Orchestra, University of Kansas, English Alternative Theatre, EMU, Haskell Indian Nations University, Lawrence Photo Alliance, Indian Art Show, Lawrence Accredited Piano Teachers Association, to name a few.

Section 5. Program Objectives

Please provide three specific program objectives for 2008. 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 2008,” “credit counseling services will be provided to 600 clients in 2008,” “new digital arts program will serve 275 students in 2008” etc. **Applicants will be expected to report their progress toward meeting these objectives in their six month and annual reports to the City.**

Program Objectives

1. Develop a comprehensive survey that will be distributed to 100% of students enrolled in classes during the spring 2008 session to evaluate the customer satisfaction, effectiveness, relevance and quality of programming and teaching staff.
2. Create and implement a comprehensive marketing plan within 60 days to use for print, television, and web marketing for the 2008-2009 year.
3. Increase fee waivers by 10%, thereby further increasing diversity of enrollment.

Please return completed application electronically to cliebst@ci.lawrence.ks.us by 5:00 pm on Wednesday, May 2, 2007.

Office Use Only			
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six month report received	<input type="checkbox"/> yes	<input type="checkbox"/> no	audit received:	<input type="checkbox"/> yes	<input type="checkbox"/> no
annual report received:	<input type="checkbox"/> yes	<input type="checkbox"/> no	tax return received:	<input type="checkbox"/> yes	<input type="checkbox"/> no