

**Bastrop Cultural Arts Commission Agenda**  
Bastrop City Hall City Council Chambers  
1311 Chestnut Street  
Bastrop, TX 78602  
(512) 332-8800



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**April 04, 2023**

**Agenda - Cultural Arts Commission at 1:00 PM**

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*Bastrop Cultural Arts Commission meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.*

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**1. CALL TO ORDER**

**2. CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Board/Commission must complete a citizen comment form and give the completed form to the Board/Commission Secretary prior to the start of the Board/Commission meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board/Commission cannot discuss issues raised or make any decision at this time. Instead, the Board/Commission is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.*

*It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board/Commission to allow a member of the public to slur the performance, honesty and/or integrity of the Board/Commission, as a body, or any member or members of the Board/Commission individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Board/Commission and/or any person in the Board/Commission's presence will not be tolerated.*

**3. ANNOUNCEMENTS**

**4. REPORTS**

4A. Commission Member Reports

4B. Iconic Art Subcommittee Report

4C. Bob Bryant Park Mural Report

4D. Funding Diversification Committee Report

**5. PRESENTATIONS**

5A. Receive presentation from Recreation Manager Terry Moore on the Bastrop Parks and Recreation Master Plan.

**6. WORKSHOP**

6A. FY24 Worplan

6B. The Gathering

**7. ITEMS FOR INDIVIDUAL CONSIDERATION**

7A. Consider action to approve the Cultural Arts Commission Meeting minutes from the February 7, 2023 and March 7, 2023 meetings.

7B. Consider action to approve a second round of Mini Grants for Fiscal Year 2023 with a remaining balance of \$7,500 as well as any revisions to the mini grant criteria and application.

**8. ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: March 24, 2023 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/ Candice Butts  
Candice Butts, Main Street Manager

# City of Bastrop Cultural Arts Commission



Fiscal Year 2022

	Action	T, V & P	CAMP	Notes	Cost/Source
1	Raise the profile of the Cultural Arts Commission and CAMP among members of the Bastrop cultural art community for the following purposes: <ul style="list-style-type: none"> <li>• Across-the- arts collaboration and cooperation, planning, events and other initiatives.</li> <li>• Nurture perceptions of shared responsibility among the arts community for the promotion of the community to local and distance audiences.</li> </ul>	Partnership & Collaboration	<i>Creative Economy-Strong Networks: Local businesses and the creative community have deep and mutually supportive relationships</i>	<ul style="list-style-type: none"> <li>• Announce the launch of the CAMP to arts/cultural organizations; project plans for the coming biennium and invite their individual participation in planning and implementation.</li> <li>• Begin compiling a database of members of arts/culture community for the purpose of developing a communications network.</li> </ul>	\$1,000
2	Partner with Visit Bastrop, Explore Bastrop, Main Street, the Texas Commission for the Arts, Visitor Center, and other local arts/cultural entities regarding arts/culture content in print, broadcast, and social media.	Promotion of Bastrop	<i>Place Competitiveness-Creating Dynamic Environments: Build on the strong tradition of arts and culture events and festivals by helping to promote year-round offerings for residents and visitors alike</i>		\$5,000
3					\$15,000

## City of Bastrop Cultural Arts Commission

	Launch a “Mini Grants” program aligned with our core themes, values and priorities, specifically, Diversity & Inclusion, Partnerships and Collaborations, and Political, Social and Economic Stability of the Arts.	Promotion of Bastrop	Cultural Inclusion- <i>Telling Local Stories: Enable local residents to create visual and performing arts experiences</i>	Mini-grant program will help grow and strengthen our local arts community and creative economy by contributing support to arts and culture events and activities that make us a Cultural Arts Destination.	
4	Iconic Murals and Other Public Art	Promotion of Bastrop	Creative Placemaking- <i>Creating a Vibrant Physical Realm</i>	Creation of Iconic Public Art Committee that includes seats from City Boards & Commissions	\$25,000

Fiscal Year 2023

	Action	T, V & P	CAMP	Notes	Cost/Source
1	2D and 3D Public Art	Promotion of Bastrop	Creative Placemaking- <i>Creating a Vibrant Physical Realm</i>	Focus on partnerships for implementation	
2	Funding Diversification	Political, Social, and Economic Stability of the Arts	Creative Economy- <i>Fostering Community Investment</i>	Collateral pieces for promotion and education	
3	Art Everywhere Art Everyone Campaign	Promotion of Bastrop	Place Competitiveness- <i>Creating Dynamic Environments: Build on the strong tradition of arts and culture events and festivals by helping to promote year-round offerings for residents and visitors alike</i>	Iconic Murals Public Art	

## MINUTES OF BASTROP CULTURAL ARTS COMMISSION

February 7, 2023

City Hall, Bastrop, Texas

The Bastrop Cultural Arts Commission met in a regular meeting on Tuesday, February 7, 2023 at 1:00 p.m. at Bastrop City Hall located at 1311 Chestnut Street, Bastrop, Texas. Individuals present were Montoya Stayton, Lisa Holcomb, Michael Jones, Nicole DeGuzman, Chico Portillo, Kirkland, and Candice Butts.

1. **CALL TO ORDER:** 1:00 p.m. and with quorum in attendance, Maria called the meeting to order.

2. **CITIZENS COMMENTS:** None

3. **ANNOUNCEMENTS:** None

### 4. REPORTS:

4A. John said council approved the Bob Bryant park mural. Maria stated that starting in April they will be doing the “move it Bastrop,” downtown and the rec center doing flash mob each 1<sup>st</sup> of the month downtown. Chico stated that the mural project had a meeting with himself and Kaye and art students. Only a few students interested so opened to Cedar creek students as well. Lisa reported on Opera House. Candice reported on the crosswalk project. Nicole reported on The Real Places Conference and said there will be Texas State PHD students coming to audit the museum.

5. **PRESENTATIONS:** No presentations

### 6. WORKSHOPS

**6A: Mini Grants:** Discussion of Vibe Tribe’s appeal. Committee stated that she had already started the project at the time she submitted the application and didn’t submit the items asked for in the application. Maria stated that she needs to finish the application. Commission needs to tweak application. Maria asked that we do research on how other cities handle such. John stated that it’s in the historic district and we don’t know that they have the proper authority to do so. Commission stated they would review it next month if she were in the ok with the historic society.

**6B: Iconic Art:** First meeting on February 15<sup>th</sup>

**6C: Diversification:** Nicole stated the Committee met and discussed various grants found. Nicole asked who would write the grants. Candice stated she will find out who is on staff with the city who can help. They will look into a grant by TCA.

**6D: Gathering:** Reviewed agenda. Discussed schedule.

### 7: ITEMS FOR INDIVIDUAL CONSIDERATION:

7a. A motion was made by Chico to approve the minutes as written. Michael 2<sup>nd</sup> the motion. Motion was passed to approve the November-January minutes.

**8. MEETING ADJOURNED:** Motion was made by Nicole to adjourn. Michael 2<sup>nd</sup> the motion. Meeting adjourned at 1:57 p.m.

APPROVED:

ATTEST:

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Maria Montoya Stayton  
Cultural Arts Commission, Chair

Candice Butts  
Main Street Manager

## MINUTES OF BASTROP CULTURAL ARTS COMMISSION

March 7, 2023

City Hall, Bastrop, Texas

The Bastrop Cultural Arts Commission met in a regular meeting on Tuesday, February 7, 2023 at 1:00 p.m. at Bastrop City Hall located at 1311 Chestnut Street, Bastrop, Texas. Individuals present were Montoya Stayton, Lisa Holcomb, Nicole DeGuzman, Kaye Sapikas, John Kirkland, and Candice Butts.

1. **CALL TO ORDER:** 1:00 p.m. and with quorum in attendance, Maria called the meeting to order.

2. **CITIZENS COMMENTS:** None

3. **ANNOUNCEMENTS:** None

### 4. REPORTS:

4A. Maria stated that Nicole had let her know that Nancy Wood is the new director of Events for Museum. She'll be also taking over First Friday. Candice reminded us of the roast for Connie. John stated parks master plan has kicked off. They are looking for 1000 responses via a QR code. Candice stated that Terry Moore will present to us next meeting. Lisa commented on Addams Family opening on the 10<sup>th</sup>. Maria reported on the walking art tour.

4b. **Iconic Art Subcommittee report:** Maria stated that the commission came up with a theme of "birds and flight." They are looking at different mediums. Chloe came up with a sample call to entries. Candice suggested changing the email since she will be on maternity leave during submission deadline. Dates were discussed and decided to meet on July 11<sup>th</sup> rather than July 4<sup>th</sup>.

4c. **Funding diversification:** Nicole stated that we are going for TCA grant. Needs to create an AV (video) and she needs a snippet of about 30 seconds, written out, from each commission member about what they do to represent the commission. Also needs bios of about 25 words from each.

6. **Bob Bryant Park Mural:** Kaye stated that they got it painted and kids started priming. She provided pics to see the artwork. She stated that an additional \$500 needs to be approved for supplies. She stated that they are working over spring break, and they need some supervision and asked the commission to help provide that. Nicole and Candice volunteered to help. Lisa made motion to approve the \$500 and Nicole 2<sup>nd</sup>. Approved.

5. **PRESENTATIONS:** No presentations

### 6. WORKSHOPS

6A. Gathering: Maria stated that she heard lots of good things about it. Lisa stated that there doesn't seem to be any musicians attending. Susan Smith will be contacted. The next gathering date set for Sept 13 or 14 from 6-8.

6B. Mini Grants: Candice stated that we still have money for another round of grants. We currently have \$9000. Commission decided to time it so that the announcements would be at the next Gathering. Candice stated that August 1<sup>st</sup> would be the grant review. Stated that if any verbiage needs to be changed, we need to do it next meeting.

6C FY24 Workplan: Maria asked if we could ask for a different percent of hot funds for next budget. John stated that we can also ask for more if we use the original amount. Maria requested a work session for the budget at the next meeting.

**7: ITEMS FOR INDIVIDUAL CONSIDERATION:**

7a. Vibe Tribe consideration for mini grant. Candice stated that she did submit the items requested. Kaye made motion to approve and Nicole 2<sup>nd</sup> the motion. Approved.

A motion was made by Kaye to approve the minutes as written. Nicole 2<sup>nd</sup> the motion. Motion was passed to approve the minutes.

**8. MEETING ADJOURNED:** Motion was made by Kaye to adjourn. Nicole 2<sup>nd</sup> the motion. Meeting adjourned at 1:54 p.m.

APPROVED:

ATTEST:

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Maria Montoya Stayton  
Cultural Arts Commission, Chair

Candice Butts  
Main Street Manager



# MINI GRANT REGISTRATION FORM

Cultural Arts Commission  
1311 Chestnut Street  
Bastrop TX 78602  
512-332-8800 | Engage@cityofbastrop.org



Date                      Day                        Month                        Year

## APPLICANT INFORMATION

Applicant's Full Name

Phone Number                       Email

Mailing Address

City                       State                       Zip Code

Name of Organization

EIN (Employer Identification Number, if Applicable)

Organization's Mailing Address

City                       State                       Zip Code

Website                       Social Media

Have you or your organization received funds from the Arts Commission before?     Yes     No

If yes, please provide the project name, amount of funding received, and date:

## PROJECT INFORMATION

Title of Event or Project

Dates

Location of Event or Project

Total Budget

Advertising Budget (Must be at least 10% of your total request)

Anticipated number of event participants (if applicable)

Provide a detailed description of project or event.

Explain how your program supports and/or promotes arts in the local community.

What impact does your organization have on individuals in our community as a whole.

## FINAL CHECKLIST, SIGNATURES, AND SUBMISSION INSTRUCTIONS

Thank you for applying for the Cultural Arts Commission’s Mini Grant Program. Please ensure you have reviewed the Cultural Arts Commission’s [Mini Grant Criteria](#) and include the following items (if applicable) to your application:

- Completed application
- Project budget included
- Resume of project lead
- IRS letter of determination (if applicable)
- Final report from previous year’s event (if applicable)
- Examples of past publicity (if applicable)
- Any other supporting materials

All Mini Grant applications will be submitted electronically by emailing this application and supporting documents to the Bastrop Cultural Arts Commission at [engage@cityofbastrop.org](mailto:engage@cityofbastrop.org) by December 31, 2022. By signing below, you have reviewed the application checklist, reviewed the Cultural Arts Commission’s Mini Grant Criteria, and acknowledge that incomplete applications will not be reviewed.

Applicant Signature  Date

Title (Optional)

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### INTERNAL USE ONLY

Application Received Date  Review Date

Placemaking Opportunity (30 points max)

Community Support (20 points max)

Outcomes Criteria (15 points max)

Submission Total Score (0-65)

Awarded Funding Amount (if awarded)

Staff Signature

Title

Notes

Date

# Bastrop Cultural Arts Commission

## Mini Grant Review Criteria

### July 5, 2022



Submissions will be evaluated the Cultural Arts Commission on a first come, first served basis, according to the following criteria: • **Artistic Excellence** and **Artistic Merit** - as defined below.

The **artistic excellence** of the project, which is defined as:

- Creativity, originality, reflective of the community's cultural identity (ecology, history, society). Quality of the artists, arts or design professionals, arts organizations, works of art, or services that the project will involve, as appropriate for the community in which the project takes place. Artistic excellence is evaluated based on the material and work samples submitted with the application.

The **artistic merit** of the project, which is defined as:

- Potential to advance local economic, physical, and social outcomes by:
  - Bringing new attention to or elevating key community assets and issues, voices of residents, or local history
  - Injecting new or additional energy, resources, activity, people, or enthusiasm into a place
  - Envisioning new possibilities for a community or place - a new future, a new way of overcoming a challenge, or approaching problem-solving; or
  - Connecting communities, people, places, and economic opportunity via physical spaces or new relationships.
- Potential to support artists, design professionals, and arts organizations by integrating the arts and design into the fabric of civic life.
- Level of community engagement in planning for and participating in the project.
- Strength of the partnership between required local and nonprofit partners, as well as engagement of the private and public sectors.
- Potential to reach underserved populations such as those whose opportunities to experience the arts are limited.
- Ability to carry out the project based on such factors as the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel.
- Appropriateness of the proposed performance measurements and their ability to demonstrate that project activities are advancing local physical, economic, and/or social outcomes. (How will you know if you have accomplished your goals?)

**Placemaking Opportunity (30 points maximum)**

Extent to which a project or activity builds on the distinctiveness of place using arts or cultural assets and demonstrates a potential to stimulate economic or community growth through the arts.

Excellent (25-30 points)	Average (21 – 24 points)	Needs Improvement (0-20) points
<ul style="list-style-type: none"> <li>Clearly identifies distinctive features of the community or place.</li> <li>Clearly demonstrates a strengthening of community identity through authentic incorporation of arts and culture into planning and implementation.</li> <li>Clearly develops or maximizes community assets, liabilities, or local traditions through the arts.</li> <li>Clearly makes art, artists, or culture integral project components</li> </ul>	<ul style="list-style-type: none"> <li>Somewhat identifies distinctive features of the community or place.</li> <li>Builds community identity through some use of arts and culture in planning and implementation.</li> <li>Moderately develops or maximizes community assets, liabilities, or local traditions through the arts.</li> <li>Show some evidence that art, artists, or culture is incorporated.</li> </ul>	<ul style="list-style-type: none"> <li>Fails to identify distinctive features of the community or place.</li> <li>Fails to build community identity through the use of arts and culture in planning and implementation.</li> <li>Shows little or no evidence of developing or maximizing community assets, liabilities, or local traditions through the arts.</li> <li>Shows little or no evidence that art, artists, or culture is incorporated in the project.</li> </ul>

**Community Support (20 points maximum)**

Level of community support demonstrated by active participation from community stakeholders or partners in the project.

Excellent (17-20 points)	Average (12-16 points)	Needs Improvement (0-11) points)
<ul style="list-style-type: none"> <li>Demonstrates strong support and endorsement from community leaders and members.</li> <li>Includes strong support from local arts and cultural leaders.</li> <li>Clearly involves community members in the planning, execution, and evaluation of the project.</li> <li>The potential to reach underserved populations.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates moderate support and endorsement from community leaders and members.</li> <li>Demonstrate moderate support from arts and cultural leaders.</li> <li>Somewhat involves community members in the planning, execution, and evaluation of the project.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates little or no community support.</li> <li>Demonstrates little or no support from artistic community or cultural leadership.</li> <li>Little or no involvement of community members in the planning, execution, and evaluation of the project.</li> </ul>

**Outcomes (15 points maximum)**

Articulation of clear and measurable outcomes.

Excellent (13-15 points)	Average (9-12 points)	Needs Improvement (0-8 points)
<ul style="list-style-type: none"> <li>• Project goals and objectives are specific, attainable, and measurable and are part of a long-term community strategy.</li> <li>• Applicant has logical and appropriate means for tracking progress toward project goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Project goals and objectives are moderately clear, attainable, and measurable and somewhat address a long-term community strategy.</li> <li>• Applicant has acceptable means for tracking progress toward project goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Project goals are unrealistic and/or offer little information about how community members will be engaged.</li> <li>• Applicant has unclear means for tracking progress toward project goals.</li> </ul>

**Scoring (50 points minimum)**

Calculate the total from the placemaking opportunity, community support, and outcomes criteria to determine the final score.

Excellent (55-65 points)	Average (50-65 points)	Needs Improvement (0-50 points)