

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



January 02, 2024

Agenda - Cultural Arts Commission at 1:00 PM

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.

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. Receive report from the Iconic Art Committee.

5. PRESENTATIONS

6. WORKSHOP

- 6A. Discussion of funding diversification strategy.
- [6B.](#) Discussion and review of Mini Grant Criteria and 2024 deadline.
- 6C. Discussion on the next Gathering event.

7. ITEMS FOR INDIVIDUAL CONSIDERATION

- [7A.](#) Consider action to approve the Cultural Arts Commission meeting minutes from the December 5, 2023 meeting.
- 7B. Discussion and possible action to approve the Art Call for the Bird Junction Iconic Art Project.

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 and said Notice was posted on the following date and time: December 27, 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



Bastrop Cultural Arts Commission

“Mini Grants”

Background/Context: The City of Bastrop Cultural Arts Master Plan, adopted by City Council in January 2021, recognizes, and encourages individuals, groups and organizations that enrich Bastrop life and its increasingly widespread reputation and vibrancy as an arts destination. The Plan affirms that arts and cultural offerings are fundamental to the quality-of-life residents enjoy, at the heart of Bastrop’s appeal to visitors and underscore Bastrop’s designation as a Texas Commission for the Arts “Cultural District.” In April 2022 the CAC launched 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. The 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 enhance our community.

Program Basics: The grant application period will open May 8, 2023 and close July 21, 2023 with announcements of awards occurring August 7, 2023. All grant projects must be completed and report on by December 31, 2023.

Eligibility: Non-profit organizations (not receiving City of Bastrop Hotel Occupancy Tax allocations), schools, informal arts groups and cultural organizations will be eligible for project-based grants. Grants also may be awarded to jump-start initiatives mounted by individuals to enhance the art and cultural landscape of Bastrop.

Programming, projects, and/or events celebrating arts and culture must be open to the public and within the City of Bastrop limits and needs to directly enhance tourism through creative placemaking. Creative placemaking refers to the process in which partners strategically shape the physical and social character of a city around arts and cultural activities. Unless otherwise approved by the Commission, grants will apply only to projects that are started and completed by December 31, 2023.

Ineligible costs shall include food, scholarships, rental of hotels, resale items, gifts, awards, transportation costs, payment to applicants, or political activity. The grant project may not contain obscene, sexually explicit, or vulgar material of a violent or political nature. Please note that 10% of the grant amount must be used on advertising outside the City limits which may include but is not limited to: radio or newspaper ads, direct mail, or sponsored social media posts.

Application: Applications will be reviewed by individuals appointed by the Bastrop Cultural Arts Commission and scored by the group on the basis of the following criteria:

- The extent to which the project promotes cultural arts tourism and preserves and enriches the cultural resources of the community
- The project’s artistic merit, creativity and innovation as perceived by the review panel and is not duplicative of other local efforts

- The project’s artistic vision, its responsiveness to community arts and cultural needs and its furtherance of CAC’s stated goals
- The project reflects innovation in programming to reach new and special audiences
- The project reflects collaborative engagement and/or partnerships with other arts and cultural interests in the community
- The project’s ability to inform and inspire arts and culture understanding and appreciation among its audiences
- That have arts/cultural tourism impact (e.g., attracting others attending other arts and culture venues or events through creative placemaking, stay overnight, shop or dine in Bastrop)

Special consideration will be given applications for events, projects, other programing:

- For which admission/participation is free
- That includes outreach to populations that are traditionally underrepresented
- That reflects across-the-arts collaboration and partnerships

Scoring: Submissions must obtain a minimum of 50 points to be considered.

Calculations of the total score will be determined based on the placemaking opportunity (30 points maximum), community support (20 points maximum), and outcomes criteria (15 points maximum).

Excellent (55-65 points)	Average (50-65 points)	Needs Improvement (0-50 points)
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Awards: Grants are anticipated to range from \$500 to \$1,500 each. Recipients will be selected from applicants by a panel of application reviews whose recommendations will be subject to the approval of the City of Bastrop Cultural Arts Commission. Decisions of the Commission are considered final.

Grant Proposal Content:

- Contact information for someone who will be readily available during the grant application review period to answer questions about the application
- Purpose and description of the event or project
- Amount being requested and total budget, including other anticipated funding (e.g., donations, sponsorships, ticket sales if applicable, other grants)
- Date, location, admission charge (if applicable), anticipated attendance
- Anticipated demographic of audience, participants
- Description on how the grant will help fulfill the mission of the Bastrop Cultural Arts Commission and goals of the Cultural Arts Master Plan
- Assurance that the City of Bastrop Cultural Arts Commission will be recognized in advertising the programs through use of the Commission logo
- Examples of past work

Funding Grants: Each grant will be funded at the time the grantee completes a contract of performance required by the City of Bastrop. Grants will help fund programs, placemaking, activities and events of a short-term nature.

Final Report: Each grantee must submit a final report within 30 days of completion of the event, project, or programming but no later than December 31, 2023. The report must describe how grant funds have been expended and accompanied by receipts, what benefits have been accrued, as well as copies of event promotion materials, participant counts, and other relevant information.

For Further Information: Please email Candice Butts at cbutts@cityofbastrop.org.

Bastrop Cultural Arts Commission

Mini Grant Review Criteria



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

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"> Demonstrates strong support and endorsement from community leaders and members. Includes strong support from local arts and cultural leaders. Clearly involves community members in the planning, execution, and evaluation of the project. The potential to reach underserved populations. 	<ul style="list-style-type: none"> Demonstrates moderate support and endorsement from community leaders and members. Demonstrate moderate support from arts and cultural leaders. Somewhat involves community members in the planning, execution, and evaluation of the project. 	<ul style="list-style-type: none"> Demonstrates little or no community support. Demonstrates little or no support from artistic community or cultural leadership. Little or no involvement of community members in the planning, execution, and evaluation of the project.

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

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)
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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 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)

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

MINUTES OF BASTROP CULTURAL ARTS COMMISSION

December 5, 2023

City Hall, Bastrop, Texas

The Bastrop Cultural Arts Commission met in a regular meeting on Tuesday, December 5, 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, Chloe Breville, Patricia Rendulic, Chico Portillo, John Kirkland, Candice Butts, Kathy Danielson, and Chris Kiley

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:**

Maria gave out postcards for Central TX walking art tour. They are expecting 2-3 thousand for the 2nd annual walking tour.

4. **REPORTS:**

4A. Receive report from the Iconic Art committee: Planning continues for event for fundraiser. Maria stated that we will need sponsors.

5. **PRESENTATIONS:** None.

6. **WORKSHOPS**

6A. Discussion on the appropriate use of HOT Funds for the Arts in Bastrop. Chris Kiley, Executive Director of TFA presented on appropriate usage of Hot Funds. Chris explained that it doesn't have to be "heads in beds," but should benefit the hotel/motel industry in Bastrop. John presented a draft that he formed together with instructions of what hot funds in Bastrop can be used for. He obtained the information from the state law.

6B. Discussion on Cultural Arts Commission committees and committee goals. Discussion on the need to fill the empty commission seats. Maria asked if there is someone who can write grants for the commission. Maria asked to put the diversification of funding on next meeting's agenda.

6C: Discussion on the next Gathering event. Maria asked Chloe to help the 2 new commission members plan the next gathering.

7: **ITEMS FOR INDIVIDUAL CONSIDERATION:**

7A. Motion to consider action to approve the Cultural Arts Commission meeting minutes from November 7, 2023. Nicole made a motion to approve, and Chico seconded. Minutes were approved unanimously.

7B. Discussion on the Delgado Park Mural Project: : A call was put out but no one has responded. Cheryl Lee and Sylvia reached out to Curtis about the project and he submitted

a proposal. Candice advised reaching out to the Delgado family to ask their opinion of any artwork. A motion was made to use Curtis and his concept, pending feedback from the family. Nicole made a motion to approve and Chico seconded. Motion was approved unanimously.

7C. Discussion and possible action to approve updates to the Cultural Arts Commission's two-year work plan. Motion was made to approve edits. Chloe made a motion to approve the edit and Nicole seconded. Motion was approved unanimously.

7D. Discussion and possible action to make a recommendation to the Mayor to fill the cultural Arts Commission vacancies: Yvonne Keyrouz and Mike Kiddoo's names were brought before the commission. Maria stated that Mike agreed to serve on the commission. Commission agreed to make recommendation to the mayor for Mike and Yvonne to serve. Chloe made a motion to approve Yvonne and Mike and Nicole seconded the motion. Motion was passed unanimously.

8. **ADJOURNMENT:** Motion was made to adjourn meeting by Chloe and Chico seconded. Meeting adjourned at 2:30 p.m.

APPROVED:

ATTEST:

Maria Montoya Stayton
Cultural Arts Commission, Chair

Candice Butts
Main Street Manager