

City of Laramie/Albany County

Community Partner Organization - "Outside Agency" *Funding Request Application*

Fiscal Year 2023-2024

Introduction

The City of Laramie and Albany County provide funding opportunities to local community partner organizations through their annual budget making processes. Historically known as "Outside Agencies" or "Community Partners," organizations receiving municipal and/or county funds do not operate within the formal structure of city or county governments but may utilize support from these governments to achieve their missions or fund special projects. Community Partner organizations generally have a strong presence within the community and provide vital services, products, or activities that serve to improve the community in a variety of ways. Historically, organizations requesting funding have typically fallen within the following three categories:

Recreational/Arts and Culture: These organizations exist to promote, sustain and develop recreational, cultural and leisure activities within the community. These organizations may also sponsor educational and community events or celebrations designed to encourage a diverse cultural and active lifestyle and promote a strong sense of community.

Example: *Laramie Plains Museum, Laramie Depot, and Relative Theatrics*

Social Services: The primary objective of these organizations is to support or engage in activities designed to enhance the wellbeing of individuals and families within the community. These organizations provide a variety of services that primarily focus on basic human needs, access to programs and services designed to maintain human dignity, health and overall welfare of citizens.

Example: *Big Brothers-Big Sisters, Downtown Clinic, and Interfaith-Good Samaritan*

Civic Organizations/Quasi-Governmental: These organizations have been established within our community to: A) work for overall improvement, advancement and economic health through civic involvement, economic development initiatives and through fostering community spirit; or B) provide services, programs or other opportunities for the betterment of the community through the organization of Joint Powers Boards or other Quasi-Governmental Organizations that work collaboratively with the City of Laramie and/or Albany County on shared goals, concerns and interests.

Examples: *Albany County Public Library and the Laramie Plains Civic Center*

Application Instructions

Please answer questions in the form provided here. An application is also available for download on the City of Laramie website: www.cityoflaramie.org. Contact Nancy Oakland-Potter (noaklandpotter@cityoflaramie.org, 721-5226) or Kayla White (kwhite@co.albany.wy.us, 307-721-5517) for assistance. All requested information must be completed before this application can be considered. Applications that are incomplete or are missing required materials will not be considered until all missing information or items have been received by the City Manager's Office.

Applicants must submit their application either by U.S. Mail or electronically to:

Original Copy (one hard copy only)

Mail:

City Manager's Office
Attn. Nancy Oakland-Potter—Community Partner Funding
P.O. Box C
Laramie, WY 82073

Electronic Copy (one to each staff member listed below)

Email to:

Nancy Oakland-Potter
City Manager's Office
Executive Assistant
307-721-5226
noaklandpotter@cityoflaramie.org

Kayla White
Albany County
County Clerk
307-721-5517
kwhite@co.albany.wy.us

The application process also includes a five-minute presentation and "question and answer" session with the City Council and the County Commissioners. See Application Checklist for meeting schedule.

PLEASE NOTE:

***Applications must be received by the City Manager's Office
no later than 5:00 p.m. on Tuesday, February 21, 2023.***

Application Checklist

This checklist is for applicant use only. Do not include this list in your application.

- Complete Application Form.
- If submitting a hard copy via U.S. Mail to the City Manager’s Office.
 - Use only a staple, paperclip or binder clip to secure the application, starting with Section I.
 - Copy of Organization’s W-9 Form.
 - Only provide what is requested. *Do not* include brochures, promotional materials, etc.
- One (1) Electronic Copy emailed to BOTH noaklandpotter@cityoflaramie.org and kwhite@co.albany.wy.us.
NOTE: Do Not include W-9 in electronic version.
- You may attach a year-end balance sheet to satisfy the requirements in Section IV.
- In Sections IV and V, enter data for every question; do not leave any question blank. If a category/question is not applicable, answer “N/A” or enter a zero.
- Complete Section VI if your agency received funding during the FY 2021/2022 cycle.
- Mark your Calendar: **Presentation Schedule** (a final presentation schedule and instructions will be provided when applications are received).

Application Type	Date/Estimated Time	Location
City-only Joint City/County	March 14, 2023/5:30 p.m.	To Be Determined – Applicants will be informed of meeting location.
County-Only	May 26, 2023/5:00 p.m. Applications due to Kayla White Presentation on June 6, 2023, Commissioners Meeting	County Commissioners’ Room, Room 105, County Courthouse

Schedule for Decision Making Process and Availability of Funds:

→**City:** Laramie City Council intends to make a preliminary funding decision in late March or early April 2023. Final funding decisions will be announced upon adoption of the City’s FY 2023/2024 budget. Adoption is planned to occur in June 2023. Award payments for successful applicants will be made on or around August 1, 2023, pending receipt of completed agreement.

→**County:** The Board of Albany County Commissioners will make a final funding decision upon adoption of the County Budget at the end of June 2023. Contact County Clerk, Kayla White for more information.

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Laramie Public Art Coalition
Contact Person:	Laura McDermit, Executive Director
Mailing Address:	115 E. Iverson Avenue, Laramie, WY 82070
Phone:	724-875-1046
E-mail:	director@laramiepublicart.org
Web:	laramiepublicart.org

Type of Organization:

<input checked="" type="checkbox"/> Recreation/Arts and Culture	<input type="checkbox"/> Civic/Quasi-Governmental
<input type="checkbox"/> Social Service	<input type="checkbox"/> Other _____

Requested Amount for FY23/24: City \$ 15,000 County \$ 10,000

Will this amount be used to leverage additional funds either through grants or other means?

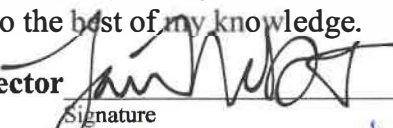
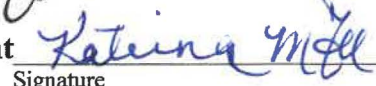
Yes No

If you marked YES, indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual.

\$ 25,000 Estimated Actual

Description of request: Using the space below, *briefly* describe how your organization will use these funds and how the proposed program/project will benefit the community. ***A more detailed description is requested in Section III.*** Operate a thriving public arts organization.

Declaration: I hereby certify that the information give in this application for Community Partner funding is true and correct to the best of my knowledge.

Agency Director		Laura McDermit	2/2/2023
	Signature	Print Name	Date
Board President		Katrina M Gee	2/2/23
	Signature	Print Name	Date

SECTION II: Organization History

Organizational History and Mission

Provide a mission statement and brief history of your organization in Laramie and/or Albany County, including services provided to area residents.

Mission: Enhance and contribute to the unique cultural vibrancy of Laramie and Albany County by creating opportunities for artists and fostering community engagement through public art, exhibitions, special events, and educational programs.

LPAC is an independent, non-profit 501c3 that provides the greater Laramie community with a structure and inclusive processes to create successful public art projects that reflect the community's identities and values and contribute to community vitality. LPAC was founded after a community-led process to develop a public art plan for the City of Laramie and Albany County.

At LPAC:

- We believe art is for everyone.
- We strive to create an inclusive and transparent process for creating in the community.
- We meet people where they are.
- We value artists and their contributions to our community and space.
- We enhance public space and create opportunities for challenging conversation.

During 2022, we paid 39 artists to create and directly invested over \$55,000 into our community spaces. Projects included an artwork by Laramie artist and firefighter, Brandon Russell, at the City of Laramie Fire Training Facility and a hanging sculpture at the Albany County Courthouse by Indianapolis art duo Owens + Crawley.

Organizational Structure

List your officers and director(s), indicating their terms of office.

Staff:

Laura McDermit, Executive Director
Ashley Quick, Community Engagement Manager

Board:

Katrina McGee, Chair (second term, 2018)
Ray Kasckow, Vice Chair (first term, 2021)
Sunnie Lew, Secretary (first term, 2022)
Sylvia Parker, Treasurer (second term, 2018)
Micah Richardson, City Council Rep (appointed January 2023)
Sue Ibarra, County Commissioner Rep (second appointment January 2023)
Aubrey Edwards (first term, 2022)
Ali Grossman (first term, 2021)

SECTION III. *Funding Request Justification*

Briefly explain how these funds will be used and why public funds are necessary to accomplish this goal. Some discussion items to cover in this section may include:

- *whether or not the funding request has increased from prior years;*
- *whether or not this is a one-time or on-going request;*
- *description of any large program or staff expansion occurring in this fiscal year;*
- *large equipment or other fixed assets that will be purchased fiscal year;*
- *how your project relates to city or county goals, or how it improves the overall quality, character or health of the community; and*
- *whether or not funding will be used to leverage additional monies for your organization either through grants or other means.*

The request is an increase in funding from the previous year. Funding from the City of Laramie and Albany County is essential to the operation of LPAC as we work towards the betterment of the quality of life of our citizens through art in public spaces.

During the next fiscal year, some of the larger projects we will undertake include:

- Revitalization of an asphalt area in Optimist Park into a public patio with an asphalt mural, seating area, and basketball court
- A partner project with the U.S. Forest Service to complete murals in the vault bathrooms of the national forest near Vedauwoo
- A design competition for an interactive artwork outside of City Hall along Ivinson Avenue

In addition to these large scale artworks, LPAC will continue our community outreach programming of free art activities, events, and artist-led workshops.

At the core of every project and program is a commitment to paying artists fair wages for their work. We provide over 30 opportunities each year for artists to be compensated for their creative contributions to our community.

Community partner funding allows LPAC to apply for matching grants from the Wyoming Cultural Trust Fund, the Wyoming Arts Council, and national level funding from the National Endowment for the Arts.

Section IV. *Financial Information—a current balance sheet can be submitted to satisfy this requirement.*

Balance Sheet as of December 31, 2022:

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information You Wish to Include:</i>
Current: Cash: CDs, etc.: Receivables: Fixed: Equipment: Building: Less Depreciation:	Current: Payables: Withholding: Long Term: Promissory Notes: Mortgage: Owner's Equity:	Budget sheet is attached.

SECTION V. Fiscal Year Budget Information

If your organization follows a different funding cycle (i.e. Calendar Year), indicate your budget cycle here:

Revenue

	Amount	Secured or pending?
City of Laramie, Community Partner	\$ 15,000.00	Pending
Albany County, Community Partner	\$ 10,000.00	Pending
United Way	0	Pending
Donors	\$ 25,000.00	Pending
Fundraisers	\$ 5,000.00	Pending
Interest	0	Pending
Other	\$ 55,000.00	Pending
Other	\$ 50,000.00	Pending
Total Estimated Revenue	\$ 160,000.00	

Expense

	Amount	Comments
Salary, Director	\$ 75,000.00	
Salary, Other(s)	\$ 20,000.00	
Benefits	0	
Rent	0	
Utilities	0	
Client Service	0	
Client Aid	0	
Equipment	0	
Other	\$ 12,000.00	unrestricted operating
Other	\$ 54,000.00	restricted artist projects
Total Estimated Expense	\$ 160,000.00	

Section VI: Interim Report for FY 2022/2023 Awardees Only

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2022/2023

Amount Awarded?

\$ 12,007

Have you used all of the funds awarded?

Yes
 No

If you have not used all of the funds awarded, please include *amount remaining* and *date* by which you intend to use those funds.

\$ _____

Date: _____

Briefly describe the impact that the FY 2022/2023 award has had on your program, project or organizational operations. Some discussion items to cover in this section may include:

- *Number of persons served and demographics of persons served (income level, age, race, etc.)*
- *Describe the overall impact of these funds on your program, project, or organization.*
- *If your agency has not yet to spent all of the awarded funds, please briefly describe your plans to expend the funds by the end of the fiscal year.*
- *Did your agency use Community Partner funding to leverage additional funds, either through grants or other means?*

In FY 2022/2023, LPAC was able to hire a second employee. Our part-time Community Engagement Manager established a workshop series highlighting community artists. Community Partner funds helped us to secure a three-year, matching grant from the Wyoming Cultural Trust Fund to keep the Community Engagement Manager position.

We hosted four art parties to celebrate the opening of the community gathering space, Laradise Lane, the mural at the Visit Laramie visitor center, a print making party on the Laramie greenvelt, and a meet the artist event for the mural celebrating Latinx culture in downtown Laramie. These large events attracted over 450 attendees from ages 5 to 80.

We paid over 20 artists (so far) in FY 2022/2023. As we close out this fiscal year, projects to finish include:

- Bilingual interpretive material for the mural "Paredes Hablando"
- Artwork tour featuring artist interviews
- Nine artist-led workshops

Community Partner grant funding has been instrumental in our most successful and productive year to date.

Laramie Public Art Coalition

Statement of Activity

July 1, 2022 - February 3, 2023

	TOTAL
Revenue	
Restricted - Project Administration Funds	22,288.76
Maintenance Fund	2,400.00
Restricted - Government Grant	6,191.00
Total Restricted - Project Administration Funds	30,879.76
Unrestricted - General Operating Support	0.00
Donations - Individual Giving	14,764.69
Donations - Fundraising Event	1,700.00
Total Donations - Individual Giving	16,464.69
Unrestricted - Government Grant	50,507.00
Unrestricted - Project Administration Funds	1,900.00
Event Registrations	667.00
Total Unrestricted - Project Administration Funds	2,567.00
Total Unrestricted - General Operating Support	69,538.69
Total Revenue	\$100,418.45
GROSS PROFIT	\$100,418.45
Expenditures	
General Operating	0.00
Bookkeeping Services	456.00
Continued Education for Staff	840.05
Insurance - General Liability	1,226.00
Marketing Costs	185.40
Printing	501.31
Website	58.56
Total Marketing Costs	745.27
Operating Supplies	351.80
Payroll Expenses	0.00
Taxes	5,959.81
Wages	50,384.67
Total Payroll Expenses	56,344.48
Rent	15.39
Unrestricted Project Administration	159.92
Community Engagement	103.10
Consulting services	55.27
Discretionary Grants	786.00
Total Unrestricted Project Administration	1,104.29
Total General Operating	61,083.28

Laramie Public Art Coalition

Statement of Activity

July 1, 2022 - February 3, 2023

	TOTAL
Payroll Expenses	0.00
Taxes	559.04
Wages	7,307.70
Total Payroll Expenses	7,866.74
Restricted Project Administration	5,239.34
Artist payments	31,725.00
Reimbursements to Artists	171.15
Total Artist payments	31,896.15
Community Engagement	147.51
Selection Committee	107.05
Workshops and Events	824.10
Total Community Engagement	1,078.66
Installation expenses	6,115.50
Supplies & Materials	5,516.00
Total Installation expenses	11,631.50
Total Restricted Project Administration	49,845.65
Total Expenditures	\$118,795.67
NET OPERATING REVENUE	\$ -18,377.22
NET REVENUE	\$ -18,377.22