

# Memorandum



CITY OF DALLAS

DATE February 20, 2024

TO Honorable Members of the Quality of Life, Arts & Culture Committee

SUBJECT **Office of Arts and Culture Agenda Item # 24-509 on February 28, 2024: FY 2024-25 Cultural Organizations Program Guidelines**

On February 28, 2024, City Council will consider the guidelines for the Fiscal Year 2024-25 Cultural Organizations Program (COP). The Cultural Organizations Program contracts with arts and cultural organizations with budgets ranging from \$100,000 to over \$10 million to provide an annual season of programming for residents and visitors of Dallas. In FY 2023-24, City Council authorized contract amounts totaling \$6,255,278 to 52 organizations under this program.

The COP Guidelines, eligibility, scoring, and review process are aligned with Dallas Cultural Plan goals and are approved annually by City Council. The following updates to COP Guidelines for FY 2024-25 were approved by the Arts and Culture Advisory Commission on February 15, 2024:

- Added a sixth review “tier” (organizational peer group with similar revenues) to promote equity by ensuring that panel members review organizations in groups with comparable financial resources. Tiers IV (organizations \$1 million - \$5 million in revenue) and V (over \$5 million) were subdivided into three groups: Tier IV (\$1 million - \$3 million), Tier V (\$3 million - \$10 million), and Tier VI (over \$10 million).
- Expanded responsibility of organizations selected for funding by requiring that each COP organization recommend a volunteer to the OAC Funding Review Panel, to review other funding programs during the year.
- Added language to set more accurate funding expectations for applicants, including example funding calculations and comparison to other OAC programs.
- Codified applicant resources such as a new applicant checklist, contact opportunities, and monthly report submission requirements.
- Amended guidelines for the 2024-25 fiscal year to include updated due dates, current living wage calculations, and streamlining the document for readability.

Following guidelines adoption, organizations will apply through an online portal. Applications will be reviewed by staff, an OAC Funding Review Panel, the Allocations Committee of the Arts and Culture Advisory Commission, and the Arts and Culture Advisory Commission. FY 2024-25 funding amounts will be recommended to City Council in the fall of 2024.

If you have questions, please feel free to contact Martine Philippe, Director of the Office of Arts and Culture.

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Cultural Organizations Program Guidelines**

Mary Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager

A handwritten signature in black ink, appearing to read 'Liz Cedillo-Pereira', is centered on a light gray dotted background.

c: T.C. Broadnax, City Manager  
Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Deputy City Manager  
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager  
Dr. Robert Perez, Assistant City Manager  
Carl Simpson, Assistant City Manager  
Jack Ireland, Chief Financial Officer  
Genesis D. Gavino, Chief of Staff to the City Manager  
Directors and Assistant Directors