

FULTON COUNTY ARTS COUNCIL MANAGING YOUR 2009/10 CONTRACT FOR SERVICES



IMPORTANT DATES

Contract Cycle: July 1, 2009 - June 30, 2010

- Recognition Strategy Oct. 30, 2009
for contractors receiving \$50,000+ in support
- Progress Report &
Letters to the Commissioners Dec. 1, 2009
- Request for Extension April 30, 2010
- Final Report July 30, 2010

Did you know...

Be sure to refer to this guide and your contract for more information about:

- ❖ Staff contacts & mailing addresses
- ❖ Contact info for Board of Commissioners & Arts Council
- ❖ **30th Anniversary logo/credit line and recognition requirements**
- ❖ Payments & reports
- ❖ Tips for completing your Final Report accurately
- ❖ and more!!



Congratulations on your organization's 2009/2010 Contract for Services!

This document provides an overview for successful management of this contract. Please review and ensure that key staff reviews the information outlined to become familiar with basic Contracts for Services requirements.

KEY PROGRAM STAFF CONTACTS

Phone (404) 612-5780
Fax (404) 730-5798

CONTRACTS FOR SERVICES CONTACTS

Lisa Wilson, Program Manager

Shantras Lakes, Program Officer

Jaye Oliver, Program Associate

Veronica W. Njoku, Director

Michael Simanga, Deputy Director

MAILING ADDRESSES

For U.S. mail, express mail, and courier services, our address is:

Fulton County Arts Council
141 Pryor St., SW, Suite 2030
Atlanta, GA 30303

For electronic mail, our addresses are as follows:

Lisa Wilson
lisa.wilson@fultoncountyga.gov

Shantras Lakes
shantras.lakes@fultoncountyga.gov

Jaye Oliver
jaye.oliver@fultoncountyga.gov

Website:
www.fultonarts.org



FULTON COUNTY BOARD OF COMMISSIONERS

**John H. Eaves, Commission
Chair**

(District 1, At-Large)

john.eaves@fultoncountyga.gov

**William "Bill" Edwards, Vice Chair
(District 7)**

william.edwards@fultoncountyga.gov

**Robert L. "Robb" Pitts (District 2,
At-Large)**

robb.pitts@fultoncountyga.gov

Lynne Riley (District 3)

lynne.riley@fultoncountyga.gov

Tom Lowe (District 4)

tom.lowe@fultoncountyga.gov

Emma I. Darnell (District 5)

emma.darnell@fultoncountyga.gov

Nancy A. Boxill, (District 6)

district6@fultoncountyga.gov

The mailing address for all
Commissioners is:

Fulton County Board of
Commissioners
141 Pryor St., SW, 10th Floor
Atlanta, GA 30303

Correspondence with the Fulton County Board of Commissioners

The contract requirements for
communication with the Board
of Commissioners are detailed
on Section III-E of the contract.

Does adding the Commissioners to our organization's mailing list satisfy this requirement?

No. The requirement is for the
organization to communicate in
writing with the Commissioners
at least once during the
contract cycle. The
communication should be
personalized and should inform
the Commissioners of key
accomplishments related to the
organization's Contracts for
Services award.

Why should we write to the Commissioners?

Corresponding with the elected
officials of Fulton County helps
them to understand the value
and impact of the Contracts for
Services Program. It keeps
them informed of the results of
investing Fulton County public
dollars in the arts. Your letters
have a positive impact when it
comes to the Arts Council
budget.

How should the letter be addressed?

It is best if you send individual letters to each of the Commissioners. You may want to pay particular attention to what you write to the Commissioner who represents your district—emphasize what your organization is doing in the community. Unless the person signing the letter is a personal friend of the Commissioner, the correct form of address is “Commissioner [Last Name].”

What should the letter be about?

Your organization does great work... and that’s what you should write about. Thank the Commissioners for their investment in the arts and culture in the community. Include in the letter an update or summary of what your organization will be doing with the funds awarded through the Contracts for Services Program. Write about the people you serve, your artistic accomplishments, any awards or special honors that your organization has received for its work. This is your chance to show them how Fulton County’s support for the arts is making a

difference in the quality of life of Fulton County!

Who should sign the letter?

We recommend that the letter be signed by the Board Chair or a Board Member. Dual signatures (i.e., the board chair and the president of the organization) or multiple signatures (i.e., all the members of the Board’s Executive Committee) are also a good idea. In general, the staff should not be the ones sending the letter.

Should this letter be formal or can we get creative?

That’s up to you! We’ve seen some letters sent in eye-catching colorfully-decorated envelopes... others that have been accompanied by artwork created by children... others that feature photographs illustrating program activities... Some organizations have sent letters from participants in their programs relating how they have benefited from participating in an activity funded by Fulton County.

Should we copy anyone on the letter?

You should send a copy of your letter to the Fulton County Arts

Council office. Send to the attention of the Contracts for Services Office.

Can we send more than one letter during the contract year?

Yes! Keeping the Commissioners informed of what you are doing is certainly a good idea anytime during the year!

Can the Commissioners receive invitations to our events?

Sure! Make sure that you give them enough advance notice... at least 4 weeks is advisable. If you've confirmed the attendance of an elected official to one of your events, please make sure that you recognize their presence by mentioning it in your curtain speech or introductory remarks.

THE FULTON COUNTY ARTS COUNCIL

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Correspondence with the Fulton County Arts Council

Organizations are required to add each council member to its mailing lists. Organizations are encouraged to communicate with Council members at least once during the contract cycle.

RECOGNIZING FULTON COUNTY'S SUPPORT

The contract requirements for recognition of support to Fulton County are detailed on Section III-A, B & C of the contract.

Why should I give credit to Fulton County for its support?

Because it's good business! Seriously, using the logo and credit line in your organization's publications will help the arts in the long-term by increasing the visibility of the impact of public investment in the arts. The presence of the logo helps to make all Fulton County citizens aware of the impact of their tax dollars in arts programs across the county... it helps Fulton County elected officials know what programs they are supporting... it helps the corporate and foundation leaders know where public dollars are being invested...

Where should I use the logo and credit line?

The logo and credit line should be used in all printed publications (such as programs, playbills, brochures, rack cards,

post cards, posters, banners, flyers, announcements, catalogues, promotional materials, annual reports, etc.), advertisements (for printed and broadcast media); press releases; website; and any other promotional, publicity, programmatic or advertising materials produced for the contracted services. *When in doubt, go ahead and include the logo!*

Which logo should I use?

In recognition of the Arts Council's 30th anniversary, the following logo, which is available on our website, should be used on all printed materials for the 2009/2010 contract cycle:



What is the correct credit line?

The logo must be accompanied by the appropriate credit line, which is determined by the level of support of this contract:

If the award is less than \$20,000, the organization must use the following credit line:

"Funding for this program is provided by the Fulton County Board of Commissioners under the guidance of the Fulton County Arts Council."

If \$20,000 or more is awarded, the contractor must use the following credit line:

"Major funding is provided by the Fulton County Board of Commissioners under the guidance of the Fulton County Arts Council."

Are there any special recognition requirements in honor of the Arts Council's 30th Anniversary?

Yes! In addition to the standard logo and credit line requirements that are outlined in your contract, the Arts Council is asking all of our contractors to help us celebrate this milestone by providing additional opportunities throughout the cycle to recognize Fulton County's support. Organizations receiving **major funding (\$20,000 or greater)** will need to highlight the County's support through steps such as prominent placement of the logo & credit

line on all printed and electronic marketing materials, special signage and verbal acknowledgement at events, etc. We may follow up with groups with specific requests and you are invited to contact us with suggestions as to how you can recognize the County's support during our anniversary. Organizations receiving **\$50,000 or more** will also need to detail their plans for this year-long recognition in their recognition strategy. Groups receiving **less than \$20,000** in support are asked to support this effort by seeking out opportunities where possible to publicize the County's investment in their programs. Be sure to refer to Section IV of your Contract for more information.

If I receive support from other sources, how do I determine the size and prominence of the Fulton County logo and credit line?

Credit to Fulton County should be proportional to the amount of your contract in comparison with other funders of your organization. For example, if the organization is awarded \$60,000 from Fulton County and \$20,000 from a local

foundation, credit to Fulton County should be more prominent.

Do I list Fulton County in my list of sponsors?

Yes. If you publish a list of sponsors and supporters, please list Fulton County in the category appropriate for the level of funding of the contract.

Where can we get a copy of the logo?

The logo and guidelines for its usage is available on our website: www.fultonarts.org

If our organization is not producing any printed materials for a program, how can Fulton County support be acknowledged?

There are a couple of ways to do this:

(1) In a pre-program or curtain speech, during introductions or acknowledgments, you could remark that "funding for this program is provided by the Fulton County Board of Commissioners under the guidance of the Fulton County Arts Council."

(2) You could post a sign on the facility (at the entrance to the

auditorium, for example) that includes the Fulton County Arts Council logo and the appropriate credit line.

My organization receives more than \$50,000 from Fulton County. Are there any special requirements?

Yes. The organization is required to use the Fulton County logo and credit line as detailed in the contract. In addition, your organization is asked to list Fulton County as a major supporter in listings of supporters and sponsor recognition events and to develop a strategy for recognition of Fulton County support in consultation with staff. The additional requirements for organizations receiving more than \$50,000 are detailed on Section III-B of your contract.

PAYMENTS AND REPORTS

The contract requirements for payment and reporting are detailed on Section II of the contract.

When do we get the first check?

We will begin processing the first payment upon execution of the contract, provided that your

organization has satisfactorily complied with all the requirements of the previous contract. Your first payment will be processed in the next few weeks; if you haven't received a first payment in eight weeks, please call the Contracts for Services staff. If your organization hasn't complied with all terms of the previous year contract, we'll hold the first payment until such time as the previous contract can be closed-out. Hurry up and complete your Final Report!

When do we get the final payment?

Depending on your organization's specific contract conditions, the final check is typically processed upon receipt and approval of the Final Report. Final Reports are due July 30, 2010 while Progress Reports are due no later than December 1, 2009.

Can we just skip the Progress Report and send the Final Report?

Yes, but only if you submit the Final on or before the deadline for the Progress Report. So you may omit the Progress Report if your Final is submitted no later than December 1, 2009.

Why is it important that we submit a Progress Report?

The Progress Report allows us to monitor the ongoing progress of the various contracts. It is also an opportunity for contractors to identify any challenges they are encountering in completing their project and gives them a chance to work with staff to address them.

Why is it important that we submit a Final Report?

The Final Report summarizes the impact of Fulton County dollars in the activities of your organization... we use the information to highlight innovative and creative programs, to bolster our case with elected officials and funders, and to ensure that County funds were used appropriately and to the benefit of Fulton County citizens. Also, we need the statistical information for our performance measures.

What happens if we don't submit a Final Report?

First, we won't be able to close-out your contract and pay the final installment. And, most importantly, failure to submit a final report jeopardizes your

eligibility for future contract awards.

Where can we get a copy of the Progress and Final Report forms?

Copies of the forms are attached to your contract. You may download electronic copies from our website. Please be sure to use the correct form for your category to avoid any delays in processing your Final Report and final disbursement.

Where can we get a copy of the Request for Reimbursement Form?

You should return signed copies of both Request for Reimbursement forms (for initial and final payments) with your contract. This will help avoid delays later on in the processing of your final payment.

Can we submit the completed request for reimbursement form by fax or email to request payment?

No. We need to have an original signature on the form in order to process the payment.

OTHER CONTRACT REQUIREMENTS

Publications and Promotional Materials

Please send copies of all publications or promotional materials published in conjunction with the contracted services to (1) the Fulton County Arts Council members (list attached) and (2) the Fulton County Arts Council Director (**Veronica Williams Njoku**).

Legal Requirements

Acceptance of public funds requires that your organization comply with a number of federal, state and local laws. Please read Sections IV and V for details.

Please Note

This document is intended to provide an overview of the contract and not to replace the contract. You should read the complete contract to make sure that your organization complies with all the terms and conditions. Also, please make sure that all parties in your organization that are affected by the contract have read it and are familiar with the terms and conditions of the contract.

FINAL REPORT TIPS

- Review the Final Report form **immediately** so you will know what information you will need to track throughout the year.
- Make sure your project or scope of services is complete. We cannot accept reports if you have upcoming activities that are part of your scope.
- Be sure to use the correct report form.

When completing your form, be sure to:

- Explain any significant discrepancies between your anticipated scope, budget, and audience figures and the actual.
- Include all of the demographic information requested (ethnic/racial and gender breakdown, etc.)
- Include budget breakdown for both PROJECTED and ACTUAL figures.
- Show actual CASH expenses as though final reimbursement has been made (i.e., enter your TOTAL award amount, not just the amount you have received to date.)

- Include copies of your Correspondence with the Board of Commissioners if they weren't included with your Progress Report.
- Refer to the checklist on the last page of the form for additional reminders.

Submit early!

Remember, you will not be able to receive your final disbursement on this award or your initial disbursement on your next award until your Report has been received, reviewed, and approved.