

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE ADMINISTRATOR OF THE DEPARTMENT OF YOUTH AND FAMILY DEVELOPMENT, TO APPLY FOR AND, IF GRANTED, ACCEPT A GRANT FROM ARTS BUILD COMMUNITY CULTURAL CONNECTIONS FOR THE HIXSON COMMUNITY CENTER "A MOMENT IN TIME" PHOTOGRAPHY PROJECT, IN THE AMOUNT OF THREE THOUSAND DOLLARS (\$3,000.00).

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That the Administrator of the Department of Youth and Family Development, to apply for and, if granted, accept a grant from Arts Build Community Cultural Connections for the Hixson Community Center "A Moment in Time" photography project, in the amount of \$3,000.00.

ADOPTED: _____, 2014

/mem

Sent for Signatures
11/26/13 to J. Cannon
office

City of Chattanooga



Resolution/Ordinance Request Form

Date Prepared: 11/22/13

Preparer: Carla Johnson

Department: Youth & Family Development - Recreation

Brief Description of Purpose for Resolution/Ordinance: Res./Ord. # _____ Council District # _____

Request to apply for and, if granted, accept a 2013-14 Arts Build Community Cultural Connections grant for the Department of Youth and Family Development Hixson Community Center "A Moment in Time" photography project in the amount of \$3,000.00.

Name of Vendor/Contractor/Grant, etc.	Arts Build	New Contract/Project? (Yes or No)	Yes
Total project cost \$	6,200.00	Funds Budgeted? (YES or NO)	Yes
Total City of Chattanooga Portion \$	3,200.00	Provide Fund	1100
City Amount Funded \$	3,200.00	Provide Cost Center	N10417
New City Funding Required \$	0.00	Proposed Funding Source if not budgeted	
City's Match Percentage %	107%	Grant Period (if applicable)	01/01/14 - 06/30/14

List all other funding sources and amount for each contributor.

Amount(s)	Grantor(s)
\$ _____	_____
\$ _____	_____
\$ _____	_____

Agency Grant Number _____

CFDA Number if known _____

Other comments: (Include contingency amount, contractor, and other information useful in preparing resolution)

Approved by: *Lurone Johnson*
DESIGNATED OFFICIAL/ADMINISTRATOR

Reviewed by: FINANCE OFFICE

Please submit completed form to @budget, City Attorney and City Finance Officer

Revised: October, 2011

A MOMENT IN TIME

Hixson Community Center

5401 Old School Drive

**Department of Youth and Family
Services (YFD)**

City of Chattanooga, TN

**Contact: Joyce Teal, Recreation
Specialist 423-227-4180**

ARTS

COMMUNITY CULTURAL CONNECTIONS 2013-14 GRANT PROJECT APPLICATION

Please submit one copy of this Project Application by November 22, 2013 to ArtsBuild, 406 Frazier Avenue, TN 37405.

This form is formatted to be typed into (adobe reader version 9 or higher required). Applications **must** maintain the original formatting when submitted. Please use *Times New Roman* 12 point font.

Name of Group or Organization: Hixson Community Center

501(c)(3) (check one)? Yes No

Does your group or organization have a bank account?* Yes No

*To receive funds the group or organization must submit a W-9 to ArtsBuild.

Parent Organization (if applicable): Dept of Youth & Family Services, City of Chattanooga

Address: 1102 S. Watkins Street

City: Chattanooga State: TN Zip: 37402

Phone: 423-490-9289 Website (if any): www.chattanooga.gov/youth

Project Contact: Joyce Teal, Recreation Specialist

Phone: 423-227-4180 Email: teal_joyce@chattanooga.gov

Name of Project: A Moment in Time

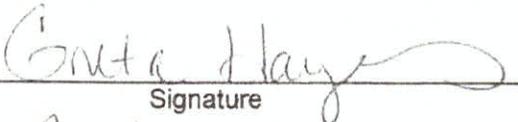
Is this a new or continuing project for your group or organization? New Continuing

If continuing, did this project receive previous CCC funding? Yes No

Amount of Grant Request: 3,000

Dates of Project (Must be completed by September 1, 2014): January 2014 - June 2014

Group or Organization Authorized Signature


Signature

Coleta Hayes
Print Name

11/19/13
Date (xx/xx/xxx)

Director of Recreation
Title

What day and time? (approximate)

Who is in the photograph?

Do you have signed releases for everyone in the photograph? Yes or No

If no, why not?

Write a 3 to 5 sentence description of the photograph.

Photography Release

Use YFD's

By signing this agreement, I understand that:

- All information is true to the best of my knowledge
- If under the age of 18, I have the permission of a parent/guardian to participate
- I have attached photography releases from all people and owners of private property in submitted photographs
- I understand that all photography submitted is subject to review and may be edited to fit the project as necessary
- All photos must be original and no copyrighted images may be used or included
- No copyrights will be assigned to this project
- No photographs may be submitted after April 1, 2014 at midnight

Participant Signatures

Printed

Date

Signed

Parent/Guardian for Under 18 participant

Printed

Date

Signed

Project Budget

Income

Allied Arts

1. CCC Grant Request:

3,000

Group or Organization

2. Group or Organization Cash:

3. Admissions/Fees:

\$ 0.00

4. Value of Project Donations

or In-Kind Services:

5. Other:

\$ 3,200.00

\$ 3,200.00

Total Organization Project Income (2+3+4+5)

\$ 6,200.00

Total Project Income:

Expenses

Include a brief explanation of the expenses below each line item

	<u>CCC Grant Request</u>	<u>Organization</u>	<u>Total</u>
Artist or Arts Organization Fees	\$ 750.00	\$ 0.00	\$ 750.00
Fee paid to Photography Coordinator for leading workshops and assisting with editing and layout of murals.	\$ 0.00	\$	\$
Project Staff		<u>3,000.00</u>	<u>3,000.00</u>
City staff is \$10 pr hr x 300 hours	\$ 250.00	\$ 0.00	\$ 250.00
Supplies			
Reception refreshments and paper products, DVDs, sleeves, and misc. expenses to produce DVDs, framing of information	\$ 0.00	\$ 0.00	\$ 0.00
Rental Fees			
There are no rentals involved in this project as all workshops and reception will be held at Hixson Community Center	\$ 0.00	\$ 0.00	\$ 0.00
Transportation			
No transportation is needed for this project as it is a local project	\$ 0.00	\$ 150.00	\$ 150.00
Marketing			
Brochures, flyers, staff time \$10 x 10 hours (\$100)	\$	\$ 50.00	\$ 50.00
Documentation/Assessment	<u>2,000.00</u>		
Professional grade printing on canvas and mounting. Staff to mount murals in HCC(5hr x \$10) Local printer to be used.	\$	\$	\$
Total Project Expenses: (must equal Project Income)	<u>3,000.00</u>	<u>3,200.00</u>	<u>6,200.00</u>

Project Information

Please provide as much detail about your grant project as space allows.

Please attach a brief bio or brochure for each artist or arts organization participating in the project.

Group or Organizational Profile

What is the mission or purpose of your group or organization? Who do you serve? Describe your constituency. Describe how arts and culture are currently included within your group or organization. (Approx. 150 word limit)

The Department of Youth and Family Development's top priority is providing a better quality of life for the citizens of Chattanooga, through education, recreation, social services and character development. Programs at the HCC include partnerships with schools, Lexia Literacy Initiative, Aikido, dance, sewing/quilting, therapeutic dance, serve as a facilitator clubs, and community groups. We are in the process of building an arts program.

Artistic Quality, Merit and Integrity

Describe your project. Be as specific as possible. Please list the artists or arts organizations that would be involved in the project if known. What is the estimated number of people that would participate in the project? How will the CCC grant funding be used? What funding or donated support will your group or organization provide the project? If this is a new project, what is your previous experience in implementing a project like the one proposed? If this is a continuing project, how will it be expanded? (Approx. 300 word limit)

Participants including Photography Coordinator and printer will have a connection to Hixson. They will be selected after grant approval. We anticipate at least 200 submissions. More people will be included if subjects of photographs are counted. Grant funding will be used to pay a professional photographer to lead 3 workshops and create layout for murals, purchase refreshments for reception (we cannot purchase food or related supplies with city funds.) HCC and YFD will provide space for workshops and reception, provide access to technology to edit photographs and mural layout, printing of DVDs, and staff. Staff will handle all publicity and media, collect all photographs and submission information, physical support to hang murals, and provide any additional support as needed. Joyce Teal will be the prime contact and will spearhead this project.

This is the first major project as the HCC has only been open for 18 months. We hope this is the first of many arts opportunities as the center undergoes reconstruction and program expansion over the next few years. There is an arts center to be included in the reconstruction and our hope is to stimulate more interest in the arts through this mural.

Joyce Teal, Recreation Specialist at HCC, has been a fiber and textile artist for over 30 years. Her designs and artwork have been featured in national publications and has been featured and sold at regional textile and quilt shows in New England and the greater Chattanooga area. Her largest community project was a quilt to commemorate her church's 275th Anniversary. Ninety-two quilt squares representing 110 families and 4 generations were included in the final quilt that measures 110" x 140." It remains a centerpiece in the church's main hall as the church celebrates its 300th anniversary.

Project impact

List three outcomes to be achieved as a result of this project. Describe how this project will help meet the needs and/or goals of your group or organization. (Approx. 150 word limit)

1. A Moment in Time intends to preserve a moment in the Hixson community during early 2014. 2. Participants will have the opportunity to learn about photography at several workshops lead by a professional photographer. YFD is committed to creating opportunities for all ages and being recognized for personal growth. This provides a learning experience for individuals and families with meaningful photography. 3. As the center undergoes reconstruction, we are building a new foundation to build upon through photographing our community and its activities. This will serve as an impetus to future arts opportunities.

Project management

Who would be responsible for implementing the project? What would be the project time-line including planning time, implementation of the project and evaluation? Describe your planning process for the project. How will the project be communicated to your constituency and the general public? How will the project be documented and how will your group or organization measure the success of the project? (Approx. 300 word limit)

Joyce Teal, Artist and Recreation Specialist, will be the responsible contact. Marketing will be coordinated with Brian Smith, Media and Public Relations Specialist for YFD. Publicity will include but not limited to local newspapers, local radio and tv stations, city website and social media, businesses, Hixson public and private schools, and departmental brochures distributed throughout Chattanooga.

Time line: December - Publicity is planned. Dates set for workshops. January - Publicity begins. First photography workshop to be held. Email acceptances begin. February and March - Publicity continues. Two more workshops are held. Editing of photographs begins. April 1 - Submission closes at midnight. April to early May - Photographs are edited and mural layout builds to final project.

Final project will be presented at a public reception at the Center upon completion. Participants will be recognized and given a copyright-free DVD with all the photographs and brief explanations of each photograph. Reception will be promoted through the same public relation means. YFD will document workshops and reception with city cameras.

A Moment in Time will be considered a success with participation of at least 200 participants submitting between 1 and 3 photos placing the total number of photographs between 200 and 600. It is anticipated that there will be approximately 350 photographs in the final project. The final mural(s) sizes will be determined by the number of photographs submitted. It is anticipated that there will be three murals approximately 48" x 72" to be mounted on the upper hallway near the Multipurpose Room and soon to be renovated auditorium. The photographs will be edited and sized to maximize the subject matter so not all photos will be the same size. Each photograph will be numbered and have a corresponding notation in a framed listing citing photographer, connection to Hixson, and description of photograph.