

**RESOLUTION NO. 22-2009**

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, APPROVING AND AUTHORIZING THE APPLICATION BY THE BENSON ARTS COMMISSION FOR GRANT FUNDS FROM THE ARIZONA COMMISSION ON THE ARTS.

WHEREAS, the Arizona Commission on the Arts, which is funded by the State of Arizona and the National Endowment for the Arts, administers a grant program (the "Grant Program") which provides financial assistance to arts organizations and schools throughout Arizona; and

WHEREAS, the Application, attached hereto as Exhibit "A" and incorporated herein by this reference, would enable the Benson Arts Commission to apply for a portion of the funding under the Grant Program; and

WHEREAS, the Mayor and Council of the City of Benson have reviewed the terms and conditions of the Application attached hereto as Exhibit "A" and have determined that submitting the Application is in the best interests of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Benson, that the City hereby approves the Application and authorizes Interim City Manager Glenn Nichols and Benson Arts Commission Chairperson Sylvia Burnside, to execute and submit it and City staff is hereby authorized to take all steps necessary and property to carry out its purposes.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BENSON, ARIZONA, this 23rd day of March, 2009.



MARK M. FENN, Mayor

ATTEST:



VICKI L. VIVIAN, City Clerk

APPROVED AS TO FORM:



THOMAS A. BENAVIDEZ, City Attorney



BENSON ARTS COMMISSION  
ORGANIZATIONAL DEVELOPMENT  
GRANT REQUEST

The Benson Arts Commission is requesting permission to apply for the Organizational Development Grant offered by the Arizona Commission on the Arts. The Organizational Development program provides grants and technical assistance for emerging arts and service organizations to assist with initial organizational development. The program is focused on the organization's health, capacity and stability of the organization applying for the grant.

The program offers applicants the minimum general operating support grant award of \$1000.00, plus targeted technical assistance. The grant may be used for any administrative and/or artistic expenses. The grant does not require matching funds.

The Organization Development Grant will be used to assist the Benson Arts Commission with general operating costs and will supplement our City budget.

The Councils' consideration and approval is appreciated.

Sincerely,

Benson Arts Commission

**Project Director/Project Title**

**Project Title**

Organizational Development Grant

**Project Director**

Secretary / Treasurer Ms. Janice Wright

Phone: 520-586-8824

Fax:

wwrightco@q.com

**Administrative/Managerial Ability**

**Who is responsible for the organization's leadership?:**

Sylvia Burnside, Chairperson

**Provide a one-paragraph bio of this person**

Sylvia Burnside is the current chairperson of the Benson Arts Commission and has been so since its inception in 2007. She is a freelance artist and book designer, and has served as panel coordinator and site coordinator for Scholastic Art Awards some years back. She is now retired from traveling the United States in an RV for 8 years and would like to contribute to the Benson Community in the field of the arts. She is a 1981 Summa Cum Laude graduate of Bradford College in Bradford, MA. She has served on the Cochise College Presidential Search Committee, and is active in the Escapees RV Park where she and her husband of 52 years reside in retirement.

**Organization Profile**

<b>Organization Name</b>	Benson Arts Commission	
<b>Fiscal Sponsor</b>	City of Benson, AZ	
<b>Contact Name</b>	Chairperson Ms. Sylvia Burnside	
<b>Contact Phone</b>	520-586-4782	
<b>E-mail address</b>	wwrightco@q.com	
<b>Organization phone</b>	(520) 586-4782	
<b>Alternate phone</b>	(520) 586-8824	
<b>Mailing Address</b>	120 W. 6th St	
	Benson, Arizona 85602 6514	
	County: Cochise	
<b>Street Address</b>		
	, Arizona	
<b>Web site address</b>	www.bensonartscommission.org	
<b>Authorizing Official Name</b>	Interim City Manager Mr. Glenn Nichols	
<b>Authorizing Official E-mail address</b>	gnichols@cityofbenson.org	
<b>Authorizing Official Phone</b>	520-586-8834	
<b>Tax Status</b>	Government - Municipal	
<b>Fiscal Agent</b>		
<b>Federal Employer ID#</b>	86-6000234	
<b>D-U-N-S #</b>		
<b>U.S. Congressional District</b>	8	
<b>Arizona Legislative District</b>	25	
<b>Username</b>	bensonarts	
<b>Password</b>	dodger	
<b>Primary Arts Discipline</b>	Multidisciplinary	
<b>Organization Type</b>	Arts Council/Agency	
<b>Fiscal Year starts</b>	July 1, and ends June 30	
<b>Year Organization formed</b>	2007	
<b>Race/Ethnicity</b>	White	
<b>Does your organization meet accessibility requirements?</b>		Yes

Benson Arts Commission

GOS ~ Organizational Development Grant #100048

**Grant Type**

GOS Grant Type

ODG

Alternate year?

No

**Organization Discipline**

Multidisciplinary

Activity Type

Operating Support

**Project Descriptors:**

**Project Race/Ethnicity**

No single group

**Board Members**

**Ms. Sylvia Burnside**  
President/Chair

Benson Arts Commission  
600 E Saguaro Dr. #182  
Benson, AZ 85602  
520-586-4782  
bensonartsbelle@mac.com

**Ms. Shryl Miles**

Benson Arts Commission  
2705 W. Ringtail Rd  
St David, AZ 85630  
520-586-0884  
smiles@powerc.net

**Ms. Janice Wright**  
Secretary/Treasurer

Benson Arts Commission  
PO Box 1850  
Benson, AZ 85602  
520-586-8824  
wwrightco@q.com

**Board Ethnic Breakdown**

	FY 2008	FY 2009	FY 2010
<b>Total Number of Board Seats:</b>	7	7	7
<b>Actual Number of Board Members:</b>	7	3	7
<b>Native American:</b>	0	0	0
<b>Asian/Pacific Islander:</b>	0	0	0
<b>Black/African American:</b>	0	0	0
<b>Chicano/Latin/Hispanic:</b>	0	0	0
<b>White:</b>	7	3	7
<b>Average Term length:</b>	2 years		

**Organization Staff**

	FT Paid	PT Paid	Contractors	Unpaid
<b>Administrative</b>	0	0	0	0
<b>Artistic</b>	0	0	0	0
<b>Education</b>	0	0	0	0
<b>Technical</b>	0	0	0	0
<b>Support</b>	0	0	0	0
<b>Board</b>				3
<b>Volunteer</b>				4

**Organization Mission**

The mission of the Benson Arts Commission is to stimulate artistic creation and appreciation, by assisting artists with public presentation of artistic accomplishments in suitable venues in the City of Benson and surrounding areas. The Commission shall support artistic endeavors including, but not limited by, fine art, the performing arts, crafts, literature, photography, cinematography, architecture and electronic arts to ensure citizens have access to and participate in the arts.

**Artistic Quality**

**Describe your organization's artistic goals and measures of success for the funding period.**

To successfully hold 3 events; the Kids' Art Show, the "A Gathering of Artists and Friends", and an Arts Expo. The Expo will accommodate all art mediums and all levels of artistic ability. We expect the numbers of participants to climb each year. We also expect to present 2 or 3 Arts Forums for the purpose of educating artists and the general public. Success will be measured by artist and public participation and the Commission's ability to efficiently and effectively execute these goals.

**Describe your organization's artistic quality, creativity or artistic service.**

During the past year the Benson Arts Commission designed their logo, stationary, website, database, financial procedures, and sponsored three (3) successful shows. With a grant from the ACA a Community Cultural Inventory was completed on January 12-13, 2009. Our consultant, Dale Erquiaga, made numerous recommendations of ways to serve our community. We are currently pursuing three of Dale's recommendations: 1) Become a 501(c)(3) non profit organization which will enable us to better serve the community, 2) partner with other groups and organizations to participate in community events i.e.; Fourth of July festivities, and Butterfield Days, 3) We also anticipate working with the Southeast Arizona Economic Development Group to identify redevelopment and artistic needs in an effort to revitalize downtown Benson.

We are constantly seeking ways in which we can connect with the public. Being a new commission, we cannot judge yet how we are perceived to "serve" except to make known through various media outlets that we are an entity, and to lend vocal support to other organizations.

At the present time we are turning our attention to becoming a 501(c)(3). In becoming a non profit the Commission will be able to hold fund raising events, charge fees, and apply for corporate grants and/or donations. Being governed by the City, we have been unable to pursue sponsors or collect fees due to restrictions placed on us by the City. The Commissioners' also feel by becoming a non profit organization we will be in charge of our own destiny and better able to bring the Arts to Benson and the surrounding communities.

What was learned from the CCI is: The public consensus is that the arts are lacking in the general population, and in the schools, and they look to the Commission to promote art appreciation and availability in the community.

**Community Needs**

**Describe the community(ies) your organization will serve during the funding period.**

We will serve the greater San Pedro Valley communities; Benson, St. David, Dragoon, Pomerene, Cascabel, J-Six, Mescal. All are rural communities with Benson being the larger at a population of 5,000. This will become a larger area as we grow into non-profit status, to include all of the San Pedro Valley.

**State the size of your total audience/attendance/participants in public programs over the past year.**

700

**State how many people you expect to reach during the grant period.**

1200

**Considering your mission and with as much specificity as possible, how does your organization serve its community(ies)?**

The Benson Arts Commission held two main events during the past year; "A Gathering of Artists and Friends" and "My Favorite Things" kids' show. We strive to serve the community by offering venues in which artists can display their work. We developed a website and encourage area artists to submit their bios', with pictures of their work, for inclusion on the site. We work / are working with area schools to encourage instruction in the arts and to also give the students a venue to display their artwork i.e.; the December Kids' Show. We also sponsor / host an Arts Forum discussion group for artists. Our goal with the forum groups is to invite speakers who are knowledgeable in different artistic mediums and ask them to speak about, or give instruction, in their craft or area of expertise.

Because we are so small right now, and have a way to go before we are a complete entity, we can say that at the present time, we lend our influence, our name. We are hoping to convince the City to accept an arts component as part of their economic development plan, and we hope to be able to find volunteer artists to assist in the schools, which have a very tiny art curriculum, if any at all. The artists are willing, but the schools need to be convinced.

We also strive to have a place of our own to help in fulfilling our mission of assisting artists to display their work, but in the meantime, the City has lent space in their chambers, and there are businesses willing to have artwork adorn their walls. Our main problem is a lack of active members and a complete database, which is being worked on now, and should be in place before long.

**Administrative/Managerial Ability**

**Describe your organization's administrative/managerial ability. Describe your organization's capacity and strengths.**

Our Chairperson has in-depth experience as a Panel Coordinator for the Boston Globe Scholastic Art Awards North Region, from 1982 - 1990, and for New Hampshire from 1986 - 1990. Her responsibilities included management of the judging activities for the events, which included the responsibilities of recruitment and scheduling of 50 volunteers and coordination of many and various parts of the event, and the handling of the budget. She has also served on various committees, most recently the President Search Committee for Cochise College.

Our secretary / treasurer spent the last fifteen years of her work career in the public sector as an office manager in the Clark County, Nevada, District Attorney's Office, Family Support Division. She served on many statewide committees assisting in setting policy and procedures, based on state and federal laws, for the effective collection of child support within the state.

Commissioner, Sheryl Miles designed, setup, and supervised the Center for Learning Instruction (CLI), a 13 station computer lab for faculty and staff at Santa Ana Community College in Southern California. She was responsible for individual instruction as well as designing and presenting workshops. The CLI was a component of the Professional Development program at the college.

Our strength is in the ability of our Board to work together as a team in our determination to bring the arts to Benson and our ability to effectively plan and execute events.

**Does your organization have a strategic plan, business plan or workplan? If yes, briefly describe the role of the plan in relationship to your organization's operations.**

The BAC has an Organizational and Planning Document developed in 2007. When planning strategies, events, or administration actions, the commission adheres to all guidelines set forth.

**In what year was your current plan developed? 2007**

**Has it been formally adopted/approved by your Board?**

**What time period does your plan cover? 2007 To continuing**

**Describe your planning process. Who contributes to your plan? What is your planning timeline? How does your plan relate to your organization's short and long-term goals?**

During the planning process everyone currently on the Board contributes. We have completed a Community Cultural Inventory which has given us great insight into the direction our organization should go. 1) become a 501(c)(3) non profit, 2) work with other organizations i.e.; redevelopment committee, Chamber of Commerce, and begin fund raising efforts once we become a non profit. Our goal is to continue holding our yearly events, "A Gathering of Arts and Friends", the December "Kids Show", quarterly Art Forums, and an Arts Expo. This year we will work on a 3 year plan and feel certain we can accomplish this. We will work on expanding our volunteer and artist base.

### **Organization History**

Describe the history of your organization in presenting, producing or serving the arts.

The Benson Arts Commission was established in 2007 by Benson City ordinance. In September, 2007, we held our first event, "A Gathering of Artists and Friends", at the Benson Senior Center.

Approximately 80 people attended our introductory event. The second "A Gathering of Artists and Friends" was held on October 25, 2008, at the Gallery of Dreams in St. David. Twenty-five (25) artists displayed their work and we had 20 volunteers doing everything from hanging display art, preparing food, to parking cars. Approximately 98 people attended.

In December, 2007, we held our first "Kids Show" in conjunction with Benson's Christmas on 4th Street. A building was donated by a local businessman for the show. Benson School children grades 1 - 4 were asked to draw / paint pictures from the theme "Winter Holidays Around the World". 200 people enjoyed the show. The second "Kids Show" was held December, 2008, again in conjunction with Benson's Christmas on 4th Street. All area schools, grades 1 - 8 were invited to participate in the show with the theme being "My Favorite Things". We received 250 artistic pieces to display and the event brought in 400 spectators.

The Commission also partnered with the photography teacher at Benson High School to display the students' "Then and Now" photos in the City Council Chambers. All public attending the meetings can now enjoy old and new pictures of Benson. We plan to rotate displays bi-monthly.

We are presently in the planning process, with Cochise College, to hold a large, month long, Arts EXPO in the Spring of 2010.

Benson Arts Commission  
Budget: Overview

GOS ~ Organizational Development Grant #100048

**Budget Description:**

Fiscal Year Start: July 1

	Last Fiscal Year	Current Fiscal Year	Next Fiscal Year
<b>Beginning Operating Balance</b>	0	9,057	9,522
<b>Total Operating INCOME</b>	10,640	3,746	3,160
<b>Total Operating EXPENSES</b>	1,583	3,281	1,300
<b>Ending Operating Balance</b>	9,057	9,522	11,382
<hr/>			
<b>Income/Expense surplus/deficit</b>	\$9,057	\$465	\$1,860

**The surplus/deficit will be used/managed:**

Currently the Benson Arts Commission receives funding from the City of Benson, however, the funds are restricted. The BAC must submit an itemized expenditure approval request to the City. It may be approved or denied. Although we had a \$10,000 budget for fiscal year 2007 / 2008 we were denied use of most of our budget due to unpleasant city politics occurring during this time. The City does not allow our budget to roll over to the next fiscal year.

During the 2008 / 2009 fiscal year we were awarded \$2000 and due to a change in City management our expenditure requests have been approved.

The BAC is moving forward in applying for non profit status with the City's approval, and we expect to receive continued financial support from the City. We will also pursue fund raising, but at this time have no idea what the cost will be or any idea how much money will be raised.

Benson Arts Commission  
**Organization Budget: Expenses**

GOS ~ Organizational Development Grant #100048

	<b>Last Fiscal Year</b>	<b>Current Fiscal Year</b>	<b>Next Fiscal Year</b>
<b>1. Personnel</b>			
a)Administrative	640	1,746	0 <sup>1</sup>
b)Artistic	0	0	0
c)Technical/Production	259	30	250 <sup>2</sup>
Subtotal	<b>899</b>	<b>1,776</b>	<b>250</b>
<b>2. Contracted Services</b>			
a)Artistic	350	500	350
Subtotal	<b>350</b>	<b>500</b>	<b>350</b>
<b>3. Production Expenses</b>	0	0	0
<b>4. Space/Facilities</b>	0	0	0
<b>5. Travel</b>	0	0	0
<b>6. Marketing/Public Relations/promotions</b>	57	326	300 <sup>3</sup>
<b>7. Remaining Operating Expenses</b>			
a) Sales/Concessions	0	0	0
b) Fundraising Events	0	0	0
c) Affiliated Organizations	0	0	0
d) Rentals(other than facilities)	0	0	0
e) Supplies/Materials	277	679	400
f) Insurance	0	0	0
g) Accessibility Services	0	0	0
Subtotal	<b>277</b>	<b>679</b>	<b>400</b>
<b>8. Total Expenses</b>	<b>1,583</b>	<b>3,281</b>	<b>1,300</b>

Variance Notes:

1. Consultant fees
2. Website
3. Advertising, banner, etc.
4. After becoming a 501(c)3 we anticipate membership fees
5. Grants
6. City of Benson

## Organization Budget: Revenue

	Last Fiscal Year	Current Fiscal Year	Next Fiscal Year
<b>9. Admissions</b>			
a) Single Ticket Sales	0	0	0
b) Subscription Series	0	0	0
c) Memberships	0	0	160 <sup>4</sup>
Subtotal	0	0	160
<b>10. Contracted Services</b>			
a) Workshops/Classes	0	0	0
b) Performance Residency Fees	0	0	0
Subtotal	0	0	0
<b>11. Other Revenue</b>			
a) Sales/Concessions (Gross Revenue)	0	0	0
b) Fund Raising Events	0	0	0
Subtotal	0	0	0
<b>Support (contributed income - cash only)</b>			
<b>12. Corporate</b>	0	0	0
<b>13. Foundation</b>	0	0	0
<b>14. Other Private Contributions (cash only)</b>			
a) Individual	0	0	0
b) Board Members	0	0	0
c) Affiliated Organizations	0	0	0
Subtotal	0	0	0
<b>15. Government Support</b>			
a) Federal	0	0	0
b) Regional	0	0	0
c) State Sources			
Arizona Commission on the Arts	640	1,746	1,000 <sup>5</sup>
Other	0	0	0
d) County Sources	0	0	0
e) City Sources			
Phoenix Office of Arts and Culture	0	0	0
Tucson/Pima Arts Council	0	0	0
f) Other	10,000	2,000	2,000 <sup>6</sup>
Subtotal	10,640	3,746	3,000
<b>Other sources</b>			
<b>16. Applicant Cash</b>	0	0	0
<b>17. Funds released from restriction</b>	0	0	0
<b>18. Total Income</b>	<b>10,640</b>	<b>3,746</b>	<b>3,160</b>

Arizona Commission on the Arts

Grant Application Supplementary Material Cover Page

Benson Arts Commission  
120 W. 6th St  
Benson, Arizona 85602 6514

GOS ~ Organizational Development Grant #100048

The items checked are included in this packet (these are the items you affirmed you would send when you submitted your application through EGOR).

- \* Do NOT send supplementary materials for a single application in multiple envelopes.
- \* DO send a complete package of supplementary materials for each separate application. We cannot guarantee that an item (such as a CD or video) can be transferred by ACA staff from one panel meeting to another.

Supplementary Materials Enclosed are the shaded items in the list below (you do NOT need to include a hard copy of your grant application):

- \* Federal Tax Exemption Letter. FIRST-TIME APPLICANTS ONLY. Public Schools and Units of Government need not submit. UPLOAD TO EGOR.
- \* 3 Year Arts Programming. UPLOAD TO EGOR.
- \* Staff List. (Or Volunteer List, if your organization is an all-volunteer organization.) UPLOAD TO EGOR.
- In-Kind Support. UPLOAD TO EGOR.
- \* Cultural Diversity Plan. UPLOAD TO EGOR.
- Current Strategic Plan. FOR GOSIII/BASIC AID/LOCALS AID ONLY. UPLOAD TO EGOR.
- Education Plan. BASIC AID/LOCALS AID ONLY. UPLOAD TO EGOR.
- Fiscal Sponsor Letter of Agreement. ORGANIZATIONS USING A FISCAL SPONSOR ONLY. SEND SIGNED LETTER OF AGREEMENT BY MAIL.

Clip this cover sheet to your materials and mail to:

Arizona Commission on the Arts  
Attn: Supplementary Materials  
417 W. Roosevelt St.  
Phoenix, AZ 85003-1326

Supplementary Materials must be postmarked by Thursday, March 19th, 2009 in order to be included in the panel review. No Supplementary Materials will be returned.

**Benson Arts Commission  
Cultural Diversity Plan 2009**

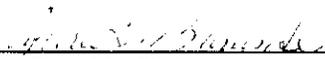
Benson is a small community and the Benson Arts Commission is an all volunteer commission. Currently the Commission has three (3) Board members. As we recruit additional Board members we will:

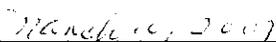
1. Seek help from the Volunteer Center of Southern Arizona to see how we might enlist dedicated people of all cultural backgrounds to serve on our Board.
2. We will contact the Amerind Museum in Dragoon, Arizona, which has a strong Native American influence to seek volunteers.
3. We will work with other organizations to identify diverse groups that may be tapped as volunteers.

There is no track record of diversity in our community. However, our goal is to pursue presenting events by:

1. Encouraging diversity in music.
2. Encouraging diversity at our 'Kids Show' in themes that allow children to artistically reflect the history of our community (cowboys, history, trains, Indians, desert).
3. We will seek out groups for entertainment to make the community more aware of their own value.
4. We will encourage art that displays southwestern diversity, and by association, our own city.
5. We will form associations or partnerships with the schools in our area, and with the College and the student population it educates.
6. We will seek out volunteers from the nearby RV parks, as there will be retired people there with a host of backgrounds.

Our overall goal for diversity is to seek out diversity of experience, and as our organization and our city grows, we will continually keep the community informed that we are open to their ideas and their backgrounds.

  
\_\_\_\_\_  
Sylvia Burnside, Chairperson

  
\_\_\_\_\_  
Date

**Benson Arts Commission Member's List**  
**GOS – Organizational Development Grant #100048**

**BOARD**

Sylvia Burnside - Chairperson  
600 E. Saguaro Dr. #182  
Benson, AZ 85602-7054  
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Janice Wright – Secretary / Treasurer  
P.O. Box 1850  
Benson, AZ 85602  
Tel: 520-586-8824  
Email: [wwrightco@q.com](mailto:wwrightco@q.com)

**VOLUNTEERS**

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Email: [francisinbenson@yahoo.com](mailto:francisinbenson@yahoo.com)

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E-mail: [ian.barbara07@yahoo.com](mailto:ian.barbara07@yahoo.com)

**Benson Arts Commission Member's List**  
**GOS – Organizational Development Grant #100048**

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Judy Matas  
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St. David, AZ 85630  
Tel: 520-720-9482  
No Email