

City of Las Cruces[®]

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Council Action and Executive Summary

Item # 5 Ordinance/Resolution# 12-004

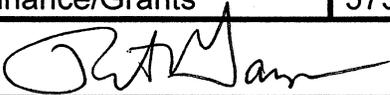
For Meeting of _____
(Ordinance First Reading Date)

For Meeting of July 5, 2011
(Adoption Date)

TITLE: A RESOLUTION AUTHORIZING THE LAS CRUCES MUSEUM OF ART TO ACCEPT A GRANT FROM THE SMITHSONIAN COMMUNITY GRANT PROGRAM IN THE AMOUNT OF \$5,000.00 FOR THE "NASA | ART: 50 YEARS OF EXPLORATION" EXHIBIT, TO RATIFY THE CITY MANAGER'S SIGNATURE ON THE GRANT ACCEPTANCE PACKAGE, AND TO ADJUST THE FY 2012 BUDGET.

PURPOSE(S) OF ACTION:

To accept grant and adjust budget.

COUNCIL DISTRICT: ALL		
<u>Drafter/Staff Contact:</u> Elizabeth Vega	<u>Department/Section:</u> Finance/Grants	<u>Phone:</u> 575-541-2717
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The mission and goal of the Las Cruces Museum of Art is to engage and inspire a diverse audience through contemporary art exhibitions, public programming, and educational activities. The "NASA | Art: 50 Years of Exploration" exhibit, on loan from the Smithsonian Institution in Washington D.C., will do just that. The "NASA | Art: 50 Years of Exploration" exhibit is currently slated to run at the Museum of Art from November 11, 2011 until January 29, 2012.

The Smithsonian Institution offers to museums hosting their exhibits an opportunity to apply for supplemental programming funds. These community grants are sponsored by the MetLife Foundation. The Museum of Art was successful in their grant application and received the full award amount allowed. The funds received from the Smithsonian Institution will be used for postcards, print ads, and banners related to the publicizing of the exhibit. They will also pay for educational supplies and honorariums for various workshops the Museum of Art will be hosting in conjunction with the "NASA | Art: 50 Years of Exploration" exhibit.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Grant Acceptance Package.
3. Exhibit "B", Budget Adjustment.

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input type="checkbox"/>	See fund summary below
	No	<input checked="" type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input checked="" type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?	Yes	<input checked="" type="checkbox"/>	Funds will be deposited into this fund: <u>2761 Other Operating Fund</u> in the amount of \$ <u>5,000.00</u> for FY 2012.
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

Grant funds will be deposited into Fund #2761 (Other Operating Fund) under project #22008 to be used by the Museum of Art to pay for marketing and programming materials related to the "NASA | Art: 50 Years of Exploration" exhibit.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
N/A	N/A	N/A	N/A	N/A	N/A

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will ratify the City Manager's signature to accept grant funds from the Smithsonian Institution to be used by the Las Cruces Museum of Art for their "NASA | Art: 50 Years of Exploration" exhibit. It will also adjust the FY 2012 budget.
2. Vote "No"; this will cause the Museum of Art to revert funds back to the Smithsonian Institution.
3. Vote to "Amend"; this is not an option as the grant acceptance package has been signed.
4. Vote to "Table"; this not an option, as grant funds have been accepted.

REFERENCE INFORMATION:

N/A

RESOLUTION NO. 12-004

A RESOLUTION AUTHORIZING THE LAS CRUCES MUSEUM OF ART TO ACCEPT A GRANT FROM THE SMITHSONIAN COMMUNITY GRANT PROGRAM IN THE AMOUNT OF \$5,000.00 FOR THE "NASA | ART: 50 YEARS OF EXPLORATION" EXHIBIT, TO RATIFY THE CITY MANAGER'S SIGNATURE ON THE GRANT ACCEPTANCE PACKAGE, AND TO ADJUST THE FY 2012 BUDGET.

The City Council is informed that:

WHEREAS, the Smithsonian Institution is providing funding opportunities to museums hosting their exhibits sponsored through the MetLife Foundation to supplement costs associated with marketing and programming; and

WHEREAS, the Las Cruces Museum of Art was successful in their grant application and received \$5,000.00 from the Smithsonian Institution, which is the maximum award amount; and

WHEREAS, the funds received from the Smithsonian Institution will be used for postcards, print ads and banners to publicize the exhibit as well as various educational supplies and honorariums for workshops to be hosted along with the exhibit.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the Las Cruces Museum of Art is authorized to accept a grant in the amount of \$5,000.00 with no cash or in-kind match requirement from the Smithsonian Institution.

(II)

THAT the Council does ratify the City Manager's signature on the grant acceptance package to meet the grant submission deadline and to adjust the FY 2012 budget.

(III)

THAT City staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 2011.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by _____

Seconded by _____

VOTE:

Mayor Miyagishima: _____

Councillor Silva: _____

Councillor Connor: _____

Councillor Pedroza: _____

Councillor Small: _____

Councillor Sorg: _____

Councillor Thomas: _____

APPROVED AS TO FORM:



City Attorney



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**Financial Services Department
Grants Administration Office**

Grant Acceptance Package

Opportunity Title: Smithsonian Institution Traveling Exhibition Service

Offering Agency: Smithsonian Institution

Opportunity Number: N/A

Award Amount: \$5,000.00

Receiving Department/Section: Public Services/ Museum of Art

GAO Grant Writer: Elizabeth Vega

OPTIONS

- Approve** acceptance of grant funding. Affirmed by signature below.
- Disapprove** request, funding will not be accepted.

SIGNATURES

Approved As to Form:

Harry "Pete" Connelly, City Attorney

City Manager:

Robert L. Garza, P.E.

Date: 6-20-11

This signed form and packet is to be returned to the GAO, Grant Writer.



Smithsonian Institution
Traveling Exhibition Service

May 26, 2011

Ms. Lisa M. Pugh
Museum Manager
Las Cruces Museum of Art
P.O. Box 20000
Las Cruces, NM 88004

Dear Ms. Pugh,

Congratulations! The Smithsonian Community Grant Program, sponsored by MetLife Foundation, is pleased to award you \$5,000 to develop and implement public programming related to *NASA | ART: 50 Years of Exploration*. Funds are being awarded to pay specifically for postcards, banners, and print ads for marketing purposes; education supplies for a photography workshop, illustration art, painting workshop, star party, cosmic serpent/storytelling, and recurring programs; and for the honoraria and travel of speakers, an astronaut, a photography instructor, and performers/storytellers.

All applications were carefully reviewed and evaluated by an outside, independent panel. SITES received twenty applications requesting nearly \$90,000. While all of the proposals had merit, the review process was highly competitive and eleven grants have been awarded.

As a grantee you will be responsible for carrying out the program submitted in your application; crediting the Smithsonian Community Grant Program and MetLife for the grant; and submitting a close-out report to SITES within one month of the sponsored event. *Please read the enclosed forms carefully as they detail how to receive your grant money and fulfill your obligations.*

For all questions related to this program please contact Jennifer O'Keefe, special assistant to the director, at (202) 633-3133 or okeefej@si.edu. She can assist you with the processing of your award and other requirements.

SITES is pleased to be able to offer our exhibitors this opportunity and are especially proud of this seventeenth round of awards. Again, congratulations!

Sincerely,

Anna R. Cohn
Director

SITES
Deliveries 470 L'Enfant Plaza East SW
Suite 7103
Washington DC 20024
Mail MRC 941 PO Box 37012
Washington DC 20013-7012
202.633.3168 Telephone
202.633.5347 Fax

Step 1: Getting Your Award

- There are several forms which you must complete in order for the Smithsonian to process your grant award. If you have any questions about this process please contact Jennifer O'Keefe at (202) 633-3133 or okeefej@si.edu
- Please complete these steps (see attached forms for detailed instructions):
 - Complete the attached Vendor Maintenance and W9 forms and scan and email or fax them to Jennifer O'Keefe at (202) 633-5345. *Upon receipt, your payment will be generated.*
 - If you wish, sign up for P.A.I.D. --an electronic remittance notification system.

Step 2: Using Your Award

- Grant funds must be used within 6 months of their award. If there is change in plan, please contact Jennifer O'Keefe immediately to keep SITES informed of your progress. Inability to complete the proposed project may limit your eligibility for future awards.
- All materials produced in conjunction with the awarded program must bear the Smithsonian Logo, MetLife Foundation logo and include the following credit line:
"The Smithsonian Community Grant program, funded by MetLife Foundation, is a proud sponsor of these public programs."
- Your awarded program will provide you with many excellent opportunities for media coverage and promotional activities. Please stay in touch with your SITES PR contact so that she can provide you with the support and information you need to make your showing and special programming a great success.
- You will receive an email shortly with the Smithsonian and MetLife Foundation logos, as well as, an electronic version of a sample press release for you to announce your grant.
- **Please remember that you — or one of your colleagues — are under contractual obligation to provide SITES with the reports and materials listed below.**

Prior to the exhibition opening and the awarded event:

Drafts of all printed materials for the exhibition, including (but not limited to) press releases, flyers, poster copy, invitations, scripts of public service announcements, advertising copy, banners, posters, etc. SITES must check all references to the exhibition and to SITES, the Smithsonian, and MetLife Foundation in order to ensure accuracy. We ask that you allow a three-day period for this review. Please send these materials to your public relations contact.

Within one month of the awarded event:

A completed close-out survey must be sent to Jennifer O'Keefe at the Smithsonian Institution Traveling Exhibition Service, P.O. Box 37012 MRC 941, Washington, DC 20013-7012. This survey asks for attendance estimates, copies of all press coverage, at least 5 copies of your institution's final printed materials, such as announcements and invitations, visual documentation (photographs or slides) of your event. You may complete the survey on-line at http://www.sites.si.edu/funding/close_out_report3.htm Please send hardcopies of printed materials to the above address.

**CITY OF LAS CRUCES
ADOPTED BUDGET FY 2011/2012**

FUND	DIVISION		FUND TYPE	
Other Operating Grants Fund 2761	Finance		Special Revenue	
	FY 2010/11 Projected*	FY 2011/12 Adopted	Adjustments	FY 2011/12 Adjusted
RESOURCES				
Beginning Balance	\$ 0	0		0
REVENUES				
33005 DAC Homeland Security Fire Grant	2,095	33,377		33,377
16006 Resources for Children & Youth, Inc	0	0		0
25010 US Dept. of Agriculture	504	6,496		6,496
22008 NASA 50 Years of Exploration	0	0	5,000	5,000
Total Revenues	\$ 2,599	39,873	5,000	44,873
Total Resources	\$ 2,599	39,873	5,000	44,873
EXPENDITURES				
33005 DAC Homeland Security Fire Grant	2,095	33,377		33,377
16006 FYI Transitional Living Facility	0	0		0
25010 Green Infrastructure Planning	504	6,496		6,496
22008 NASA 50 Years of Exploration	0	0	5,000	5,000
Total Expenditures	\$ 2,599	39,873	5,000	44,873
ENDING BALANCE	\$ 0	0	0	0

*Projected based on 8 months actual through February 28, 2011 and 4 months projected.