

AGENDA

Napa County Arts and Culture Advisory Committee

Lisa Adams Walter	Susan Bartolucci	Ed Breed	Olivia Everett	Nathell Glover Buford
Eddi Wolk	Yvonne Henry	Stephen Sossaman	Patricia Bardwell	Leslie Wilks

Regular Meeting
Napa County Board of Supervisors Chambers
1195 Third Street, Suite 305
Napa, CA 94559

January 27, 2014
9:00 a.m.

The members of the Napa County Arts and Culture Advisory Committee meet three times per year on the fourth Monday of October, January and April of each year. The meeting room is wheelchair accessible. Assistive listening and interpreters are available through the County Executive Office. Requests for disability related modifications or accommodations, aids or services may be made to the County Executive Office no less than 72 hours prior to the meeting date by contacting (707) 253-4421 (253-6088TDD).

All materials relating to an agenda item for the open session of a regular meeting of the Napa County Arts and Culture Advisory Committee (Advisory Committee) which are provided to a majority of the members of the Advisory Committee, by 9:00 a.m. on the Friday prior to the meeting will be available for public inspection, at and after the time of such distribution. These materials can be obtained in the office of the County Executive Office, 1195 Third Street, Suite 310, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Advisory Committee at the meeting will be available for public inspection the public meeting if prepared by the members of the Advisory Committee or County staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

I. CALL TO ORDER AND ROLL CALL

II. PUBLIC COMMENT At this time, anyone may address the Advisory Committee regarding any subject not on today's agenda over which the Advisory Committee has jurisdiction. No action will be taken by the Advisory Committee on such public comments other than possibly scheduling the item for a future meeting.

III. APPROVAL OF MINUTES

Deputy Executive Director requests approval of the minutes for the meeting held on October 27, 2013.

IV. ADMINISTRATIVE ITEMS:

- a) **Preview of 2014 Grant Workshops** – presentation; discussion and possible action.
- b) **Creation of Public Relations sub-committee** – Discussion and possible action.
- c) **Fiscal Sponsorship** – Set criteria for organizations eligible to serve as fiscal sponsors in grant process; charging of fee. Discussion and possible action.
- d) **2014 Glossary of Terms** – Discuss and approval of the following additions to the 2014 Glossary of Terms:

- 1) Cultural Heritage:** Cultural heritage is the legacy of physical artifacts (cultural property) and intangible attributes of a group or society that are inherited from past generations, maintained in the present and bestowed for the benefit of future generations. Cultural heritage includes tangible culture (such as buildings, monuments, landscapes, books, works of art, and artifacts), intangible culture (such as folklore, traditions, language, and knowledge), and natural heritage (including culturally significant landscapes, and biodiversity).
- 2) Fiscal Sponsorship:** Fiscal sponsorship is a formal arrangement between a 501(c)(3) public charity and a grant seeker's project that does not have that legal and tax-exempt status. The Fiscal Sponsor receives and expends funds to advance the charitable work of the project while retaining discretion and control over the funds.
- e) **2014 Guidelines:** Discuss and approve the following amendment to the 2014 Guidelines to add the following:

Public Relations

Grant recipients must ensure that the Napa County Board of Supervisors receive full credit as the funding source and that the Housing and Intergovernmental Affairs and the Napa County Arts and Cultural Advisory Committee are acknowledged as the grant administrators. Publicizing the benefit of the grant and recognizing the funding source are critical in demonstrating program effectiveness to our legislators and community. Additionally, it is a condition of the Capacity Building Grant Program funding that all press releases and other communications from grantees receiving county funds shall clearly state the percentage of the total project cost which will be financed with county money.

Publications and information releases about the project must credit the Napa County Board of Supervisors. An appropriate statement for a publication or project press release is:

"This [publication/project] was supported in whole or in part by the Napa County Board of Supervisors under the provisions of the Napa County Capacity Building Grant Program, administered by Housing and Intergovernmental Affairs through the Napa County Arts and Cultural Advisory Committee."

As appropriate, this disclaimer should be added:

"The opinions expressed herein do not necessarily reflect the position or policy of the Napa County Board of Supervisors, Housing and Intergovernmental Affairs or the Napa County Arts and Cultural Advisory Committee, and no official endorsement should be inferred."

This credit line on products of a project, such as materials and publicity, is important to foster support from the public and by county funding sources.

- f) **2014 Post-Grant Reporting Form** – Revision of 2013 Post Grant Reporting Form; discussion and possible action.
- g) **2014 Scoring Values and criteria** – revision of 2013 scoring values and criteria; discussion and possible action.
- h) **Tracking for current and future Arts and Culture Advisory Committees: 1) who attended workshops and when; 2), who applied for grants and when; and 3) who successfully received grants and for how much money; discussion and possible action.**
- i) **Demo of Common Grant Software website**
- j) **Discussion of Applicants Approaching Committee Members for Guidance with Upcoming Grant Process**

V. **COMMITTEE MEMBER REPORTS/COMMENTS** – Yvonne Henry e-mail re: her report to Calistoga City Council re: grant process and her request to recommend a grants professional to address the committee re: clarifying the distinctions between public funding and government funding in terms of philosophy and process; discussion and possible action

VI. **ADJOURNMENT** - Adjourn to next regular meeting of the Advisory Committee on April 28, 2014 at 9:00 a.m.