

## CITY OF SANTA FE

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Santa Fe (the "City") and **New Mexico School for the Arts** (the "Contractor"). The date of this Agreement shall be the date when it is executed by the City and the Contractor, whichever occurs last.

1. SCOPE OF SERVICES

The Contractor shall provide the following services for the City :

A. All required services to ensure the presentation and production of the projects as described in Exhibit A attached hereto and incorporated by reference in response to #18/40/RFQ.

B. Present opportunities for youth and/or other underserved population to benefit from the project by providing free or reduced access to the project as outlined in the application and demonstrated by the documentation and reporting of audience statistical and demographic information, including minority participation in the project.

C. Market and promote the City by utilizing the City's arts logo and credit line on all printed promotional material related to the project.

D. Promote and market the project locally and regionally; demonstrate evidence of attracting audiences through statistical and demographic information.

E. Present arts educational programs and opportunities for the Santa Fe community that increase understanding of the project's artistic discipline or work of art.

F. Encourage the cultural development of Santa Fe through Maintaining high standards of artistic excellence as demonstrated by the presentation of performances, exhibitions and /or services.

G. Strengthen the position of the arts as an integral part of Santa Fe by providing cultural benefits and contributing to the City's artistic identity and access to underserved constituencies.

H. Provide a final report to the City providing statistical and demographic information about audience attendance and the results of the project.

## 2. STANDARD OF PERFORMANCE; LICENSES

A. The Contractor represents that it possesses the personnel, experience and knowledge necessary to perform the services described under this Agreement.

B. The Contractor agrees to obtain and maintain throughout the term of this Agreement, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives and subcontractors.

## 3. COMPENSATION

A. The City shall pay to the Contractor in full payment for services rendered, a sum not to exceed five thousand dollars and no cents (\$5,000.00), including applicable gross receipts taxes.

B. The Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums paid under this Agreement.

C. Payment shall be made upon receipt, approval and acceptance by the City of detailed statements containing a report of services completed. Compensation shall be paid only for services actually performed and accepted by the City.

4. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City, this Agreement shall terminate upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

5. TERM AND EFFECTIVE DATE

This Agreement shall be effective July 1, 2018 and shall terminate on June 30, 2019 unless sooner pursuant to Article 6 below.

6. TERMINATION

A. This Agreement may be terminated by the City and the Contractor upon 10 (ten) days written notice to the Contractor.

(1) The Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the City original copies of all work product, research or papers prepared under this Agreement.

(2) If compensation is not based upon hourly rates for services rendered, therefore the City shall pay the Contractor for the reasonable value of

services satisfactorily performed through the date Contractor receives notice of such termination, and for which compensation has not already been paid.

(3) If compensation is based upon hourly rates and expenses, Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of such termination.

7. STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS

A. The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor, and its agents and employees, shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Agreement.

B. Contractor shall be solely responsible for payment of wages, salaries and benefits to any and all employees or subcontractors retained by Contractor in the performance of the services under this Agreement.

C. The Contractor shall comply with City of Santa Fe Minimum Wage, Article 28-1-SFCC 1987, as well as any subsequent changes to such article throughout the term of this Agreement.

8. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

9. CONFLICT OF INTEREST

The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

10. ASSIGNMENT; SUBCONTRACTING

The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the City. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City.

11. RELEASE

The Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the City, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the City to any obligation not assumed herein by the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

12. INSURANCE

A. The Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement, comprehensive general liability insurance covering bodily injury and property damage liability, in a form

and with an insurance company acceptable to the City, with limits of coverage in the maximum amount which the City could be held liable under the New Mexico Tort Claims Act for each person injured and for each accident resulting in damage to property. Such insurance shall provide that the City is named as an additional insured and that the City is notified no less than 30 days in advance of cancellation for any reason. The Contractor shall furnish the City with a copy of a Certificate of Insurance as a condition prior to performing services under this Agreement.

B. Contractor shall also obtain and maintain Workers' Compensation insurance, required by law, to provide coverage for Contractor's employees throughout the term of this Agreement. Contractor shall provide the City with evidence of its compliance with such requirement.

C. Contractor shall maintain professional liability insurance throughout the term of this Agreement providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Agreement.

### 13. INDEMNIFICATION

The Contractor shall indemnify, hold harmless and defend the City from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from Contractor's performance under this Agreement as well as the performance of Contractor's employees, agents, representatives and subcontractors.

14. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the City of Santa Fe in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

15. THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the City and the Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

16. RECORDS AND AUDIT

The Contractor shall maintain, throughout the term of this Agreement and for a period of three years thereafter, detailed records that indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration, and the State Auditor. The City shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments.

17. APPLICABLE LAW; CHOICE OF LAW; VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the City of Santa Fe. In any

action, suit or legal dispute arising from this Agreement, the Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

18. AMENDMENT

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

19. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

20. NON-DISCRIMINATION

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of services by Contractor hereunder, on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.



21. SEVERABILITY

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

22. MATCHING FUNDS

The Contractor may use the amount paid by the City pursuant to Article 3, herein, to meet matching requirements of federal or state government for the receipt of additional funds for those entities.

23. LOGO AND CREDIT LINE

A. The Contractor must include the City of Santa Fe Arts Commission logo on all printed publicity, promotion, and program materials applicable to this Agreement. In immediate proximity to the logo, the following credit line must be clearly visible and readable: "Partially funded by the City of Santa Fe Arts Commission and the 1% Lodgers' Tax."

B. Failure to provide the appropriate credit line and use of logo can result in termination of this Agreement.

24. NOTICES

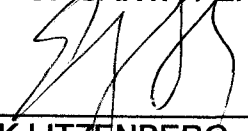
Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

City of Santa Fe:  
Arts Commission  
PO Box 909  
Santa Fe NM 87504-0909

Contractor:  
New Mexico School for the Arts  
500 Montezuma St. #200  
Santa Fe NM 87501

IN WITNESS WHEREOF, the parties have executed this Agreement on the date  
set forth below.

CITY OF SANTA FE:

  
ERIK LITZENBERG, CITY MANAGER

DATE: 9/5/12

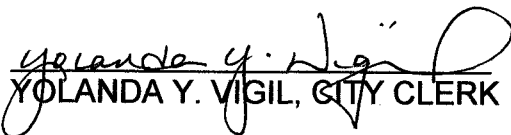

NEW MEXICO SCHOOL FOR THE ARTS

  
NAME AND TITLE

DATE: 9-11-18

CRS# 02-290883-00-8  
City of Santa Fe Business  
Registration # 18-00051541

ATTEST:

  
YOLANDA Y. VIGIL, CITY CLERK 

APPROVED AS TO FORM:

 8/6  
ERIN K. MCSHERRY, CITY ATTORNEY

APPROVED:

 8/8  
MARY MCCOY, FINANCE DIRECTOR 

~~22403-561850~~ 22818.510400  
Business Unit.Line Item



City of Santa Fe Arts Commission - 2018 Community Arts  
Development  
New Mexico School for the Arts-Art Institute  
Application #18CAD0001

Primary Contact: Ms. Kaaren S. Boullosa  
Phone: (505) 216-7888 ext:405  
Email: kaaren.boullosa@nmsa-ai.org

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**Applicant Profile**

**Legal Name**  
**Date of 501(c)3**  
**incorporation**

New Mexico School for the Arts-Art Institute  
02/04/2010

**Address1**  
**Address2**

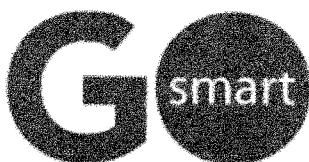
500 Montezuma St.  
#200  
Santa Fe, New Mexico 87501  
UNITED STATES

**Telephone**  
**Primary Contact**

(505) 216-7888  
Kaaren S. Boullosa

**Applicant Status**  
**Applicant Institution**  
**Applicant Discipline**  
**Grantee Race**  
**FEIN / TAX ID**

Phone: (505) 216-7888 ext:405  
Email: kaaren.boullosa@nmsa-ai.org  
Organization - Non-Profit  
Arts Service Organization  
Multidisciplinary  
No single race/ethnic group listed above made up more than 25% of the  
population directly benefited  
26-4764395



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Email: kaaren.boullosa@nmsa-ai.org

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## Applicant Information

This section of the application gathers basic information about the proposed project.

**Please state the name of the organization (or group) presenting the program.**  
New Mexico School for the Arts-Art Institute

**DBA (if applicable)**

### Project Director Information

**Project Director Name**  
Cindy Montoya

**Project Director Title**  
President

**Project Director Email**  
bennett.ned@gmail.com

**Project Director Phone #**  
5052167888

**Are you using a Fiscal Agent?**  
No

**Fiscal Agent Contact Name**  
n/a

**Fiscal Agent Contact Title**  
n/a

**Fiscal Agent Contact Email**  
n/a

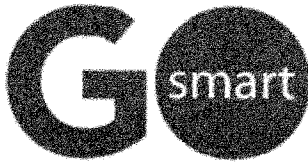
**Fiscal Agent Contact Mailing Address**  
n/a

**Fiscal Agent Phone #**  
n/a

**The Authorizing Official should be the president or other officer of the board of directors. This person takes legal responsibility for the applicant. The Executive Director and Project Director may not serve as the Authorizing Official.**

**Authorizing Official Name**  
Ned W. Bennett

**Authorizing Official Title**  
President-Board of Trustees



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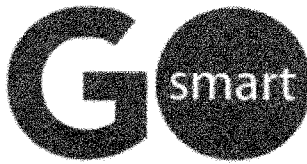
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**Authorizing Official Email**  
cindy.montoya@nmsa-ai.org

**Authorizing Official Phone #**  
5052167888

**City of Santa Fe Business Registration # (This number must start with a "18")**  
Santa Fe

**CRS #**  
18-00051541



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## Project Narrative

### Project Title

New Mexico School for the Arts-Student Public Performances and Exhibitions Santa Fe

### Amount Requested

6,000

### Project Start Date

2018-7-1

### End Date

2019-6-30

### Project Location

Santa Fe, New Mexico.

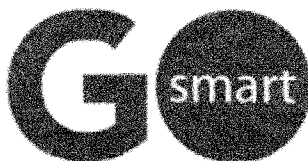
**Provide an overview of the project for you are applying. We encourage you to address the "Who, What, Where, Where and Why" of the project. Where possible, include specific artist names and titles of work.**

The Project consists of public performances and exhibitions presented by the 200+ students of the New Mexico School for the Arts (NMSA). Students will present performances and exhibitions in the four disciplines taught at NMSA: Dance, Music, Theater, and Visual Arts. Performances will take place throughout the school year (August 2018-May 2019) in varied locations in Santa Fe including but not limited to New Mexico School for the Arts High School, James A. Little Theater, Immaculate Heart of Mary Retreat, First Presbyterian Church, the Lensic Performing Arts Center, and area art galleries. In May 2019, students in all four disciplines will participate in the NMSA annual ArtSpring Gala at the Lensic Performing Arts Center. Performances will give local Santa Feans and visitors to the city a chance to see the talent who are being given access to mastery arts training at a public school. Exact dates, titles, and locations for these performances are usually determined after the start of the school year. These performances not only demonstrate to the public the wealth of young talent the city produces, but are a crucial aspect of training for young artists, as they move beyond the safety of the classroom and practice room, exposing their talent and work to the public gaze.

**How will the project provide access to and participation in the creative life of our community by youth and/or other underserved populations? Who is the intended audience for this project?**

NMSA's primary mission is to nurture the artistic talent of New Mexican youth, providing access and opportunity to a unique dual-track mastery arts and rigorous academic education that, for the most part, is not available in students' home community schools. "Mastery arts training" is not an enrichment or "arts integrated" program; at NMSA, the arts curriculum stands in equal importance to the academic one. NMSA students are admitted solely on the basis of passion and aptitude, through blind auditions or portfolio reviews, regardless of previous academic standing, home community, or family income. In this way, youth who might otherwise never had such an opportunity, gain access to a depth of training that can give them a realistic basis for imagining a future in the arts for themselves; their right to do so is demonstrated by the quality of work in these public performances and exhibitions.

The intended audiences for this project are all members of the Santa Fe Community; families, friends, and caregivers of NMSA students; visitors to the City; other young teens (and their families) who may not know that a path exists to both a rigorous high school education and a level of arts training that can transform their lives, and all community members who understand and value the historic role the arts play in Santa Fe's identity and economy. Seniors and students are given deeply discounted tickets that are already set at no more than \$15, with the exception of the ArtSpring gala. Schoolchildren are admitted free to one of the two nights of the annual ArtSpring Gala.



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**Describe your organization's ability to foster the creation, production, presentation and awareness of the arts in Santa Fe. Be sure to include educational, outreach and/or economic benefits that your organization provides.**

The NMSA mission statement is: "NMSA provides access to a rigorous mastery arts and academic high school education for youth with passion and aptitude in the arts, leading to post-secondary learning, careers in the arts, and lives that contribute to society." The high school was founded to foster the arts in and beyond Santa Fe by training young New Mexicans in Music, Dance, Theater, and Visual Arts. The project benefits students by accustoming them to the challenges and rigors of exposure of their work to the public eye, and heightens the awareness of audiences of the depth of talent in the region. The NMSA Outreach Program travels annually throughout New Mexico, bringing enriched arts programming (performed by NMSA students themselves) to middle- and high schools, after-school programs, and youth clubs in areas like the I-25 corridor, Farmington, and Gallup, where such programming is scarce. The NMSA Outreach Program reaches nearly 1,200 youth annually: each of the art departments carry out a minimum of four Outreach Events each semester, for a minimum of 32 per school year. Outreach Events are carried out as far south as Artesia and as close by as Espanola.

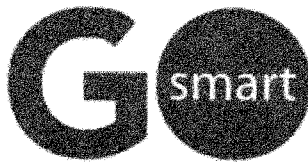
NMSA's graduation rate is 96.2%. According to a study by the Legislative Finance Committee, each high school graduate saves each New Mexican taxpayer \$212,000 over a lifetime; high school graduates earn 10% more annually than drop-outs. The school's college placement rate is 95%: 51 of the 54 2018 seniors were accepted at established universities and postsecondary arts training programs. NMSA just had its first two acceptances at The Juilliard School, and graduates have gone on to the School of the Art Institute of Chicago and the Rhode Island School of Design. These students are future taxpayers and citizens, as well as potential drivers of the creative economy that is so important to Santa Fe. The long-term economic benefits to the community of producing educated, self-sufficient youth is clear.

**Describe how the qualifications of your administrative and artistic staff and volunteers contribute to your organization's standards of excellence. Give specific examples of performances, exhibitions and/or services that you provide and how your staff and volunteers have helped to shape them.**

Cindy Montoya (President, NMSA-Art Institute) has lived in Santa Fe for 27 years. She was Head of School at NMSA for years before taking on the leadership of the school's nonprofit partner, the NMSA-Art Institute. Montoya has deep experience in standards-based instruction and oversees highly credentialed staff at the Art Institute just as she did at the high school. Montoya has an MA and BA in Education and At-Risk Youth from the College of Santa Fe, and also worked with National Dance Institute-New Mexico.

Joey Chavez (NMSA Arts Director & Chair, NMSA Theater Department), a native Santa Fean, was for 15 years Chair of the Theater Program at Santa Fe High School. Chavez taught at The University of Oklahoma, The Alliance Theater in Atlanta, and Young Audiences New York. He holds a B.F.A. in acting from UNM, an M.F.A. from the University of Oklahoma and acted professionally for 10 years across the country before returning to New Mexico. In 2004, the Santa Fe High School Theater Program was recognized as one of the country's best and was invited to perform at the International Fringe Festival in Edinburgh, Scotland.

NMSA arts faculty are highly qualified and dedicated to honing their students' skills along the highest standards, as evidenced at the annual ArtSpring performance at the Lensic each May and the maturity of work in the public Senior Visual Arts Exhibition. Art Institute staff ensure that the \$2 million mastery arts budget is secured annually to support all aspects of the program: intensive classroom work, the Guest Artist Program that give students the opportunity to work with professional working artists in master classes, the Applied Lessons Program that provides each child in the Music Department with one hour of weekly individual coaching with a specialist in his/her area of study, and the chance to bring arts programming to other youth through the Outreach Program.



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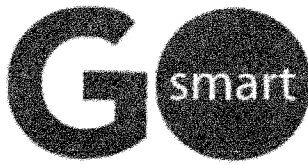
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### Audience by Age

Please provide the following information using numerical responses; do not provide percentages.

	Audience
0-5 yrs	200
6-17 yrs	600
18-24 yrs	1,000
25-55 yrs	200
55-64 yrs	300
65+ yrs	100
<b>SubTotals:</b>	<b>2,400</b>
<b>Grand Totals:</b>	<b>2,400</b>





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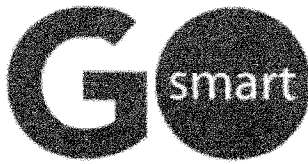
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### Audience Demographics

Please provide the following information using numerical responses; do not provide percentages.

	<b>Audience</b>
American Indian/Alaska Native	190
Asian	170
Black/African American	70
Hispanic/Latino	860
Native Hawaiian/Other Pacific Islander	10
White	1,100
<b>SubTotals:</b>	<b>2,400</b>
<b>Grand Totals:</b>	<b>2,400</b>



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## **Marketing and Promotion Plan**

Please provide a detailed explanation of planned marketing and promotional activities related to the project. Be sure to include examples of the quality of the project's marketing and promotional materials as supplemental application materials (see Support Material).

**Discuss the paid advertising plans including print and digital platforms. Include details such as the name of publication, type and frequency of the advertisement, etc.**

NMSA has a very slender paid marketing budget. It places advertising for public performances in the Santa Fe New Mexican, Pasatiempo, and the Santa Fe Reporter. For the upcoming year, it will be able to add 8 half-page advertisements for public performances in THE Magazine, thanks to the magazine's sponsorship. Advertisements are also posted on NMSA's corner sign, located in front of the school in downtown Santa Fe, on the corner of East Alameda and the Paseo de Peralta. One press release per event is sent to 70 print, radio, TV, web media outlets throughout New Mexico. We also place actual paid digital ads on Facebook and Instagram for 3-4 performances or exhibitions each year.

**Discuss the online platform on which the project will be promoted such as websites, blogs, email blasts, links, search engines, etc.**

NMSA's online platform is [www.nmschoolforthearts.org](http://www.nmschoolforthearts.org). The web site utilizes online calendar listings. We also use Constant Contact, which is the primary method of communication among the core constituents of the NMSA community: students, families, faculty and staff, and audiences. Events are listed on the NMSA homepage and on the online calendar. Monthly newsletters are sent to NMSA families, students, faculty, and staff. A monthly donor newsletter is also sent to funders and supporters.

**Describe the social media platforms you will leverage to promote the project. Be sure to include information on the reach of each platform and the frequency with which promotion occur.**

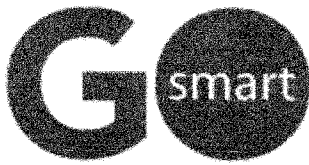
NMSA has presences on Facebook, Twitter, and Instagram, on all of which public performances, exhibitions, and events are promoted. Twitter is used to highlight interesting news from the arts community and publish information about NMSA performances. Social media allows for a very broad range of visibility. The NMSA Communications Specialist manages all three platforms and monitors traffic and comments. NMSA's Facebook has more than 2,400 followers.

**Describe in detail the public relations work that will promote the project. Be sure to include the name of news outlets that will be approached, the type of group that will be reached, etc.**

Public relations to promote the Project include one press release per performance/event to approximately 70 print, TV, and web media outlets. School tours, which often include rehearsals, are given to donors and prospective students and their families - more than 100 students with their families attend "shadow" days at NMSA during the school year, and are offered complimentary tickets to performances. Complimentary tickets are also offered to local non-profits and to enrolled NMSA students, faculty, and alumni. Legislators, City Councilors, the Mayor, Arts Commissioners, the Governor, and School Board members, are also invited to attend events at no charge.

**Describe the types of printed materials used to promote the project. Be sure to include how the materials will be distributed and/or reach the hands of potential audience members.**

The types of printed materials used to promote the Project are: performance and production programs at every event, which include historical background if applicable to theater and dance performances; printed invitations; postcards; posters; semi-annual State of the School letters that are circulated to the NMSA community, including funders and Board members, and list upcoming performances and exhibitions. Postcards are distributed around Santa Fe at, e.g., hotel concierge desks to advertise events. Posters are distributed by students and NMSA families in Santa Fe and Albuquerque.



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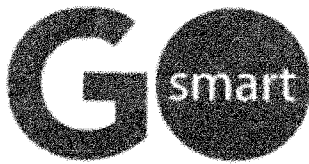
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Phone: (505) 216-7888 ext:405  
Email: kaaren.boullosa@nmsa-ai.org

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### Three Year Organizational Budget

Please present organizational budget information for last, current and next fiscal year. Do not include In-kind. Enter income as a positive numbers and expenses as negative numbers. Applicants that are part of a larger institution/organization (colleges/universities, tribal entities, other governments, etc.) should submit organizational budget information for the department with oversight of the proposed program, not the entire institution.

Income	Last Year	Current Year	Next Year
Earned Income	215,000	215,000	215,000
Unearned Income	1,685,000	1,689,000	1,695,000
<b>SubTotals:</b>	<b>\$1,900,000</b>	<b>\$1,904,000</b>	<b>\$1,910,000</b>
<b>Expenses</b>	<b>Last Year</b>	<b>Current Year</b>	<b>Next Year</b>
Expenses	-1,896,609	-1,899,506	-1,908,000
<b>SubTotals:</b>	<b>\$-1,896,609</b>	<b>\$-1,899,506</b>	<b>\$-1,908,000</b>
<b>Income Totals:</b>	<b>\$3,391</b>	<b>\$4,494</b>	<b>\$2,000</b>



City of Santa Fe Arts Commission - 2018 Community Arts  
Development  
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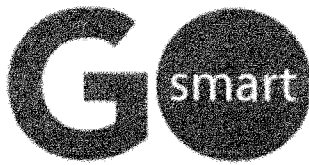
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### Project Income

Please enter the income for the project as planned during the contract year. Reflect only income related to the project.

	Cash Applicant Request		In-kind
Tickets/Admission	38,000	0	0
Memberships/Subscriptions	0	0	0
Other Earned Income	5,000	0	0
Business/Corporate Support	60,000	0	7,000
Foundation Support	15,000	0	0
Individual Support	14,500	0	0
Other Government Support	0	0	0
Applicant Cash	16,050	0	0
Arts Commission Request	6,000	3,750	0
<b>SubTotals:</b>	<b>\$154,550</b>	<b>\$3,750</b>	<b>\$7,000</b>
<b>Income Totals:</b>	<b>\$154,550</b>	<b>\$3,750</b>	<b>\$7,000</b>



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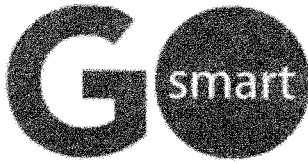
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### Project Expenses

Please enter the income for the project as planned during the contract year. Reflect only income related to the project.

	Applicant	City Request	In-Kind
Administrative Salaries	21,500	0	0
Artistic Salaries	50,000	0	0
Marketing/PR Salaries	16,500	0	0
Administrative Fees & Services	0	0	0
Artistic Fees & Services	13,000	1,000	0
Marketing/PR Services	9,000	1,000	7,000
Advertising	5,000	4,000	0
Printing/Publication	4,000	0	0
Materials/Supplies	3,000	0	0
Production Expenses	15,000	0	0
Travel (do not request City funds)	1,500	0	0
Rent/Mortgage	12,000	0	0
Remaining Expenses	1,800	0	0
<b>SubTotals:</b>	<b>\$152,300</b>	<b>\$6,000</b>	<b>\$7,000</b>
<b>Expense Totals:</b>	<b>\$152,300</b>	<b>\$6,000</b>	<b>\$7,000</b>



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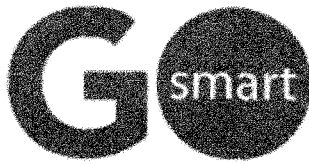
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## Financial Narrative

Explain the financial information presented. Keep in mind reviewers look for a diversity of income sources, the earned to unearned income mix, and the stability of the organizational budget from year to year. You are encouraged to address any significant increases/decreases between fiscal years; plans for reducing any deficit, as well as the factors that contributed to the deficit; any significant changes in funding sources; and any other important information.

**Explain the financial information presented. Keep in mind reviewers look for a diversity of income sources, the earned to unearned income mix, and the stability of the organizational budget from year to year. You are encouraged to address any significant increases/decreases between fiscal years; plans for reducing any deficit, as well as the factors that contributed to the deficit; any significant changes in funding sources; and any other important information.**  
The NMSA-Art Institute has maintained a nearly flat budget for the last two years with little variation, and projects a nearly flat one for the upcoming fiscal year, as well. This is in order to relieve pressure on the operating budget as the Art Institute continues its capital campaign to raise funds to build the future permanent home of NMSA in the former Sanbusco Market Center. As the pool of donors in Santa Fe, which has more than 600 nonprofits, is relatively small, the campaign has exerted significant pressure on contributions to the annual operating fund. For this reason, the Board of Trustees has deemed it prudent to keep the operating budget nearly flat. The Board anticipates opening the last, public phase of the campaign in early 2019; construction began on Phase I of the new campus in April 2018. NMSA anticipates welcoming the first students to their new high school in August 2019.

The Art Institute is a nonprofit arts education organization. All revenues are from sources that include foundations, Board, individual, and business donors, and a group of Sustaining Partners who pledge seven-figure annual contributions spread over a five-year period, as well as special events. Current funders include the Life Center, Frost, Anne Embree, Newman's Own, Marinau Family, Robert Rauschenberg, Thornburg, and ECMC Foundations, and Wells Fargo, Meow Wolf, the Howard L. Franks Memorial Scholarship Trust Fund, the Thaw Charitable Trust and two anonymous foundations.



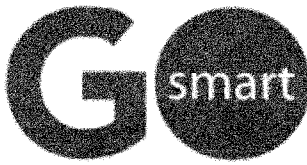
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## Sample Instructions

Before uploading samples, please read the following directions: Artistic Samples Please complete title, date, artist, media, and dimensions for each sample. Note that the total viewing time cannot exceed three minutes. These samples are critical to your review. The artistic quality is judged based on the samples provided. Please include high-quality samples that are reflective of both the overall artistic quality of your organization as well as of the quality of the proposed project. Other Samples Submit up to three samples of promotional materials, reviews from past projects and/or education materials. These materials are used to judge the effectiveness of marketing and promotion, overall artistic quality and quality of educational programs. If you referenced educational materials in the narrative please include a sample of those materials. Artistic and Administrative Biographies (Do not include resumes.) Provide brief biographies of key artistic, administrative and educational staff, including contractors or volunteers who will be involved in the project. Be sure to highlight relevant educational and professional experience. (Total of 2-page maximum) Organizational History Include a brief history of the organization. (1-page maximum) Board List Submit a list of your organization's board members. The list should include their name, professional affiliation and city of residence. Please use an asterisk as you wish to note diversity. (1-page maximum) Organizational Chart Include an organizational chart that visually describes the administrative/decision-making structure of your organization or group. (1-page maximum) IRS Exemption Letter Provide a copy of the IRS letter granting your organization's 501 (c) 3 status. Please include any relevant addenda or amendments. Incorporation Certificate Provide a copy of your State of New Mexico Incorporation Certificate. This document is issued by the State. IRS Form 990 Please include Page 1 of your IRS Form 990 for the most recently completed fiscal year.



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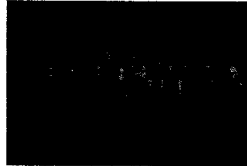
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## Samples & Attachments



Title: ARTWORK FROM  
NMSA SENIOR VISUAL  
ARTS EXHIBITION  
"UNCANNY"  
Artist 1: Lex Morris-Wright,  
NMSA Senior  
Created: 2018  
Description: "Copy of  
Copy", by Lex Morris-  
Wright, NMSA Visual Arts  
Senior, for the 2018 Senior  
Visual Arts Exhibition  
"Uncanny".  
Dimensions: 11 x 15

[Artwork from NMSA  
Senior Visual Arts  
Exhibition "Uncanny"](#)



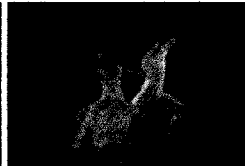
Title: NMSA CHOIR-  
ARTSPRING GALA-MAY  
2018-LENSIC  
PERFORMING ARTS CE  
Description: NMSA Choir  
performs "Ja vem a  
Primavera!" by Henrique de  
Curitiba, and "Sure on This  
Shining Night" by Morten  
Lauridsen, words by James  
Agee, May 18, 2018, at the  
ArtSpring Gala at the  
Lentic Performing Arts  
Center.

[NMSA Choir-ArtSpring  
Gala-May 2018-Lentic  
Performing Arts Ce](#)



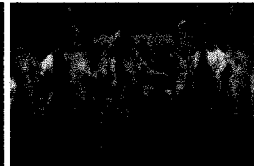
Title: NMSA DANCERS,  
MUSICIANS, VISUAL  
ARTS-ARTSPRING GALA-  
MAY 2018  
Description: NMSA dancers  
& musicians, against  
artwork done by NMSA  
Visual Arts students,  
perform "Lost and Found",  
choreography by Lauren  
Edson, music by Dustin  
O'Halloran, Armand Amar,  
and Phillip Glass, at the  
ArtSpring Gala on May 18,  
2018 at the Lentic.

[NMSA Dancers,  
Musicians, Visual Arts-  
ArtSpring Gala-May  
2018](#)



Title: NMSA DANCERS-  
ARTSPRING GALA-MAY  
18, 2018  
Description: NMSA student  
dancers perform original  
choreography by Dana  
Genshaft to Edvard Grieg's  
"Holberg Suite, Op. 40  
Sarabande", May 18, 2018,  
at the ArtSpring Gala at the  
Lentic Performing Arts  
Center.

[NMSA Dancers-  
ArtSpring Gala-May 18,  
2018](#)



Title: NMSA THEATER  
STUDENTS PERFORMING  
"LYSISTRATA"  
Artist 1: Aristophanes  
Description: NMSA Theater  
students performing  
Aristophanes' "Lysistrata".

[NMSA Theater Students  
Performing "Lysistrata"](#)



Video Media: Digital File  
Title: EXCERPT FROM  
NMSA ARTSPRING GALA  
MAY 18, 2018  
Year Created: 0

[ArtSpring Highlight  
Reel\\_4.mp4](#)



Title: POSTER FOR NMSA  
2018 SENIOR VISUAL  
ARTS EXHIBITION  
"UNCANNY"  
Description: Poster for  
NMSA 2018 Senior Visual  
Arts Exhibition "Uncanny"

[Poster for NMSA 2018  
Senior Visual Arts  
Exhibition "Uncanny"](#)



Title: ADVERTISEMENT  
FOR ARTSPRING  
PERFORMANCE APRIL  
2018  
Artist 1: NMSA Visual Arts  
Students  
Description: Advertisement  
in "Pasatiempo" for the May  
18, 2018 ArtSpring Gala at  
the Lentic Performing Arts  
Center in Santa Fe.

[Advertisement for  
ArtSpring Performance  
April 2018](#)



Title: NMSA ART  
INSTITUTE ARTISTIC &  
ADMINISTRATIVE BIOS  
Completed: 0  
Published: 0  
Publisher:

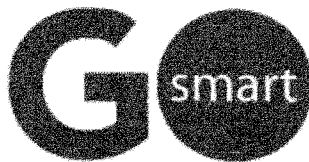
[NMSA-AI 2018 Artistic &  
Administrative Bios.pdf](#)



Title: NMSA  
ORGANIZATIONAL CHART  
Completed: 0  
Published: 0  
Publisher:

[NMSA 2018  
Organizational Chart.pdf](#)





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## Samples & Attachments (Continued)



Title: NMSA  
ORGANIZATIONAL  
HISTORY  
Completed: 0  
Published: 0  
Publisher:

[NMSA Organizational  
History.pdf](#)



Title: NMSA-ART  
INSTITUTE 2015 FORM  
990 FIRST PAGE  
Completed: 0  
Published: 0  
Publisher:

[NMSA-AI Page One  
Form 990.pdf](#)



Title: NMSA-ART  
INSTITUTE BOARD OF  
TRUSTEES  
Completed: 0  
Published: 0  
Publisher:

[NMSA-Art Institute  
Board List 2018-2019.  
pdf](#)



Title: NMSA-ART  
INSTITUTE CERT INC  
NAME CHANGE  
Completed: 0  
Published: 0  
Publisher:

[NMSA-Art Institute  
Name Change.pdf](#)



Title: NMSA-ART  
INSTITUTE IRS  
EXEMPTION LETTER  
Completed: 0  
Published: 0  
Publisher:

[NMSA 501c3 Letter.pdf](#)