

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 **National Dance Institute New Mexico** (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 two hundred fifty dollars and no cents (\$5,250.00), 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:
NDI NM
1140 Alto Street
Santa Fe NM 87501-2596

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

CITY OF SANTA FE:


ERIK LITZENBERG, CITY MANAGER

DATE: 9/5/18

CONTRACTOR: NDI NM


NAME AND TITLE

JOHN BINGAMAN
Board Vice Chair

DATE: 9-7-18

CRS# 02-290883-00-8
City of Santa Fe Business
Registration # 18-00034027

ATTEST:


YOLANDA Y. VIGIL, CITY CLERK

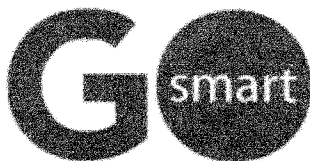
APPROVED AS TO FORM:

8/3
ERIN K. MCSHERRY, CITY ATTORNEY

APPROVED:

8/30
MARY MCCOY, FINANCE DIRECTOR

~~22103-561850~~ 22819,510400
Business Unit.Line Item



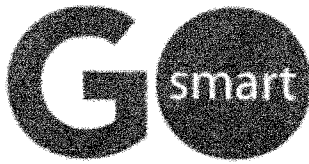
City of Santa Fe Arts Commission - 2018 Community Arts
Development
NDI New Mexico
Application #18CAD0002

Primary Contact: Ms. Barbara Kastner
Phone: (505) 557-6044
Email: barbara@ndi-nm.org

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Applicant Profile

Legal Name	NDI New Mexico
Date of 501(c)3 incorporation	05/24/1995
Address1	1140 Alto Street Santa Fe, New Mexico 87501-2596 UNITED STATES
Telephone	(505) 557-6044
Fax	(505) 983-7666
Primary Contact	Barbara Kastner Phone: (505) 557-6044 Email: barbara@ndi-nm.org Organization - Non-Profit School of the Arts Dance Hispanic/Latino 85-0431846
Applicant Status	
Applicant Institution	
Applicant Discipline	
Grantee Race	
FEIN / TAX ID	



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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.
National Dance Institute of New Mexico

DBA (if applicable)
NDI New Mexico, NDI-NM

Project Director Information

Project Director Name
Barbara Kastner

Project Director Title
Director of Grants & Evaluation

Project Director Email
barbara@ndi-nm.org

Project Director Phone #
505.557.6044

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

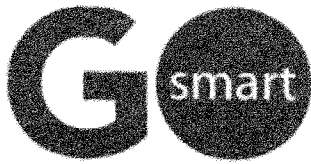
Fiscal Agent Contact Mailing Address
N/A

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
John Berndt

Authorizing Official Title



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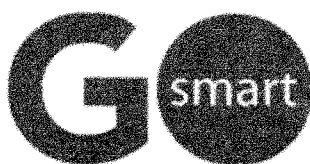
Chair, Board of Directors

Authorizing Official Email
johnberndt10@gmail.com

Authorizing Official Phone #
214.675.8993

City of Santa Fe Business Registration # (This number must start with a "18")
18-00034027

CRS #
02-290883-00-8



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Project Narrative

Project Title

NDI New Mexico's 2019 End-of-Year Event

Amount Requested

\$6,000

Project Start Date

2018-8-15

End Date

2019-5-31

Project Location

All performances will take place at National Dance Institute of New Mexico's Dance Barns youth performing arts facility, 1140 Alto Street, Santa Fe.

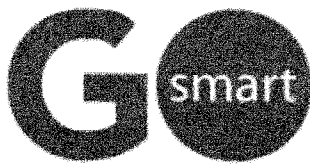
Provide an overview of the project for you are applying. We encourage you to address the "Who, What, Where, Where and Why" of the project. Where possible, include specific artist names and titles of work.

NDI-NM's 2019 End-of-Year Event will showcase the joyful efforts of 955 primarily low-income students from 35 Santa Fe schools through two weeks of high-quality, professionally produced dance performances held in May. The show will present a captivating educational/arts-related theme. Past examples include "Got Jazz!", which shared the history of jazz music and its influences, and "Rollin' on the Rio!" which highlighted the importance of rivers in NM and around the world. The show's content is written and produced by NDI-NM professional artistic staff. Children in Kindergarten and grades 3 - 9 from our Outreach In-School and Advanced Training programs will come together to in two casts to dance in a total of 16 engaging performances at our Dance Barns facility. The majority of the program's participants live at or near poverty and are not able to access the benefits of dance training. The performances are the result of 30 weeks of NDI-NM's innovative blend of dance instruction, positive messaging and curriculum integration. Attended by 7,477 audience members of all ages and diverse ethnicities, these performances provide an incredible experience for children to shine and feel a sense of achievement. Students participate in performing arts study, gain confidence through performing and develop a love of the arts. Families and other community members gain access to a low-cost, professional quality performing arts event and may also become involved through volunteering.

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?

NDI-NM's Outreach program goes directly into Santa Fe public elementary schools in disadvantaged neighborhoods and provides dance instruction at no charge to children. The program also provides free classes at our facility for youth who seek continued study after school. Children who might otherwise never be introduced to dance discover a new activity, and for some, a new passion. The culmination of this work is to bring these students to The Dance Barns Theater to perform. They participate in a high-quality theater experience complete with a live band, costumes, props, sets, and professional lighting. We also invite local guest artists and groups to compose and perform music and choreograph one to two pieces for the show.

The intended audience for the project is other schoolchildren, the dancers' families and the greater local community. Schools bus other students from our partner schools in to The Dance Barns to view the performance. We also invite members of local senior centers to view the dress rehearsal at no cost. Tickets to performances are free or low-cost to ensure that all community members have access to attend these performances. Audiences enjoy the creative presentation of an interesting educational



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theme which incorporates local community and cultural elements. Audience demographics largely mirror the participating students. Families with limited income are provided with a high-quality professional and entertaining arts experience. The project affords over 200 parent and community volunteers access to deeper engagement in the creative process, as they design costumes, sets, assist backstage, usher, and cheer the children on from behind the scenes. Adults have the opportunity to view, assist with and/or participate in a joyful production which showcases the creative learnings of children from 35 area schools.

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.

NDI-NM has fostered the creation and production of the arts in Santa Fe for nearly 25 years by employing highly credentialed performing arts professionals full or part-time to teach children in the program and to write, produce and direct original End-of-Year Event shows. Each annual End-of-Year Event employs approximately 40 NDI-NM dance instructors, musicians, theater, lighting, technical and production crew. We also create and arrange several other performances annually for the public through our Community Class program and other special projects.

This project has fostered the presentation and awareness of the arts in Santa Fe by delivering the arts directly into the lives of thousands of Santa Feans annually via our performances, impacting people of all ages and diverse ethnicities. We provide arts access to children and audiences who might not otherwise be able to afford arts education or attend high quality performances: 64% of this project's children and families are affected by poverty.

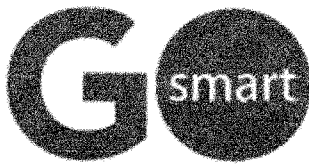
Our classes teach dance and performance, build learning skills, and instill confidence, discipline and excellence. The value of the arts is brought to the forefront in transforming children's lives. Children learn rhythm, balance, timing and choreography, and dance in a professional-quality theater production. Dances and songs are woven together through a collaborative creation of NDI-NM's artistic and music staff, featuring original choreography, musical arrangements, and an imaginative narrative structure that entertains, educates and inspires.

NDI-NM's End-of-Year Event thrives on collaborations which engage the community in the arts. We partner with Santa Fe Public Schools (SFPS) and individual schools. Parents of our students and community members volunteer to help make the event a success; and teachers, firefighters, and local police officers volunteer to dance in the show alongside the children. The event utilizes over 1,000 community and parent volunteer hours.

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.

NDI-NM is dedicated to excellence and professionalism. All artistic staff positions are paid, and all instructors must have extensive prior regional to international teaching, performance and/or choreography experience. We ensure consistency through our codified Teaching Excellence® pedagogy, an intensive training in NDI-NM methodology. All instructors are required to participate in Teaching Excellence® and apprentice for up to 2 years before beginning formal instruction. All artistic staff must also participate in annual enrichment workshops which provide professional development, share best practices, and outline yearly goals. Our administrative staff members are selected for their professional expertise, managerial experience and fiscal integrity.

Our staff directly shape all NDI-NM performances. NDI-NM artistic staff create original productions for our End-of-Year events and employ local musicians and/or master guest artists and groups, such as Ehren Kee Natay and Rulan Tangen. NDI-NM staff for our other programs create and arrange professionally produced shows choreographed by our own instructors and master guest artists who work directly with the children. Recent guest artists include renowned professional dancers Daniel Ulbricht, Zippora Karz, Ann Reinking, and others.



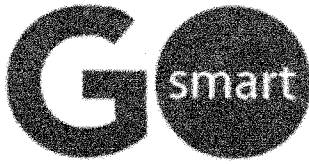
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Examples of recent End-of-Year Event performances include our 2018 show "Roots Revival!" which provided a history of American roots music through story, song and dance, and 2015's "Imagine the Possibilities!...a celebration of Reading" which highlighted famous literature and poetry. "Roots Revival!" incorporated Native American, Northern NM, Tejano, Blues, Appalachia, Country, Cajun and other musical styles. "Imagine the Possibilities!" incorporated the work of Mark Twain, Maya Angelou and others. All shows integrate local and national/global cultural traditions.

NDI-NM Program Producers engage volunteers via efficient and standardized methods refined over many years.



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Audience by Age

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

	Audience
0-5 yrs	271
6-17 yrs	3,697
18-24 yrs	550
25-55 yrs	2,113
55-64 yrs	1,302
65+ yrs	537
SubTotals:	8,470
Grand Totals:	8,470



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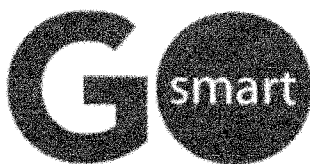
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Audience Demographics

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

	Audience
American Indian/Alaska Native	322
Asian	85
Black/African American	42
Hispanic/Latino	6,437
Native Hawaiian/Other Pacific Islander	0
White	1,584
SubTotals:	8,470
Grand Totals:	8,470



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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.

Tickets are offered first to families of students at a minimal cost. Most performances sell out as a result of this. To maintain a balance between reaching the greater community and not disappointing potential audience members who may encounter sold-out shows, we purchase a judicious amount of paid advertising through print and digital platforms. NDI-NM purchases one to two quarter-page ads in the Santa Fe New Mexican's newsmagazine Pasatiempo preceding the performances. Please note: We have also received and anticipate receiving again in-kind advertising from the Santa Fe New Mexican, The Journal North, and Hutton Broadcasting.

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

Beginning in March 2019, NDI-NM will place a prominent ad for the performances on the homepage of our website, www.ndi-nm.org. E-blasts advertising the performances, as well as our digitally accessible newsletter will also be sent to our list of 9,500 email subscribers. We will place the performances on various online calendars such as the Santa Fe New Mexican, The Santa Fe Reporter, Hutton Broadcasting's Santafe.com, The Journal North and others as they become available.

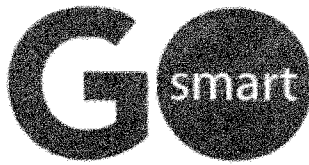
Describe the social media platforms you will leverage to promote the project. Be sure to include information on the reach of each platform and the frequency with which promotion occur.

NDI-NM will announce the performances on our Facebook, Twitter, LinkedIn and YouTube social media platforms beginning in March 2019, and will post/tweet regularly about the upcoming event. We post on Facebook regarding the event weekly to bi-weekly prior to the event, and multiple times after the event. We had over 4,880 views of rehearsal and performance videos that NDI-NM posted in the last quarter. Our Facebook page has over 3,200 followers. Our Twitter account has 800 followers with a total of 5,900 tweets. Our LinkedIn page has 580 followers. NDI-NM's YouTube channel has 291 subscribers with over 55 videos and 9,800 views in the last year. Our efforts in these areas continue to grow, especially in the area of video.

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.

The End-of-Year Event will be marketed to the general audience, local families, and the community. We offer reduced-price tickets to families of the participating children first, and tickets are then made available to the public. We have many years of prior experience in marketing this event, and an existing relationship with the media. We engage the public through a broad-based effort. Beginning six weeks before the event, we issue a press-release to the Santa Fe New Mexican and The Albuquerque Journal, The Journal North, New Mexico Kids, as well as local radio stations. The event has also been highlighted in two Hutton Broadcasting interviews on station KBAC and KTRC, a format we plan to promote again in the coming year.

The shows quickly sell out. The program attracts primarily a local, family-oriented audience. Community service heroes such as teachers, firefighters, and police officers who perform in the show also promote the event by word of mouth. Children under the age of three attend free, and there are four free school shows.



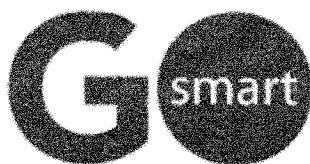
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Describe the types of printed materials used to promote the project. Be sure to include how the materials will be distributed and/or reach the hands of potential audience members.

NDI-NM will send 1,000 bilingual fliers to Santa Fe public schools. Fliers will be posted on bulletin boards and given to each student to take home. Our newsletter, which also promotes the event, will be mailed in hardcopy in January 2018 to our mailing list of approximately 8,000. We print 10,000 program books annually which highlight the event and are distributed to audiences at all of our major performances throughout the year in Santa Fe, Albuquerque, and Northern New Mexico. In April, we will send invitations to Santa Fe public officials, school administrators, and city and county staff. We will also post fliers on the Dance Barns doors. We anticipate with 2019 being our 25th anniversary year, printed materials will increase in the community as stories of the 100,000 children served since 1994 appear in the media.



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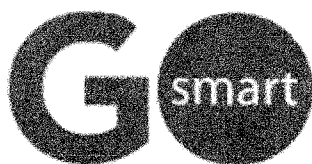
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Three Year Organizational Budget

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	947,089	1,029,300	1,040,814
Unearned Income	4,562,093	4,526,334	4,982,234
SubTotals:	\$5,509,182	\$5,555,634	\$6,023,048
Expenses	Last Year	Current Year	Next Year
Expenses	-5,509,182	-5,555,634	-6,023,048
SubTotals:	\$-5,509,182	\$-5,555,634	\$-6,023,048
Income Totals:	\$0	\$0	\$0



City of Santa Fe Arts Commission - 2018 Community Arts
Development
NDI New Mexico
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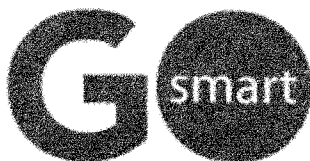
Primary Contact: Ms. Barbara Kastner
Phone: (505) 557-6044
Email: barbara@ndi-nm.org

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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	28,250	0	0
Memberships/Subscriptions	0	0	0
Other Earned Income	5,000	0	0
Business/Corporate Support	30,000	0	13,000
Foundation Support	16,250	0	0
Individual Support	101,000	0	8,000
Other Government Support	500	0	0
Applicant Cash	66,630	0	0
Arts Commission Request	0	6,000	0
SubTotals:	\$247,630	\$6,000	\$21,000
Income Totals:	\$247,630	\$6,000	\$21,000



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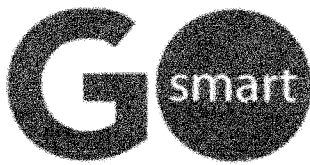
Primary Contact: Ms. Barbara Kastner
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Project Expenses

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	27,875	0	0
Artistic Salaries	96,000	6,000	0
Marketing/PR Salaries	0	0	0
Administrative Fees & Services	500	0	0
Artistic Fees & Services	55,375	0	8,000
Marketing/PR Services	1,500	0	0
Advertising	0	0	0
Printing/Publication	2,000	0	10,000
Materials/Supplies	19,750	0	0
Production Expenses	28,000	0	0
Travel (do not request City funds)	11,750	0	0
Rent/Mortgage	0	0	0
Remaining Expenses	4,880	0	0
SubTotals:	\$247,630	\$6,000	\$18,000
Expense Totals:	\$247,630	\$6,000	\$18,000



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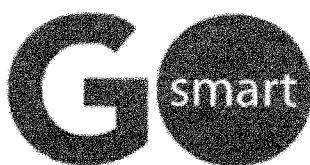
Financial Narrative

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 budget is very similar to last year's. The majority of the budget is taken up by salaries, wages and benefits. The bulk of the travel cost is busing for students who dance in the performance from their schools to The Dance Barns. Production costs are relatively high for a student production as our goal is to provide the most professional, high-caliber experience for the children. We hire professional musicians, set designers, lighting designers, electricians, and other stage crew members. While our costumers reuse and re-purpose old costumes as much as possible, we also make sure to purchase and create new costumes every year. In addition to tickets sales, earned income includes t-shirt sales and sales of performance DVDs.

In-Kind Artistic contracted fees and services include work by volunteers at the End-of-Year Event, fulfilling various duties such as backstage assistants, ushers, merchandise sales and box office help. Starline Printing partially underwrites the cost of printing our program book, which is distributed to the audience. Remaining in-kind expenses include donation of food for children's meals and snacks while they are at The Dance Barns.



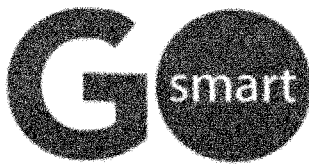
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Sample Instructions

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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Samples & Attachments



Video Media: Digital File
Title: NDI NM 2018 SANTA
FE END-OF-YEAR EVENT
MONTAGE VIDEO
Artist 1: Various
Year Created: 2018

[NDI NM Video.mp4](#)



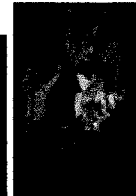
Title: IT DON'T MEAN A
THING
Artist 1: photographer:
InSight Foto for NDI New
Mexico
Created: 2018
Description: Please note:
this and all photographs are
from our "Got Jazz! Santa
Fe 2018 End-of-Year Event.
All pieces were
choreographed by NDI-NM
staff, and played by the
NDI-NM band. In-School
students perform in "It Don't
Mean a Thing" by Duke
Ellington.

[It Don't Mean a Thing](#)



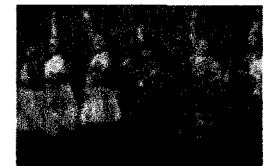
Title: AIN'T NOBODY'S
BUSINESS
Artist 1: Photographer:
InSight Foto for NDI New
Mexico
Description: Celebration
Team students perform in
"Ain't Nobody's Business if I
Do" which includes "Fine
and Mellow" by Billie
Holiday and "Ain't Nobody's
Business If I Do" by
Porter Grainger and E.
Robbins.

[Ain't Nobody's Business](#)



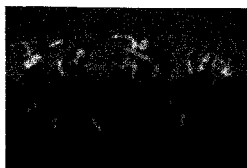
Title: FINALE
Artist 1: Photographer:
InSight Foto for NDI New
Mexico
Created: 2018
Description: NDI New
Mexico students dance in
the show's finale.

[Finale](#)



Title: HERE COMES THE
BIG PARADE
Artist 1: Photographer:
InSight Foto for NDI New
Mexico
Created: 2018
Description: SWAT Team
students dance to "Here
Comes the Big Parade" by
Harry Connick, Jr.

[Here Comes the Big
Parade](#)



Title: I GOT RHYTHM
Artist 1: InSight Foto for
NDI New Mexico
Created: 2018
Description: Celebration
Team students perform to "I
Got Rhythm" by George
Gershwin.

[I Got Rhythm](#)



Title: JAZZ CORNER OF
THE WORLD
Artist 1: Photographer:
InSight Foto for NDI New
Mexico
Created: 2018
Description: Advanced
Training students perform to
"Jazz Corner of the World"
by Quincy Jones with
special lyrics by Russell
Baker and Leslie Stamper.

[Jazz Corner of the World](#)



Title: JAZZ GUMBO
Artist 1: Photographer:
InSight Foto for NDI New
Mexico
Created: 2018
Description: SWAT
Advanced Training students
dance in a piece which
includes music from B.B.
King, Scott Joplin and
Albert E. Brumley.

[Jazz Gumbo](#)



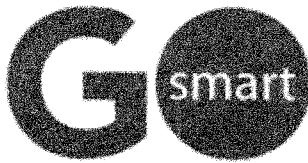
Title: JUMPIN' JIVE
Artist 1: InSight Foto for
NDI New Mexico
Created: 2018
Description: SWAT and
Celebration Advanced
Training dancers perform to
"Jumpin' Jive" by Cab
Calloway.

[Jumpin' Jive](#)



Title: JUMPIN' JIVE 2
Artist 1: Photographer:
InSight Foto for NDI New
Mexico
Created: 2018
Description: Advanced
Training students dancing in
"Jumpin' Jive."

[Jumpin' Jive 2](#)

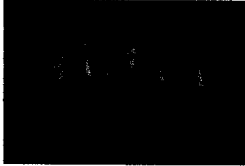


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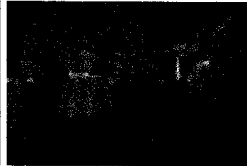
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Samples & Attachments (Continued)



Title: LET'S CALL THE
WHOLE THING OFF
Artist 1: Photographer:
InSight Foto for NDI New
Mexico
Created: 2018
Description: In-School
students perform "Let's Call
the Whole Thing Off" by
George and Ira Gershwin.

[Let's Call the Whole
Thing Off](#)



Title: LET'S CALL THE
WHOLE THING OFF 2
Artist 1: Photographer:
InSight Foto for NDI New
Mexico
Created: 2018
Description: In-School
students dance to "Let's Call
the Whole Thing Off" by
George and Ira Gershwin.

[Let's Call the Whole
Thing Off 2](#)



Title: MANTECA
Artist 1: Photographer:
InSight Foto for NDI New
Mexico
Description: In-School
students perform to
"Manteca" by Dizzie
Gillespie, Walter Fuller and
Chano Pozo, with members
of the Santa Fe Fire and
Police Departments.

[Manteca](#)



Title: RUNS & JUMPS
Artist 1: Photographer:
InSight Foto for NDI New
Mexico
Created: 2018
Description: A student
participates in NDI-NM's
Runs & Jumps at the
beginning of the show.
Each person dancing in the
production gets a moment
in the spotlight.

[Runs & Jumps](#)



Title: SALT PEANUTS
Artist 1: Photographer:
InSight Foto for NDI New
Mexico
Created: 2018
Description: SWAT dancers
perform to "Salt Peanuts"
by Dizzie Gillespie.

[Salt Peanuts](#)



Title: WHEN THE SAINTS
GO MARCHING IN
Artist 1: Photographer:
InSight Foto for NDI New
Mexico
Created: 2018
Description: In-School
students dance to the
traditional tune "When The
Saints Go Marching In."

[When the Saints Go
Marching In](#)



Title: CURRICULUM
CONNECTIONS
Artist 1: NDI-NM
Completed: 0
Published: 2016
Publisher: NDI-NM

[NDI NM Curriculum
Connections.pdf](#)



Title: 2018 SANTA FE END
OF YEAR EVENT SCRIPT
Artist 1: Russell Baker
Collab. 2: Leslie Stamper
Collab. 3: Emily Lowman
Completed: 2018
Published: 2018
Publisher: NDI-NM

[NDI NM 2018 End of
Year Event Script.pdf](#)



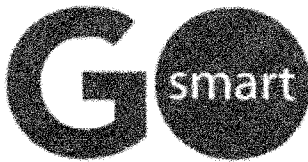
Title: 2018 SANTA FE END
OF YEAR EVENT POSTER
Artist 1: Laurie Wisdom
Completed: 2018
Published: 2018
Publisher: NDI-NM

[NDI NM End of Year
Event Poster.pdf](#)



Title: 2018 ARTISTIC AND
ADMINISTRATIVE
BIOGRAPHIES
Completed: 2018
Published: 2018
Publisher: NDI-NM

[NDI NM Artistic and
Administrative
Biographies.pdf](#)



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Samples & Attachments (Continued)



Title: ORGANIZATIONAL
HISTORY
Completed: 2018
Published: 2018
Publisher: NDI-NM

[NDI NM Organizational
History.pdf](#)



Title: BOARD LIST
Completed: 2018
Published: 2018
Publisher: NDI-NM

[NDI NM Board List.pdf](#)



Title: ORGANIZATIONAL
CHART
Completed: 2018
Published: 2018
Publisher: NDI-NM

[NDI NM Organizational
Chart.pdf](#)



Title: IRS EXEMPTION
LETTER
Completed: 0
Published: 0
Publisher: IRS

[NDI NM IRS 501 c 3
letter.pdf](#)



Title: INCORPORATION
CERTIFICATE
Completed: 0
Published: 0
Publisher: Office of the
State Corporation
Commission

[NDI NM Incorporation
Certificate.pdf](#)



Title: IRS FORM 990
Completed: 0
Published: 2018
Publisher:

[NDI NM Form 990.pdf](#)