

FUNDING RECOMMENDATION EMAIL

From: Hosch, Julia [REDACTED] **On Behalf Of** OAC Funding Programs

Sent: Wednesday, October 9, 2024 4:46 PM

To: Zenetta Drew [REDACTED]; [REDACTED]

Cc: OAC Funding Programs [REDACTED]

Subject: [ExternalSender] Dallas Black Dance Theatre 2025 Cultural Organizations Program: Pending Funding Notice

Wednesday, October 9, 2024

FY 2024-25 CULTURAL ORGANIZATIONS PROGRAM (COP) FUNDING NOTICE

Dallas Black Dance Theatre

Good afternoon Dallas Black Dance Theatre team,

I hope this email finds you well. The City of Dallas, Office of Arts and Culture wanted to keep you updated on the FY 2024-25 COP funding allocation process. On Thursday, September 19, 2024, the Arts and Culture Advisory Commission convened and voted to recommend the allocation of funds for FY 2024-25 COP.

As a part of this allocation, **Dallas Black Dance Theatre has been recommended to receive \$248,435 for a COP contract for the period October 1, 2024 – September 30, 2025.**

Please note: Final approval of funding allocations for COP is subject to final approval by Dallas City Council, projected for October 23, 2024. **Your funding is not final until approved by the City Council and a contract for services based on your application is executed.**

Next Steps

In preparation for the 2024-25 City fiscal year (October 1, 2024 – September 30, 2025), our team would like to get started on the contracting process.

First, please see the Word document attached. This includes a pre-written draft of your contract's scope of work, based on last year's contract and/or your 2024-25 application this spring. If edits are needed, **follow the directions to edit the document**, and email back to Julia Hosch at [REDACTED] **as soon as possible.**

Please proofread the following:

1. Names and email addresses of your organization's designated contract signer for 2024-25 (typically your organization's CEO) and board chair or board president
2. Your organization's administrative address
3. A draft scope of work
4. Estimated services (activities/programs that your organization will provide) and attendance, both virtual & in-person for the period October 1, 2024 – September 30, 2025

Next, if your organization is recommended for \$50,000 or more through COP, you will need to complete a Form 1295 through the Texas Ethics Commission. If this applies to your organization, you will receive a separate email. (This will not be due immediately, but does need to be done before executing your contract.)


Additionally, all awarded organizations should plan to attend one **contracting orientation**. We ask that the main application contact and the employee responsible for completing COP monthly reports each attend an orientation. We will send out locations shortly.

FY 2024-25 COP Contracting Orientation Dates

1. Thursday, October 24 from 9:30 a.m. – 11:00 a.m.
2. Friday, October 25 from 10:30 a.m. – 12:00 p.m.
3. Tuesday, October 29 from 4:30 p.m. – 6:00 p.m.

Finally, if you are a current (FY 2023-24) COP organization, please remember to close out your year! **All reports and audits (if applicable) are due by October 31, 2024.** To receive your final check, we need:

1. Twelve monthly reports. If you are submitting **monthly reports**, please do so by October 15, 2024 (or earlier).
2. Your **final report** for FY 2023-24. This should be submitted to your FY 2023-24 portal.
 1. As a reminder, the final report template will “pop up” **once all twelve monthly reports are submitted** (as early as October 1)
3. Your audit for the last fiscal year, if this is required of your organization and you did not turn this in before receiving your second payment

Please let us know if you have any questions at 

Sincerely,

The Cultural Programs Funding Team