



**Warrensburg Arts Commission Meeting Agenda**  
**October 23, 2023**  
**5:00-6:00pm**  
**Southeast Conference Room, City Hall**  
**102 S Holden St.**  
**Warrensburg, MO 64093**  
**Zoom option available**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88549746197?pwd=cnVFTzhjZWw5ZTdrSms5YldvTXRIQT09>  
Passcode: 692875

Or, Telephone: Dial (for higher quality, dial a number based on your current location):

+1 312 626 6799 US (Chicago), +1 309 205 3325 US, +1 646 931 3860 US, +1 301 715 8592 US (Washington DC)  
+1 305 224 1968 US, +1 646 558 8656 US (New York), +1 253 205 0468 US, +1 253 215 8782 US (Tacoma)

Webinar ID: 885 4974 6197

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International numbers available: <https://us02web.zoom.us/j/88549746197?pwd=cnVFTzhjZWw5ZTdrSms5YldvTXRIQT09>

1. Call to Order
2. Roll Call
3. Establish Quorum
4. Approval of Agenda (Motion/Discussion)
5. Approval of Minutes (Motion/Discussion)
6. Introduction of Guests/Visitors
7. Updates
  - a. City (Marcy/Eddie)
  - b. Chair (Allison)
8. Old Business
  - a. Community Theater Fundraiser Post Mortem
  - b. Survey Results from Third Wednesday Art Walks
  - c. Roger Stegall WAC Grant
  - d. Activity Book Project - December deadline
9. New Business
  - a. Reviving Art in Public Places Committee
  - b. Updating Grant Forms for FY24
10. Next Meeting - November 20, 5:00-6:00pm
  - a. Agenda items
11. Adjournment

Custodian of Records:  
Jodi Schneider, City Clerk  
660-747-9131  
[Contact Form](#)



## **Warrensburg Arts Commission Meeting**

### **Minutes**

**September 18, 2023**

**5:00-6:00 pm**

**Arts & Craft Room**

**Warrensburg Community Center**

**445 E Gay St.**

**Warrensburg, MO 64093**

**Zoom option available**

The meeting was **called to order at 5:01 pm**. Quorum was established.

### **Roll Call**

All commissioners present: Allison Robbins, Sarah Chamberlin, Steve Carter, Cindy Bechtol, Maya Kucij, Sue Kraus.

City Liaison/Ex-Officio: Marcella McCoy, present. Eddie Osborne, present.

Guests: Marcy Barnhart, Amy Tobin.

### **Approval of Agenda**

Sue motioned to approve, and Maya seconded. The motion passed unanimously.

### **Approval of Minutes**

Maya motioned to approve, and Sarah seconded. The motion passed unanimously.

### **Introduction of Guests/Visitors**

Amy Tobin attended the meeting as a representative of the Warrensburg Senior Center. Marcy Barnhart attended the meeting as the incoming City Liaison.

### **Updates**

Marcella informed the commissioners that the FY24 City Budget has passed.

### **September Art Walk Updates**

Allison and Sue will set up for the Art Walk this upcoming Wednesday. They will promote the Community Theater fundraiser and encourage people to take a survey about the Art Walks. Allison reported that Main Street will distribute a survey to the participating artists via email.

### **Community Theater Fundraiser Updates**

***Ticket Sales Update:*** Allison reported that tickets for the fundraiser are now available online and at the Chamber of Commerce. Sue and Allison are calling businesses to encourage table sales for the dinner theater shows. A few tickets have already sold online and at the Chamber. Marcella encouraged using a QR code as much as possible to direct people to the online ticket page.

**Marketing and Promotion Update:** Sarah will create an 11x14 flier, a webpage banner, and half sheets for promotion. Commissioners would benefit from having the promotional material ready by the morning of Wednesday, September 21, so that they can be used at the Art Walk. Marcella can print the 11x14 fliers at City Hall; a file should be sent to her. Amy requested that the Senior Center receive a flier that highlights their participation and is targeted at seniors.

Cindy reported that Community Theatre is taking photos of the cast this Thursday, which they will use to further promote the show on social media.

Allison has emailed the *Star Journal* about a possible feature and will check back in with a reporter. Commissioners encouraged contacting radio stations in Clinton and Sedalia, as well as speaking with Woody at KOKO and contacting Student Activities at UCM.

**RISE Update:** Sue reported that RISE will provide concessions for the matinee performances, including popcorn, candy, water, and soda. They will arrive at 1:30pm to set up before the show and come back at intermission. They will require an 8 ft. table, which will be set up outside of the multi rooms. RISE needs to know the number of people expected at the matinees so that they can plan appropriately.

**Community Theater Update:** Cindy reported that rehearsals are going well and that everyone should be off book this week. They now have a person dedicated to costuming who will organize those needs. There are ongoing scheduling challenges related to constructing the stage before the dress rehearsal and shows. Allison and Cindy will continue to work with the Community Center to finalize set-up and rehearsal times.

Cindy asked about comp tickets for the cast. Two complimentary tickets will be given to each cast member, and they will have the option of selecting a dinner theater performance provided they pay the balance for the dinner. Allison will send an order form to the cast via email, once the cast list is provided.

**Senior Center Update:** Amy reported that the meal plans for the dinner theater performances are ready. The Board of the Senior Center will provide homemade desserts for intermission.

**Coordinating Volunteers:** Allison noted that volunteer needs for the performances, including dishwashing, preparing tables, bussing tables, and moving chairs and tables on Saturday especially. Commissioners suggested local groups to contact, and she will reach out to them.

Commissioners also discussed their roles at the performances. Allison and Sue will be on site at the performances, with help from Sarah for some shows and Eddie possibly on Sunday. Two point people will need to work ticket sales and admissions, and one point person will need to serve as volunteer coordinator.

**Week of Show Needs:** Maya asked about the table decorations for the dinner theater. Commissioners discussed tablecloths, agreeing to purchase vinyl tablecloths for 84-inch (6 ft.) round tables.

#### **Next Meeting - October 23, 5:00-6:00 pm**

Commissioners agreed to meet the third Monday given the scheduled dates of the Community Theatre fundraiser. Commissioners congratulated and applauded Marcella on her upcoming retirement and thanked her for her dedicated work with the Commission. The meeting was **adjourned at 5:58**

Warrensburg Arts Commission and Warrensburg Community Theater								
August 2023 Fundraiser								
BUDGET			EXPENDITURES			REVENUE		
<b>Costumes and Set Piece Rental</b>			<b>Stage and Flats</b>			Showpass (Online Sales) \$3,269.67		
A-Z Theatrics	\$1,000.00			A-1 Party Rental (Columbia)	\$624.68	Chamber (In-Person Sales)	\$1,220.00	
				Lowes	\$44.28	Sales at Performances	\$901.10	
<b>Sound and Lights</b>				Lowes	\$72.23	Cast Member Checks Comps	\$75.00	
Rental for any equipment	\$300.00			Dollar Tree - Incidentals	\$40.90	<b>TOTAL</b>	\$5,465.77	
<b>Musical needs</b>						Number of Dinner Theatre Tickets	128	
Sheet music for choir/show	\$300.00			<b>Dinner Theatre Incidentals</b>		Numbers of Matinee Ticket	192	
Accompanist (Denise Robinson)	\$1,200.00					Number of Dessert Tickets	14	
				Dollar General - Tablecloths	\$32.84			
				Nostalgia Vintage and Apparel - Settings	\$72.84			
<b>Incidentals</b>						Amount to Community Center (5%)	\$273.29	
Small costume pieces, plywood, paint, etc.	\$400.00						\$5,192.48	
				<b>Accompanist</b>		Amount to Senior Center	\$1,990.00	
Printing and Promotion						Amount to Arts Commission	\$3,202.48	
	\$300.00			Denise Robbins	\$600.00			
<b>TOTAL:</b>	\$3,500.00			<b>Costumes - Incidentals</b>				
						-----		
				Walmart	\$30.63	Chamber Sales Break Down		
				Dollar General	\$11.60		Cash	\$490.00
				Nostalgia Vintage Apparel	\$47.85		Check	\$730.00
				Nostalgia Vintage Apparel	\$17.81			
				Spirit - Wigs	\$69.00	Box Office + Donations		
				Votaw - Incidentals	\$7.00		Friday	\$161.00
				Amazon (estimate)	\$115.00		Saturday	\$395.00
							Sunday	\$345.10
				<b>TOTAL:</b>	\$1,786.66			
				<b>WAC PROFIT</b>	\$1,415.82	Expected Cash/Check Deposit to City		\$1,634.12
				-----				
				<b>Commissioner Donations</b>				
				LaserPrint - BurgFest	\$34.50			
				Script Purchase	\$300.00			
				Lights Purchase	\$150.00			
				Furniture Purchase	\$50.00			
				<b>TOTAL:</b>	\$534.50			
				Cash reimbursements from Box Office	\$561.98			
				Paid directly by City	\$1,224.68			
				<b>Total:</b>	\$1,786.66			

# Post Season Survey - 2023

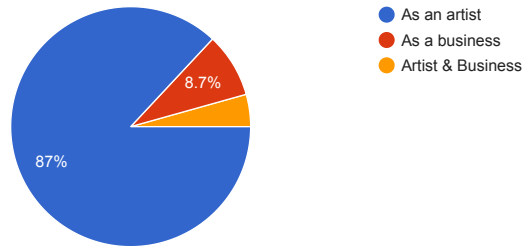
23 responses

[Publish analytics](#)

In what way did you participate?

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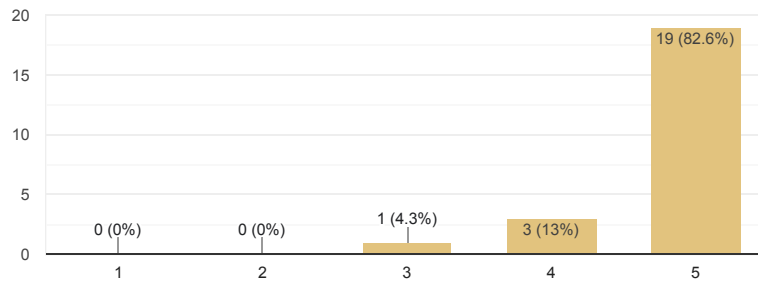
23 responses



How would you rate the registration process for the Third Wednesday Art Walks?

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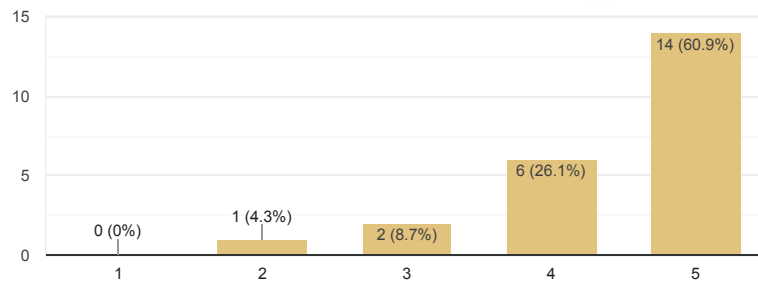
23 responses



How would you rate the pre-event communication for the Third Wednesday Art Walks?

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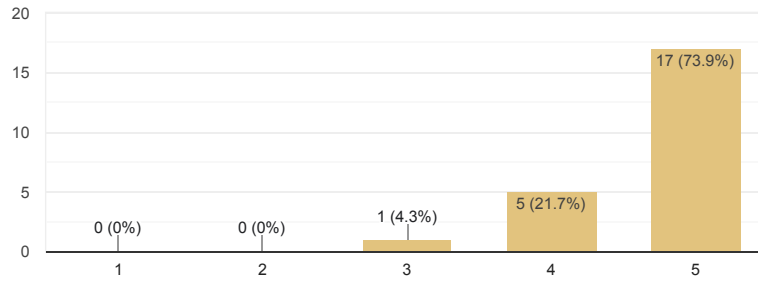
23 responses



How would you rate the map and directory for the Art Walk?

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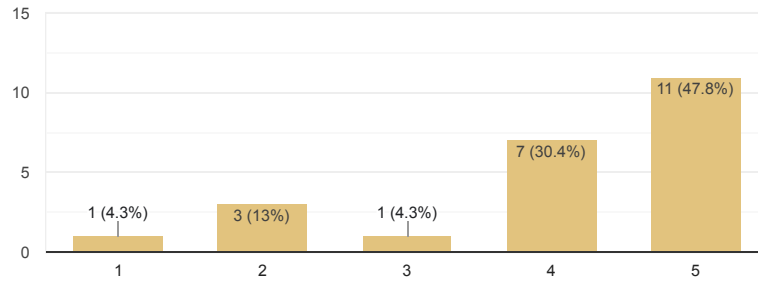
23 responses



How would you rate the promotion and advertising for the Art Walk?

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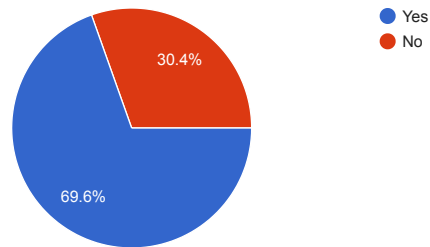
23 responses



Would you be willing to pay a small advertising fee for the season, so that we might better promote the Art Walk?

[Copy](#)

23 responses



### Where was your location for the Art Walk?

23 responses

Harris, Harris & Sommer

Thats so Darling

In front of sports central for half the season then rockin sports the last part of the season.

In front of Awesome Blossoms

In front of old blackadder cafe and the old tattoo place by tranquility shop

Next to awesome blossoms

Loved being near the cozy cafe

North side

Culton st

September was Salvation Army

in front of courthouse

Sidewalk

Inks and Prints

119 W. Gay Street

Moonlit Petrichor

Y

Art. Circle

Old Drum Statue

Heroes Restaurant and Pub

Checker Tavern

Corner of Holden and Coulton

Meyer's Market

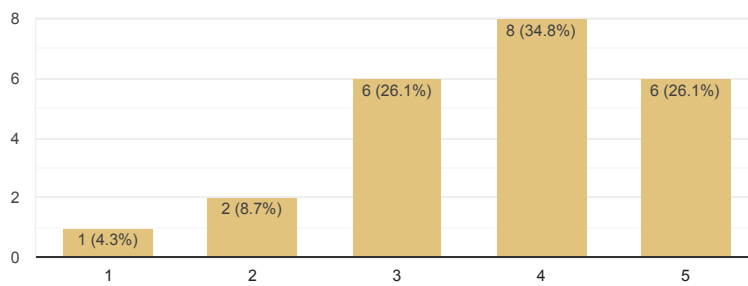
In front of Awesome Blossom



### How would you rate your location for the Art Walk?

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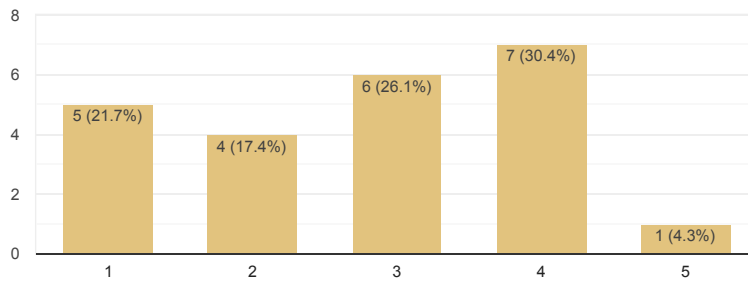
23 responses



In general, how was the foot traffic at your location?

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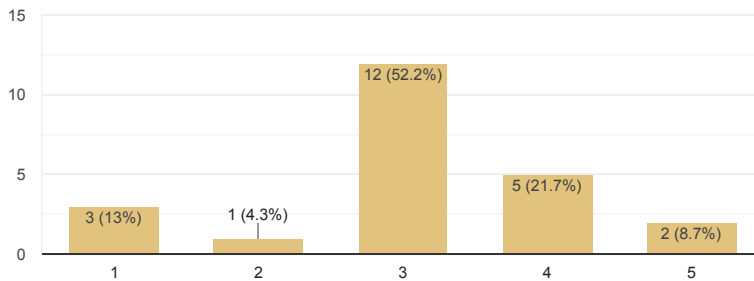
23 responses



When did you get the most traffic at your location?

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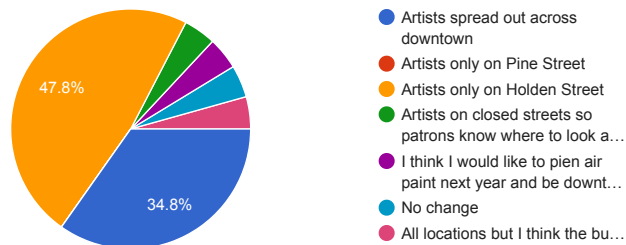
23 responses



What kind of table set-up do you think would be ideal for the Art Walk?

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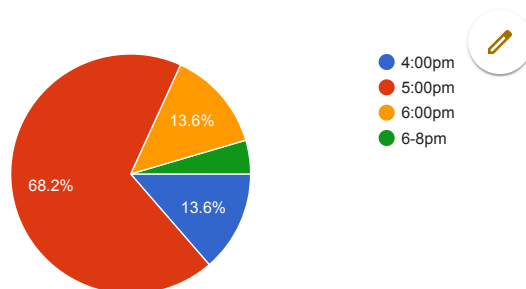
23 responses



When do you think the Third Wednesday Art Walk should begin?

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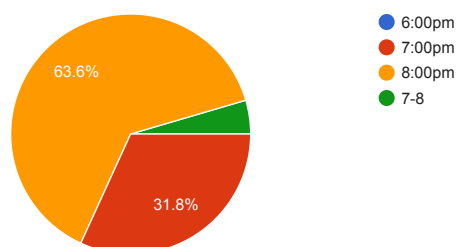
22 responses



When do you think the Third Wednesday Art Walk should end?

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22 responses

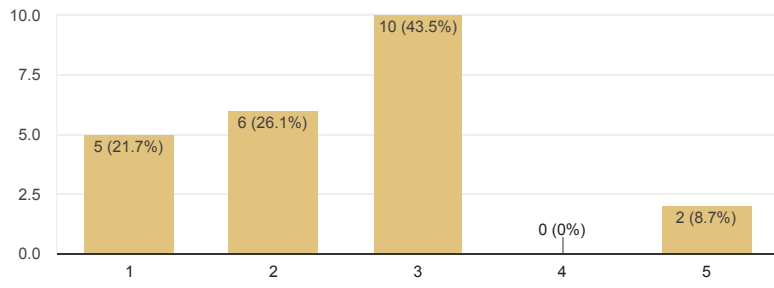




On average, how were your sales at the Art Walk?

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23 responses



Please add any additional comments or feedback here!

17 responses

N/a

I think with more advertising and live performances it would attract more people. And having either signs for the artists that arnt on the Main Street would be beneficial if not all vendors on one street.

My sales were poor this year. Some may of that may have to do with the economy but I feel it is because the Art Walk is on Wednesday. I did 3-4 times the sales when it was on Friday.

The hosts of the art walk are fantastic, only marketing needs

There should be special walks for the various holidays, including something in October for Halloween.

I got forgotten twice after signing up. Otherwise it was a good experience.

This last one was my first one i've done. i was very happy with the foot traffic and my spot! I think maybe having it go until 8 (or even starting earlier too) would be great because there was still lots of people walking around downtown! overall a great time and would love to do it again next year!:)



Being located as the last vendor on the side of Pine that I was on, plus being near a closed business seemed to affect how many people actually came down that far unless they were coming from the other end of the street (from Those Were the Days end, instead of Holden.) I was also sort of hidden behind the cars parked on that side of the street. While I did not have as much art as I had hoped (or as good, honestly). I do think these factors (location) affected the possibility of attracting a better variety of customers.

This is Jo. I would like to plein air paint in downtown 2024 art walk events. I was too far away from the action. I had a family of 5 come by and two other visitors total this season. That was my mistake, not anyone else's fault. Thank you so much for hosting the art walks. Having 40 plus artists is fantastic!

Not sure there is much community interest; people I visited with liked the art. Think about combining the art with Saturday Farmer Market. Lee's Summit does their Art Walk on Friday night and they get tremendous turn out.

It was fun. I picked a crap location, to far from the action. that band with the loud guitar didn't seem like a good fit.

I could have done better. Looking for forward to next year I think I might just DJ and make it more digestive for a broader audience. Thanks for having me

I really enjoyed the location by Old Drum because it is next to a handicapped parking space, which makes it easier for someone with mobility issues like me to set  order if Wednesday is the best day for this since it is a weekday. Are there other  ries when Downtown gets more foot traffic? BTW, how did you manage to arrange such beautiful weather in August and September? 😊

I love Warrensburg. Nice quaint town with so much to offer the community

A centralized location for tables is probably ideal, but that cancels out businesses on other streets looking to increase foot traffic. Maybe have a competition to where people visit each location and get stamps and win a prize, (kind of a pain, time is an issue, etc), do a monthly focus on maybe three or four artists to encourage visitors. I think the art walk is a great vehicle to get people downtown to visit businesses and see the talented folks and their wares that Warrensburg has to offer.

Having all the artists on one street could increase visibility and shared traffic. We really appreciate the organization and promotion of this event.

Thanks for putting on a great event. Keep up the good work!

You all did a great job with this year's art walk!

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## **Warrensburg MO Art In Public Places (APP) Program**

### **Purpose**

The Arts Commission of the City of Warrensburg hereby declares its commitment to assume a leadership position in establishing a favorable and supportive climate for cultural arts in the community. Through its Art in Public Places (APP) Program, the City seeks to create a stimulating and humanizing public environment by the inclusion and integration of high quality artworks in its public buildings and public spaces. The APP Program enhances the public environment, increases civic pride and promotes economic development. The City further seeks to encourage public education to enhance the community's understanding and enjoyment of the artworks and the artistic process from which they derive. This policy therefore is established to direct the inclusion of works of art and/or design services of artists in public places in the City.

### **Warrensburg Art in Public Places Guidelines**

The Warrensburg Arts Commission (WAC) is dedicated to inspiring the human spirit throughout our community. Built on the foundation of the city art ordinance, the Art in Public Places (APP) Program provides the public with artistic and cultural information and services, and Works of Art which result from common goals developed by City government and the community - reflecting the diverse spectrum of beliefs, cultural heritage and traditions, and artistic expressions in Warrensburg.

## **Goals**

1. To acquire and integrate high quality works of art on the most appropriate sites resulting in the creation of a stimulating and humanizing public environment.
2. To conserve the city's public art collection.
3. To develop and implement a public education component which enhances the community's understanding and enjoyment of the works of art and the creative process from which they were derived.

## **Brief Overview**

The Warrensburg Art in Public Places (APP) Program, under the direction of the City Council and Manager of the City of Warrensburg, is administered by the Warrensburg Arts Commission (WAC), through its Art In Public Places (APP) Committee. The APP Committee will be responsible for overseeing the APP Program, which includes the commissioning, acquisition, installation, maintenance, restoration and conservation of artwork in the Public Art Collection and maintaining documentation of the Public Art Collection.

A basic factor in art selection depends on the site for the artwork. Once the site is confirmed, a process begins to identify a work that is in harmony with its surroundings and also supports the community interest. The final decisions rest with a diverse committee charged with deciding how artworks can relate to the physical, social, cultural, and historical qualities of the community while maintaining a unique and powerful expression of artistic vision.

## **Vision & Process**

The Warrensburg Art in Public Places (APP) Program utilizes formal processes of consensus building and securing private and public partnerships as well as design, development, implementation, documentation and conservation of capital and cultural projects initiated and supported by the City and the community. In developing the Public Art Collection of the City of Warrensburg, the Warrensburg Arts Commission (WAC) and the Administration of the City have established these goals to guide the Warrensburg Arts Commission and the City:

- The Public Art Collection will reflect the diverse spectrum of beliefs, cultural heritage and traditions, and artistic expressions of Warrensburg and Missouri.
- Public Art will be selected with an intention not to entangle government with religious, sectarian or political viewpoints.
- The Program will identify and pursue additional sources of funds and donations of Works of Art to the City of Warrensburg.

- The Public Art Collection will include Works of Art representing a broad variety of media and styles and support community interests to have an aesthetically built environment.
- The Public Art Program will endeavor to provide opportunities for artists of all racial, ethnic and cultural backgrounds, artists with disabilities, and artists of all other diverse groups.
- The Program will develop public art projects, which enhance the urban environment of public spaces as well as the visual design form and content of the city; which enhance a particular community; and, which may enhance the tourist and economic potential of Warrensburg and particular sites within the community.
- The Program will pursue opportunities to inform the public regarding public art including possibilities for public participation in all phases of the public art process.
- The Program will promote the visual arts of Warrensburg and Missouri, and inform and work to increase understanding within the community about the purposes and meaning of the Works of Art in the Public Collection.
- The Program will document, maintain and conserve Works of Art in the Collection, regardless of the source of acquisition.

## **Funding**

The Warrensburg Art in Public Places Program will be funded, in part, by monies from the Public Art Fund, allocated by the City Council under the Percent for Art Ordinance No. 5060, and will go for the commission, purchase, installation and maintenance of works of public art for the city of Warrensburg.

## **The Warrensburg Arts Commission & Administration**

The Warrensburg Arts Commission (WAC) is responsible, in broad terms, for making recommendations to the City Council and City Manager regarding acquisition of works of art for public places and regarding programs and facilities which further development of the visual arts. The Arts Commission is also responsible for establishment of regulations or guidelines, which are necessary to carry out the purposes of the Ordinance. The Warrensburg Arts Commission will develop, review and maintain a Master Public Art Plan, and will submit the same to the City Council for review and approval. Expenditure of funds on Public Art will be in harmony with this Master Public Art Plan.

The Warrensburg Arts Commission will administer the City of Warrensburg Art in Public Places (APP) Program. The Commission is responsible for carrying out proper City guidelines and administrative procedures in order to accomplish the recommendations of the Arts Commission as approved by City Council and the City Manager.

### **Selection Process and Procedures**

Initiation of Public Art Projects: Concepts for public art projects may be initiated and brought to the Commission for consideration by the following entities: the City Council, a User Department representative, a neighborhood group or other community organization, a private donor, or Arts Commission member. Preliminary meetings may be held to determine possibilities regarding the theme, the site, appropriate artists or a particular artist.

The Warrensburg Art in Public Places (APP) Program may develop a comprehensive plan to establish particular parameters, themes or objectives in relation to a particular Project or series of Projects. A Plan may be developed in response to other City projects, such as capital construction projects, historic zoning plans, or cultural enhancement endeavors. Plans shall be reviewed and approved by the Arts Commission and other appropriate administration officials.

### **Establishment of the Project Planning Committee**

The Art in Public Places (APP) Committee, under the direction of the Warrensburg Arts Commission, will be the Project Planning Committee and shall be convened for every Project. When feasible, the Committee shall include one or more of each of the following: an artist and/or arts professional, a design consultant, a member of the facility users or constituent community and, in particular for Works of Art at sites out-of-doors, one or more representatives of the neighborhood or community. In an effort to maintain balance, for projects which involve multiple, official user representatives, the same number of community representatives shall be invited to participate. A representative of the Public Works Department will be consulted on all Projects prior to finalization of any plan to assure that the Project will not adversely impact public facilities or create burdensome future maintenance considerations for the public facility at which the work of art will be displayed.

The Project Planning Committee shall act to carry out the Project creation of the Prospectus, selection of the Artist(s) or Work of Art, planning regarding the site, to the Dedication of the Work of Art, subject to the approval of the Arts Board and the administration.

The Project Planning Committee may act to select the artist or Work of Art, they may designate a curator or other organization to assist, and/or they may

establish a Project Jury Panel. In unusual circumstances, i.e. donations, unique funding sources, or design team projects, variations in the composition of the Planning Committee may be permitted. Determination of which process is to be used and which additional individuals are to be involved, if any, shall be approved by the Board.

A Planning Committee shall generally conduct business by discussions in order to arrive at a consensus among the members and to ensure mutual understanding and respect in response to a variety of aesthetic values. All Committee members should be involved in the final decisions regarding the Prospectus, the selection of an Artist(s) or Work of Art, the approval of a proposal, determination of site issues, or any other committee business. If the committee is unable to achieve a consensus, any committee action shall be decided by a simple majority vote.

### **Development of the Prospectus**

The Warrensburg Arts Commission (WAC) shall develop project criteria such as site, theme, media, scale, method of artist or Work of Art selection, residency of eligible artists, determination of the selection process and other appropriate parameters.

The Warrensburg Arts Commission (WAC) shall draft the Prospectus according to the city's recommendations. Every Prospectus shall include information about safety, durability and longevity of materials, and standard Guideline information regarding artist eligibility.

The Arts Commission approves, amends or rejects the Prospectus. If the recommendations in the Prospectus are amended or rejected by the Arts Commission or City, the artist will be contacted and may address the concerns and resubmit the Project Prospectus to the Arts Commission.

Upon approval by the Arts Commission, the Prospectus is forwarded to the City Manager and to the City Council as a recommendation, for final approval.

If the City Council does not approve the Prospectus, the concerns will be resubmitted to the Commission to determine whether to cancel the project or to resubmit the revised Prospectus and then to the Mayor as a recommendation for final approval.

## **Distribution of the Prospectus**

Notice of all projects, either a synopsis of or an actual copy of the Prospectus, will be provided on the Warrensburg Arts Commission Website, other local, regional and national arts media and posted on the Missouri Arts Council, for all open competitions.

Public Service Announcements will be issued to newspapers, arts publications, radio and television media for all open competitions. The Prospectus may be distributed to artists who have been identified as appropriate for the project, based on the determination of the Project Planning Committee in terms of the Method for Selection of an Artist(s). The methods of selection described in these Guidelines may be used to select an artist or artists, a curator, an organization and/or specific artworks. Curators or organizations may be used to assist the Arts Commission in acquiring appropriate artist services or Works of Art.

In expenditure of funds for Public Art, the Commission will work closely with City staff to assure that all aspects of the City's procurement and contracting policies have been observed.

## **Criteria for Selection of Artists or Artworks**

Selection may be based on evaluation of any or all of the following elements: slides, photographs, resumes, narrative or visual proposals, interviews, maquettes, or other appropriate materials. These materials may be submitted at one or more phases of the Project for review by the Planning Committee.

Non-Discrimination Clause: The Warrensburg Arts in Public Places Program shall not discriminate against any artists on the basis of race, color, religion, national origin or ancestry, disability, age, gender, Vietnam Era or disabled veteran status, sexual orientation or medical condition.

Proposals for Works of Art that include subject matter such as the apparent representation of violence, inappropriate nudity, denigration of individuals or cultures, or desecration of significant cultural symbols, will be reviewed for their appropriateness for public display.

The Arts Commission shall not approve the selection of any Artist or Work of Art, which has not been developed according to the procedures described in these Guidelines.



## **The Process of Creating the Work of Art**

The Arts Commission shall develop a contract for the required services of the Artist(s). This may be a commission to create a design for a Work of Art, a commission to create a Work of Art or a purchase contract to acquire an existing Work of Art, or other contractual means appropriate to the project.

If the initial design, created under contract, for the Work of Art is not acceptable, the Artist shall have two additional opportunities to satisfy the Project Planning Committee, the User Department, the Arts Commission, the City Administration and other client agencies. If not approved, another artist may be selected.

Preliminary designs shall be reviewed by the city, prior to fabrication, for safety concerns, structural or engineering requirements, durability, longevity, routine maintenance and conservation of all materials and components.

An Artist may create/fabricate a selected Work of Art independently, collaboratively, or with subcontractors and may install the Work at the site, or may create the Work on site.

The Program may acquire a selected design from an Artist and execute the Work of Art under a separate contract with a consultant or contractor other than the Artist.

## **Collection Maintenance and Conservation**

The Warrensburg Arts Commission (WAC) shall have responsibility to document, maintain, conserve and when appropriate, restore Works of Art in the Warrensburg Public Art Collection. Stewardship of the Collection is a significant mandate of the Warrensburg Arts Commission. When the Notice of Acceptance is issued and ownership of the Work of Art is transferred to the City, the Public Art Program shall protect the value, integrity and authenticity of the Work of Art, and shall comply with the Visual Artists Rights Act of 1990 (VARA), Title 17, United States Code, as amended. Works that are integrated into parts of public structures, specifically made for hire, or otherwise exempted from the Act will be exempt from its requirements.

Maintenance and conservation are to be carried out by qualified Program consultants, who may also review proposals by Artists. During planning for a public art project, maintenance issues will be identified and addressed regarding the use of materials, fabrication techniques, structural engineering, foundation and site design, and any other considerations related to longevity and durability. The conservation effort includes condition assessment reports of every Work of Art in the Collection, integrated with the Program database and updated periodically.

## **Deaccession**

Deaccession of a Work of Art - Deaccession is the complete removal of a Work of Art from the Collection and from public display. A Work of Art may require deaccessioning for the following reasons: Destruction, either by deterioration, vandalism, or accident, to such an extent that repairs or restoration are impractical or unfeasible. On-going maintenance has become impossible or is prohibitively expensive. Required changes by the City, at the site, will destroy the integrity of the Work because of its relationship to the site.

The procedures to deaccession a Work of Art will entail the following: Assessment by the Program Maintenance and Conservation consultants, working with appropriate City staff, and if possible the Artist, to identify the problems and determine possible solutions. Review by the Arts Commission with a recommendation as to the action to be taken and subsequent approval by appropriate administration officials. Prior to the deaccessioning of a Work of Art, appropriate public notification will be made.



2023-2024

Community Arts Grants  
Guidelines and Application

## Warrensburg Arts Commission (WAC) Community Arts Grant Program Guidelines

### OVERVIEW

The Warrensburg Arts Commission provides leadership for city government in supporting arts and cultural affairs by recommending programs and policies to enhance public awareness and appreciation of the fine and performing arts and by facilitating economic sustainability of the arts through various funding and resource opportunities that develop, sustain and promote artistic diversity and excellence in the community.

The Community Arts Grant Program was created to provide small grants, using a simplified application process, to organizations, educators and individual artists who create well-planned, short-term projects that serve the cultural interests of the Warrensburg community.

### PURPOSE

The purpose of the Community Arts Grant Program is to:

- Increase public awareness of Warrensburg's arts resources
- Support collaborative programs
- Educate the community about the arts
- Serve a diverse audience
- Provide more arts events to the public (performances, exhibits, classes, etc.)
- Increase the capacity of artists/arts organizations to serve the community with enhanced arts programs

### WHAT WE FUND

All applicants must propose a grant project that includes arts events and/or activities open to the public and held in Warrensburg. These events/activities must take place between October 1, 2023 and September 30, 2024. Projects may involve existing programs or programs previously funded by the Commission, but projects that offer additional or new art activities in Warrensburg will be prioritized. **Funding may not replace existing support from other sources.** Projects proposed by arts educators must reach a broader public audience beyond the educational purposes of the individual's school or campus.

## GRANT AMOUNTS

Available grant funds are subject to budget approval from the City and vary from year to year. Grant amounts are based on the scope of the proposed project and are awarded on a first-come, first-served basis during the fiscal year from October 1, 2023, to July 31, 2024.

## ELIGIBILITY REQUIREMENTS

### WHO MAY APPLY

Resident non-profit organizations, individual artists, and arts educators are eligible to apply. All artistic disciplines are eligible: music, dance, theatre, visual and literary arts including mainstream, contemporary and ethnic art forms.

In collaborative proposals, applicants should designate the “lead” agency. The lead agency serves as the fiscal agent for the project and receives and administers the funding.

### RESIDENCY IS DEFINED AS:

**For Organizations:** Maintaining a business office or primary venue in the City of Warrensburg.

**For Individual Artists:** Maintaining a primary residence in the Warrensburg area.

**For Arts Educators:** Teaching in a school, college or university in the City of Warrensburg.

### WHO MAY NOT APPLY

1. Non-residents (see residency definitions above).
2. Businesses that are established or operating for profit (Does not include individual artists with business licenses).
3. Fundraisers or social events not open to the general public.
4. Public art projects: Grants cannot be used to finance artwork commissioned by the City of Warrensburg through the WAC Art in Public Places Program.
5. Grantees may not receive a grant for more than two consecutive years for the same project; if a grantee receives a grant for two consecutive years, they must wait at least one year to apply again. In collaborative proposals that are funded, the “lead” agency will use one of its two years of eligibility for the Grant.
6. Previous awardees must have completed their project as proposed and submitted an acceptable evaluation/final report for any previously funded grant(s). Failure to have completed the project as described in the application and failure to have submitted an evaluation/final report will cause the current application to be viewed as incomplete.
7. Failure to complete a project, including submitting the final report, may result in ineligibility for future grants and repayment of the grant award.

## GRANT REVIEW PROCESS

1. The Community Arts Grant Program is administered by the Warrensburg Arts Commission.
2. Commissioners employed by, serving as a board member on, or directly involved in any capacity with an applicant shall be excused from discussing, rating or voting on said applicant.
3. The Chair of the Arts Commission will pre-screen applications for eligibility, and Arts Commissioners will use a scoring rubric based on the following criteria for determining approval.

### Review Criteria:

#### Project Quality

- Clarity, originality and depth
- Artistic value of the project
- Qualifications, experience and strength of the applicant

#### Public Benefit

- Anticipated impact on the Warrensburg community
- Ability to reach underserved, diverse audiences
- Educational outreach, if any

#### Implementation Capacity

- Soundness of the plan, process and timeline
- Soundness of the project budget, including the capacity to raise other funds
- Demonstrated ability to carry out the project as described

## GRANTEE RESPONSIBILITIES

If your organization is awarded a grant, you will be required to:

- Submit a W-9 Form before funds are awarded. You will be given a notice to proceed from the Commission once paperwork is complete.
- Acknowledge the Warrensburg Arts Commission's support of the funded program on all published materials, including a copy of the WAC logo. An electronic and a hard copy logo will be provided for your use, along with the following wording: "(Name of your organization/program) is supported in part by a grant from the Warrensburg Arts Commission."
- Complete the project by August 31, 2024.
- Submit a short final report to the Warrensburg Arts Commission office within 30 days of the project's completion. The report should summarize the successes and challenges of the completed project; the population and number of people served; and the artistic benefits provided to the Warrensburg community. A final budget outlining expenses, with related receipts, is required for reimbursement.

- Any substantial changes in the project must be requested in writing to the Warrensburg Arts Commission as soon as possible. Changes made to awarded projects without prior approval may jeopardize the award recipient's opportunities to apply for and receive grants in the future.

## **APPLICATION PROCEDURES**

### **HOW TO APPLY**

Application forms and guidelines are available on the City website:

<https://www.warrensburg-mo.com/163/Arts-Commission>

Electronic submissions and supporting materials should be emailed by attachment to:

[warrensburgartscommission@gmail.com](mailto:warrensburgartscommission@gmail.com).

## **APPLICATION CHECKLIST**

### **REQUIRED ITEMS:**

- Completed Application
- Copy of Applicant's tax-exempt documentation (req. for non-profit orgs.)

### **OPTIONAL ITEMS (not required but can be used to strengthen the application):**

- Itemized budget
- Additional printed narrative
- Schedule of events
- Letters of support and commitment
- Supporting materials (programs, publicity material, website links, etc.)

**Warrensburg Arts Commission (WAC)**  
Community Arts Grant Application  
2023-2024



**PROJECT TITLE:** \_\_\_\_\_

**AMOUNT REQUESTED:** \_\_\_\_\_

**Contact Information**

Applicant Organization	
Contact Person	
Street Address	
City, State ZIP Code	
Work Phone	
Home Phone	
Mobile Phone	
E-Mail Address	
Web Site Address	

**Describe your project:**

Include start/end dates, location, artists involved, target market, etc. Be as specific as possible.



**Funding:**

Provide total event budget (Can be attached by separate sheet). Please include In-kind. How will WAC funds be used?

**The purpose of the WAC Community Arts Grant Program is to increase public awareness of Warrensburg's arts resources by supporting programs that serve the cultural interests of a diverse Warrensburg community. How will this project impact Warrensburg?**

## Marketing & Support Material:

List your planned marketing efforts for this project. Include how you will credit WAC. Please provide samples and/or images of publicity materials that will be used, if available.

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## List all partnering organizations, sponsors, individuals, etc.

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## References (optional):

Name	Phone / Address

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if awarded a Warrensburg Arts Commission (WAC) Community Arts Grant, any false statements, omissions, or other misrepresentations made on this application may result in the grant not being funded.

Name (printed)	
Authorized Signature	
Date	

## Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form. Grant awards will be notified in writing within 45 days of submission.

*Electronic submissions will be accepted at  
[warrensburgartscommission@gmail.com](mailto:warrensburgartscommission@gmail.com)*