

**Downtown Boone Development Association**  
**Statement of Financial Income and Expense**  
**July 1 through November 24, 2010**

	Municipal Service District	Doc Watson (Other)	Other - Other (Other)	Total Other	TOTAL
<b>Ordinary Income/Expense</b>					
Income					
Doc Watson Sculpture Project	0.00	7,920.00	0.00	7,920.00	7,920.00
<b>Total Income</b>	<u>0.00</u>	<u>7,920.00</u>	<u>0.00</u>	<u>7,920.00</u>	<u>7,920.00</u>
<b>Gross Profit</b>	0.00	7,920.00	0.00	7,920.00	7,920.00
Expense					
CAP Project Expense	0.00	0.00	1,116.69	1,116.69	1,116.69
Doc Watson Project	0.00	26.30	0.00	26.30	26.30
<b>Organization Budget</b>					
Annual Membership Mtg	350.00	0.00	0.00	0.00	350.00
Contract Labor	133.00	0.00	0.00	0.00	133.00
Copier	643.27	0.00	0.00	0.00	643.27
General Liability Insurance	388.14	0.00	0.00	0.00	388.14
Office Supplies & Equipment	564.94	0.00	0.00	0.00	564.94
Rent	1,200.00	0.00	0.00	0.00	1,200.00
Salaries	150.00	0.00	0.00	0.00	150.00
<b>Staff Salary &amp; Payroll Taxes</b>					
Employer Medicare	116.78	0.00	0.00	0.00	116.78
Employer Social Security	500.24	0.00	0.00	0.00	500.24
Staff Salary	7,903.73	0.00	0.00	0.00	7,903.73
Staff Salary & Payroll Taxes - Other	2,684.54	0.00	0.00	0.00	2,684.54
<b>Total Staff Salary &amp; Payroll Taxes</b>	<u>11,205.29</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,205.29</u>
Storage Unit	480.00	0.00	0.00	0.00	480.00
Telephone	276.25	0.00	0.00	0.00	276.25
Travel and Training	116.50	0.00	0.00	0.00	116.50
<b>Total Organization Budget</b>	<u>15,507.39</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,507.39</u>
<b>Special Events Operating Costs</b>					
Art Crawl	0.00	0.00	200.00	200.00	200.00
July 4th Parade	187.86	0.00	0.00	0.00	187.86
<b>Total Special Events Operating Costs</b>	<u>187.86</u>	<u>0.00</u>	<u>200.00</u>	<u>200.00</u>	<u>387.86</u>
<b>Total Expense</b>	<u>15,695.25</u>	<u>26.30</u>	<u>1,316.69</u>	<u>1,342.99</u>	<u>17,038.24</u>
<b>Net Ordinary Income</b>	<u>-15,695.25</u>	<u>7,893.70</u>	<u>-1,316.69</u>	<u>6,577.01</u>	<u>-9,118.24</u>
<b>Net Income</b>	<u><b>-15,695.25</b></u>	<u><b>7,893.70</b></u>	<u><b>-1,316.69</b></u>	<u><b>6,577.01</b></u>	<u><b>-9,118.24</b></u>

**Downtown Boone Development Association  
Budget vs. Actual by Programs/Projects  
July 1 through November 24, 2010**

	Municipal Service District		Doc Watson (Other)		Other - Other (Other)		Total Other		TOTAL	
	Jul 1 - Nov 24, 10	Budget	Jul 1 - Nov 24, 10	Budget	Jul 1 - Nov 24, 10	Budget	Jul 1 - Nov 24, 10	Budget	Jul 1 - Nov 24, 10	Budget
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
CAP Funding-Art Crawl & Sponsor	0.00	0.00	0.00	0.00	0.00	3,650.00	0.00	3,650.00	0.00	3,650.00
Doc Watson Sculpture Project	0.00	0.00	7,920.00	30,000.00	0.00	0.00	7,920.00	30,000.00	7,920.00	30,000.00
Interest Earned	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Municipal Service District Tax	0.00	54,255.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	55,255.00
<b>Total Income</b>	<b>0.00</b>	<b>54,755.00</b>	<b>7,920.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>4,650.00</b>	<b>7,920.00</b>	<b>34,650.00</b>	<b>7,920.00</b>	<b>89,405.00</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>54,755.00</b>	<b>7,920.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>4,650.00</b>	<b>7,920.00</b>	<b>34,650.00</b>	<b>7,920.00</b>	<b>89,405.00</b>
<b>Expense</b>										
CAP Project Expense	0.00	0.00	0.00	30,000.00	1,116.69	1,000.00	1,116.69	31,000.00	1,116.69	31,000.00
Doc Watson Project	0.00	0.00	26.30	0.00	0.00	0.00	26.30	0.00	26.30	0.00
<b>Organization Budget</b>										
Accounting Fees	0.00	3,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,300.00
Annual Membership Mtg	350.00	350.00	0.00	0.00	0.00	0.00	0.00	350.00	0.00	350.00
Bank Service Charges	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00
Contract Labor	133.00	320.00	0.00	0.00	0.00	0.00	0.00	133.00	0.00	320.00
Copier	643.27	250.00	0.00	0.00	0.00	0.00	0.00	643.27	0.00	250.00
General Liability Insurance	388.14	5,050.00	0.00	0.00	0.00	0.00	0.00	388.14	0.00	5,050.00
Grants, Facades	0.00	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
Membership Dues	0.00	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
Office Supplies & Equipment	564.94	500.00	0.00	0.00	0.00	0.00	0.00	564.94	0.00	500.00
Parking Rental	0.00	290.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	290.00
Rent	1,200.00	2,400.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	2,400.00
Salaries	150.00	19,000.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	19,000.00
<b>Staff Salary &amp; Payroll Taxes</b>										
Employer Medicare	116.78	0.00	0.00	0.00	0.00	0.00	0.00	116.78	0.00	0.00
Employer Social Security	500.24	0.00	0.00	0.00	0.00	0.00	0.00	500.24	0.00	0.00
Staff Salary	7,903.73	0.00	0.00	0.00	0.00	0.00	0.00	7,903.73	0.00	0.00
Staff Salary & Payroll Taxes - Other	2,684.54	1,600.00	0.00	0.00	0.00	0.00	0.00	2,684.54	0.00	1,600.00
<b>Total Staff Salary &amp; Payroll Taxes</b>	<b>11,205.29</b>	<b>1,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,205.29</b>	<b>0.00</b>	<b>1,600.00</b>
<b>Storage Unit</b>	<b>480.00</b>	<b>480.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>480.00</b>	<b>0.00</b>	<b>480.00</b>
Telephone	276.25	1,000.00	0.00	0.00	0.00	0.00	0.00	276.25	0.00	1,000.00
Travel and Training	116.50	150.00	0.00	0.00	0.00	0.00	0.00	116.50	0.00	150.00
Work Study Student Salary	0.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
<b>Total Organization Budget</b>	<b>15,507.39</b>	<b>43,130.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,507.39</b>	<b>0.00</b>	<b>43,130.00</b>
<b>Other Types of Expenses</b>										
Other Costs	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
<b>Total Other Types of Expenses</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>
<b>Site Design - CAC</b>	<b>0.00</b>	<b>8,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,600.00</b>
<b>Special Events Operating Costs</b>										
Art Crawl	0.00	0.00	0.00	0.00	200.00	3,650.00	200.00	3,650.00	200.00	3,650.00
Christmas Parade	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
General DBDA Advertising	0.00	2,150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,150.00
General Promotional Expense	0.00	325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00
Halloween Parade	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
July 4th Parade	187.86	100.00	0.00	0.00	0.00	0.00	0.00	187.86	0.00	100.00
<b>Total Special Events Operating Costs</b>	<b>187.86</b>	<b>2,725.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>3,650.00</b>	<b>200.00</b>	<b>3,650.00</b>	<b>387.86</b>	<b>6,375.00</b>
<b>Total Expense</b>	<b>15,695.25</b>	<b>54,755.00</b>	<b>26.30</b>	<b>30,000.00</b>	<b>1,316.69</b>	<b>4,650.00</b>	<b>1,342.99</b>	<b>34,650.00</b>	<b>17,038.24</b>	<b>89,405.00</b>
<b>Net Ordinary Income</b>	<b>-15,695.25</b>	<b>0.00</b>	<b>7,893.70</b>	<b>0.00</b>	<b>-1,316.69</b>	<b>0.00</b>	<b>6,577.01</b>	<b>0.00</b>	<b>-9,118.24</b>	<b>0.00</b>
<b>Net Income</b>	<b>-15,695.25</b>	<b>0.00</b>	<b>7,893.70</b>	<b>0.00</b>	<b>-1,316.69</b>	<b>0.00</b>	<b>6,577.01</b>	<b>0.00</b>	<b>-9,118.24</b>	<b>0.00</b>



# **Downtown Boone Development Association**

## **Employee Handbook**

This handbook is a source of information to give employees a description of required working conditions at the Downtown Boone Development Association (DBDA). It is not a contract for employment. These policies may be amended or withdrawn at any time at the sole discretion of the employer, the DBDA Board of Directors.

### **I. The Mission of the Organization**

The Downtown Boone Development Association's mission statement were created in 1995 and adopted by the board of directors in that same year. These include:

- (a) to promote the historic preservation, protection and use of Boone's downtown area, comprised and inclusive of the Town's entire Municipal Service District (MSD), including that area's commercial, civic and religious enterprises and residences;
- (b) to take remedial action to eliminate the physical, economic and social deterioration of Boone's downtown area, comprised and inclusive of the Town's entire Municipal Service District (MSD), and thereby promote Boone's historic preservation, history, culture, architecture and public use of Boone's downtown area, comprised and inclusive of the Town's entire Municipal Service District (MSD);
- (c) to disseminate information of and promote interest in the preservation, contribute to its community betterment while lessening the burdens of Boone's government;
- (d) to hold meetings, seminars and other activities for the instruction of members and the public in those activities such as building rehabilitation and design, economic restructuring and planning management that foster the preservation of Boone's downtown area, comprised and inclusive of the Town's entire Municipal Service District (MSD), and enhance the understanding and appreciation of its history, culture, and architecture;
- (e) to aid, work with and participate in the activities of other organizations, individuals and public and private entities located within and outside Boone engaged in similar purposes;

(f) to solicit, receive, and administer funds for educational purposes, and to that end, to take and hold by bequest, devise, gift, grant, purchase, lease or otherwise, either absolutely or jointly with another person of corporation, any property, real, personal, tangible or intangible, or any undivided interest therein, without limitation as to amount of value, to sell, convey or otherwise dispose of any such property and to invest, reinvest or deal with the principal or the income thereof in such manner as, in the judgment of the corporation's directors, will best promote the purposes of the corporation without limitation, except such limitation, if any, as may be contained in the instrument under which such property is received, the bylaws of the corporation, or any laws applicable thereto.

## **II. DBDA Philosophy Regarding the Workplace**

The organization is committed to treating employees and volunteers fairly and consistently. Employees and volunteers should treat each other with mutual respect. The environment should be safe, productive, and peaceful. Direct communication that values opinions and feelings is encouraged.

### **A. Equal Employment**

The organization is committed to the principles of equal employment opportunity. All employment decisions are based on individual qualifications, without regard to race, color, religion, national origin, sex (including pregnancy), age, disability, or any other status protected by law.

### **B. Qualified Individuals with Disabilities**

The organization will make reasonable accommodations for qualified individuals with disabilities, if it can do so without undue hardship.

### **C. Discrimination and Harassment Prohibited**

Any form of discrimination or harassment on the basis of race, color, religion, national origin, sex (including pregnancy), age, disability, or any other status protected by law will not be tolerated in the workplace.

## **III. Employment Status**

All employees are employees at will. This means that the employer or the employee may terminate the relationship at any time, for any reason, with or without cause. No supervisor, board member or agent of the organization can enter into any agreement to alter this provision.

## **IV. Classifications of Employment**

### **A. Full-time Employees**

A full-time employee is an employee who works thirty-five (35) or more hours per week. Overtime for this classification of employee can be accrued after forty (40) hours have been worked in a given week. The work week will begin on Monday and end on Sunday. Job descriptions will be made for each employee of this type.

## **B. Part-time Employees and Contract Employment**

A part-time employee or contract employee is an employee who works less than thirty-five (35) hours. Part-time employees are exempt from paid holidays or benefits. All part-time employees will report to the Executive Director or their designated supervisor. Overtime will be paid to part-time employees in the event that more than forty (40) hours are worked in a given week.

## **C. Paid or Unpaid Internship Employment**

All paid or unpaid internships will be considered the same as part-time employment and will report to the Executive Director. Internship employees will adhere to the same standards and regulations as regular and contract employees.

## **V. Office Hours**

Hours of operations are established by the Board of Directors and are posted on the DBDA website as public announcement.

## **VI. Overtime**

Only non-exempt employees are eligible to receive overtime pay. Non-exempt employees who work more than forty (40) hours in a week will be paid overtime at the rate of time-and-a-half their regular rate of pay for every hour worked over forty (40) hours in a workweek, in accordance with the Fair Labor Standards Act. Prior to working more than thirty-five (35) hours in a workweek, non-exempt employees must first receive advance permission in writing from the Executive Director or DBDA Board of Directors.

## **VII. Compensation**

Employees are paid on the 16<sup>th</sup> and first day of the month. If the scheduled payday falls on a weekend or holiday, employees will be paid on the immediately preceding or following weekday. Employees who leave employment for reasons other than discharge will be paid not later than the next scheduled payday. Salaries or wages are established for each job, comparable to local and state compensation levels, in relation to the responsibilities of the job as well as conformance with state and federal regulations.

The DBDA is required to authorize deductions from pay in accordance with applicable state and federal laws. Employees are required to complete appropriate forms so as to authorize such deductions.

When traveling on job-related business, an employee will be reimbursed for expenses incurred and per-mile driven, provided the employee keeps receipts and documentation of these costs. The employee's supervisor will utilize the NC Dept of Transportation's Annual Mileage Reimbursement Rate. An employee can only be reimbursed if the trip has received prior approval from their supervisor, the budget permits the expense, and appropriate documentation is provided within ten (10) working days following the trip.

## **VIII. Employee Evaluation**

The work of each employee is reviewed annually or more frequently, as deemed necessary to provide a systematic means of evaluating performance. The evaluation will be conducted based on the criteria in the employee's job description. A written performance evaluation shall be completed for each review and a conference shall be conducted with each employee by the Executive Director, after which the employee and the Executive Director must sign the written evaluation, indicating they have read and discussed it. A copy of the written evaluation will be provided to the employee. If the employee does not agree with the Executive Director's evaluation, the employee may submit a separate written statement to the Executive Director. The evaluation and the employee's written statement (if any) become part of the employee's permanent personnel file.

Evaluation of the Executive Director's performance shall be conducted in a like manner by the President and the Executive Committee with reports to the Board of Directors.

## **IX. Paid Holidays**

All full-time employees are eligible for paid holidays. Part-time, contract, and internship employees are not eligible for paid holidays. The organization observes the following paid holidays: Martin Luther King Day; President's Day; Good Friday; Easter; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving, Christmas Eve and Christmas Day; New Year's Eve and New Year's Day. A full-time employee required to work on any of these holidays may take another paid day-off during the same pay period.

## **X. Time Sheets**

Every employee must read and sign, verifying they fully understand, the DBDA Time Sheet Policy. All employees must accurately complete a time sheet and all supporting documentation, as established in the Office Policy, as valid proof for payment of wages or compensation for time spent.

## **XI. Leave**

### **A. Sick, Personal, and Annual Leave**

Full-time employee sick leave is combined with vacation time into paid time off. All non-exempt employees begin with two weeks paid time off. Full-time employees accrue an additional two and one-half (2.5) days of paid time off per completed year of employment. Employees must contact their supervisor before their scheduled work hours and as soon as possible, if unable to work due to illness. A note from the doctor may be required for any absence over three (3) days. An employee will not be paid for absent time if the employee does not have available paid time-off. Request to take annual leave is subject to prior approval by the employee's supervisor. Part-time employees are ineligible for paid leave.

### **B. Court Duty**

Employees will be excused from work to appear in court for federal or state jury duty or to appear as a witness if the employee has received a subpoena. Full-time employees will be paid for their time spent in service. Part-time employees will have the opportunity to make-up missed hours. The employee should notify their supervisor within three days after notice is received.

### **C. Military Leave**

An employee's eligibility for leave for military service and re-employment are governed by state and federal law. Employees should inform their supervisor immediately if they are called to military service.

### **D. Family and Medical Leave**

Each employee's request for emergency leave or leave without pay will be considered by their supervisor on a case-by-case basis, subject to the needs of the organization. Employees who experience a death in their immediate family – parent, spouse, child, sibling, grandparent - may receive one (1) day leave with pay, subject to approval by their supervisor.

On recommendation of the Executive Director and the Executive Committee, an employee may take leave up to twelve (12) weeks, but is only compensated for accumulated paid-time off and compensatory time. To be eligible for this leave, the employee must have a minimum of twelve (12) months service with the organization and have worked a minimum of 1250 hours in the past consecutive twelve (12) months. Regular salary is suspended during leave.

### **F. Leave Without Pay**

Leave without pay shall not exceed five (5) days and must be approved by the employee's supervisor. Leave without pay exceeding five (5) days must be approved by the Board of Directors.

## **XII. Benefits**

Only full-time employees are eligible for benefits. Full-time employees will receive a stipend to help cover personal medical insurance, as determined by the Board of Directors.

## **XIII. Conflict of Interest**

Employees should avoid actual and potential conflicts of interests. Employees and their family must not accept gifts of substantial value - over \$20 - from customers, suppliers, members or vendors. Employees must not accept personal fees or conduct transactions that result in personal benefit or gain to the employee.

To avoid actual or appearance of conflict of interest, any employee, board member or association member who engages in any remunerative activity in any field directly related to the DBDA work must have prior approval from the Board of

Directors. Such involvement must be approved prior to the activity taking place. This includes consultation, speeches, conference participation, and related work by staff or members on their own time. If done during normal working hours, any fee for such an activity will be paid to the DBDA.

#### **XIV. Safety**

Employees must make every effort to ensure a safe, healthy, and accident-free environment. Employees should immediately report any unsafe conditions and any injuries to their supervisor.

#### **XV. Use of Equipment**

Unauthorized or improper use of telephones, email system, mail system, computer, or other equipment, including personal long distance phone calls or mailing personal items, is prohibited. Disciplinary action leading to termination will be taken for employees misusing office equipment.

#### **XVI. Disciplinary Performance Evaluations**

Upon new hire, each employee shall work a ninety (90) day probationary period during which, either party may terminate the agreement for any reason.

After ninety (90) days, any first offense noticed by an employee's supervisor will result in written documentation in the employee's permanent file. A written performance evaluation shall be completed and a conference shall be conducted with each employee by their supervisor, after which the employee and their supervisor must sign the written evaluation, indicating they have read and discussed it. A copy of the written evaluation will be provided to the employee. If the employee does not agree with the evaluation, the employee may submit a separate written statement to their supervisor within thirty (30) days.

A second offense of the same type will result in written documentation in the employee's permanent file and a plan of action to correct the offense. A written performance evaluation shall be completed and a conference shall be conducted with each employee by their supervisor, after which the employee and their supervisor must sign the written evaluation and their agreed upon designated plan of action, indicating they have read and discussed the items. A copy of the written evaluation and plan of action will be provided to the employee. If the employee does not agree with the evaluation and/or plan of action, the employee may submit a separate written statement to their supervisor within thirty (30) days.

A third offense of the same type will result in, notification of a third offense and immediate dismissal.

All employees are expected to perform their duties diligently and to conduct themselves professionally, in accordance with these policies, at all times. Failure to

observe the expected standards of performance and behavior will result in appropriate disciplinary action, up to and including termination.

Any employee who falsifies records or information, sabotages, damages or defaces company property or any other blatant disregard for these policies will receive immediate dismissal.

## **XVIII. Compliance with State and Federal Laws**

### **A. Discrimination**

No employee may be discriminated against on the basis of race, color, religion, sex, national origin, age, disability, or other status protected by law. Employees must immediately report discriminatory actions to the Executive Director or the President of the Board of Directors. Any allegation will be investigated as promptly and confidentially as possible.

### **B. Sexual Harassment**

Sexual harassment, including, but not limited to, unwelcome sexual advances, verbal or physical conduct of a sexual nature, or any actions that create a hostile work environment are strictly prohibited. Employees must immediately report such actions to their supervisor. Any allegation will be investigated as promptly and confidentially as possible.

### **C. Non-Retaliation Policy**

Any employee who in good faith reports an illegal act, including discrimination and harassment, by any other employee or Board member may not be suspended, terminated, or subject to retribution as a result of the report.

### **D. Confidential Information**

In the performance of job-related duties, employees may have access to confidential information concerning the financial condition, credit history, or business affairs of a person or entity. Employees shall not improperly use, disclose, or permit access to confidential information.

### **E. Substance Abuse**

It is the policy of the organization to maintain a drug-free workplace. Employees must not possess or use any illegal drugs while at work. The organization also prohibits the presence of any person on the premises of the organization while under the influence of alcohol, inhalants, illegal drugs, or controlled substances.

### **F. Possession of Firearms and Gambling**

Possession of firearms and gambling while at work is prohibited.

## **XIX. Resignation of Employment**

Full-time employees should give their supervisor, at a minimum, ten (10) working days written notice of resignation. The Executive Director should give the President of the Board, at a minimum, fifteen (15) working days written notice of resignation.

**XX. References**

The organization will provide references for former employees upon receiving a written request.

**Employee Acknowledgment**

I have received a copy of the DBDA Employee Handbook and Office Policy. I have been given time to read \* the Handbook and Office Policy at my leisure. I have read\* the Handbook and Office Policy and fully understand its contents. I have had the opportunity to clarify any information that I have received in this booklet, and I know that I can go to my supervisor to get questions answered at any time. I agree to comply with these rules, regulations and policies set out in these documents.

This Employee Handbook and Office Policy and its contents in no way, shape or form create any contracts for employment. Employment at the DBDA is considered “at will” during the entire employee/employer relationship.

\* Special provisions will be made for anyone with a visual impairment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

(Rev: 10.7.2010)

# Save • the • Date

## 2011

North Carolina  
Main Street Conference

Main Street:  
Community Fitness Training  
*Preparing communities for  
economic success*

January 26-28, 2011  
Shelby, N.C.

Look for more information soon  
at [www.ncmainstreetcenter.com](http://www.ncmainstreetcenter.com)



# North Carolina Arts Council

## Public Art Project Grant

Brendan Greaves Public Art and Community Design Director [brendan.greaves@ncdcr.gov](mailto:brendan.greaves@ncdcr.gov)  
(919) 807-6509

From Website Link: [http://ncarts.org/grants\\_category.cfm?ID=5](http://ncarts.org/grants_category.cfm?ID=5)

### Who May Apply

- Nonprofit arts or community organizations
- Municipal or county government agencies

Non-arts organizations and agencies must apply with an arts partner, such as a local public art commission or board, arts council, or other nonprofit arts organization.

Organizations with an established public art program and experience with the [public art process](#) or otherwise able to demonstrate how the proposed project reflects a community public art planning effort (such as a visioning process, master planning process or other community engagement exercises) are eligible to apply. Grant proposals should justify the relevance and benefit of the project to local communities, stakeholders and sites. Applicant must demonstrate that the artist or artist team has been or will be selected through a formal selection process, or otherwise defend the choice.

### What We Fund

Grants through this category support all phases of [public art and community design projects](#), from development through implementation. Such phases may include:

#### Implementation phases

- Artist or designer commissions and design fees
- Advanced design proposals, including renderings, blueprints and models
- Conservator's and engineer's reviews to establish project safety, viability, longevity and maintenance schedule
- The creation of the final work, including materials, fabrication, and installation
- Workshops and educational programming to ensure the ongoing community relevance of the project

Applicant must specify in detail for which project phase(s) and expense(s) grant funding is sought. While each project's timeline and schedule may vary considerably, this grant is not intended to support all of the above phases within one funding cycle. With some exceptions—for instance, certain temporary projects—the grant period (July 1–May 31) is often insufficient to complete all phases of an ambitious public art project. We encourage multi-year projects, and we accept repeat applications for subsequent project phases. One purpose of the required phone

consultation and Letter of Interest (see below) is to frame an appropriate and feasible funding phase or range of phases for each organization's specific proposal and project timeline.

The minimum grant amount is \$10,000 and the maximum grant award is \$25,000. Applicants must match grants dollar for dollar, with the exception of programs serving [rural, low wealth areas](#). These applicants must make a strong case for financial need in the narrative.

All applicants should review the [Public Art and Community Design Grants Tip Sheet](#), which defines terms and concepts, provides information on contemporary approaches to public art and offers advice on how to prepare a competitive grant application.

## **How We Make Funding Decisions**

Applications are evaluated based on the following criteria:

### **Artistic Merit**

- Quality of proposed project or plan and qualifications of consultants, artists and designers involved
- Appropriate payment to consultants, artists and designers

### **Project Impact**

- Benefit and relevance of project to the community at large
- Involvement of racially and culturally diverse participants as appropriate to the project
- Geographic impact of the project

### **Potential for Success**

- Quality and clarity of proposed planning process
- Evidence of commitment from all partners
- Strength of management and resources necessary to realize project

Proposals reflecting broad and diverse community dialogue, participation and support will receive priority consideration.

**Downtown Boone Development Association – Economic Restructuring Committee**  
**Tuesday, November 23, 2010**  
**Façade & Sign Incentive Grant Recommendations**

The Economic Restructuring committee was canceled on Tuesday, November 23, 2010, due to family emergencies. The meeting has been rescheduled to Tuesday, November 30, 2010; recommendations will be posted by the end of the day on November 30<sup>th</sup>.

# Boone Christmas Parade

Saturday, December 11<sup>th</sup>  
11:00 a.m.



Experience small town America at its finest with a procession down King Street, complete with decorated floats, local celebrities, dance troupes, music & more!

After the parade, join the Friends of the Library for a Family Christmas Party with hot drinks, snacks and music.

Located at the Watauga County Library one block behind Mast General Store.

Event is free and open to the public.

**CELEBRATE THE HOLIDAYS IN THE HEART OF DOWNTOWN BOONE!**

For Information, Contact: Downtown Boone Development Association, 828-262-4532