



**Traverse City Arts Commission**  
**Paint It Forward Program Sub-Committee**  
**Meeting**  
**May 4th**  
**9:30 am**

2nd Floor Committee Room, Governmental Center  
400 Boardman Avenue  
Traverse City, Michigan 49684

The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

The City of Traverse City is committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with the Commission honor these values.

Traverse City Arts Commission:  
c/o Harry Burkholder  
(231) 922-2050  
Email: [harry@downtowntc.com](mailto:harry@downtowntc.com)  
Web: [www.downtowntc.com](http://www.downtowntc.com)  
303 E State St. STE C  
Traverse City, MI 49686

# Welcome to the Traverse City Arts Commission meeting!

## Agenda

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<b>1. CALL TO ORDER, ATTENDANCE, ANNOUNCEMENTS</b>	
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<b>2. PUBLIC COMMENT</b>	
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<b>3. NEW BUSINESS</b>	
A. Paint It Forward Program Discussion	5 -
<a href="#">Paint It Forward Program Memo (Burkholder) - PDF</a>	10
<a href="#">Paint It Forward Draft Application - PDF</a>	
<a href="#">Paint It Forward Draft Financial Report Form - PDF</a>	
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<b>4. PUBLIC COMMENT</b>	
A. General	
B. Commissioners	
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<b>5. ADJOURNMENT</b>	



# CITY COMMISSION

## GOALS & OBJECTIVES

### 2022-2023

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#### **HOUSING & HOMELESSNESS**

Increase opportunities for more diverse housing through public and private options.



#### **ACCESS & MOBILITY**

Invest in multi-modal mobility strategies and existing and future infrastructure so that individuals of all ages, abilities and income have a network of complete, barrier free, safe, year round access to our community's amenities and basic needs.



#### **CONNECTING PEOPLE WITH EACH OTHER AND NATURE**

Invest in facilities and amenities in order to create vibrant City spaces that connect all people to nature and to each other.



#### **ECONOMIC DEVELOPMENT**

The City will foster economic development by adopting a growth mentality and by conserving and maintaining natural resources. It will work with partners to invest in and maintain amenities that support a wide variety of industries, build the workforce, and attract well-paying jobs with the region's future in mind.



#### **WATER SYSTEMS**

Proactively and consistently maintain, conserve, and manage water and water systems to reduce harm to the systems themselves as well as public health and safety.



#### **CLIMATE CHANGE**

Address climate within all of our City priorities, goals, policies, and actions.



**To:** Traverse City Arts Commission  
**From:** Harry Burkholder, DDA COO  
**Memo Date:** April 2, 2023  
**Subject:** Paint It Forward Program

The final "Paint-it-Forward" grant program materials are attached for your review and our discussion. The purpose of this meeting is to discuss the manner and process by which this program will be publicized and facilitated.



**TRAVERSE CITY ARTS COMMISSION "PAINT IT FORWARD" GRANT APPLICATION FORM  
2023**

Please share your concise responses to the questions below. Responses should be no more than three single-spaced pages. If available, you may attach and include photographs or maps to support your application. The application materials do not count toward the three-page limit. Please email your completed application in a Microsoft Word or PDF format to [harry@downtowntc.com](mailto:harry@downtowntc.com) and include "2022 Grant Application" in the subject line.

Name of Entity Applying for Funds \_\_\_\_\_

Type of Entity (non-profit) \_\_\_\_\_

Name of Contact/Grant Administrator \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Name of Project \_\_\_\_\_

Total Project Cost \_\_\_\_\_

Amount Requested from the Arts Commission \_\_\_\_\_

Total Project Match (25%) \_\_\_\_\_

1. Summarize your project. What problem are you trying to solve with your project? What are your goals? What is the grant paying for?
2. What activities are you planning?
3. What is the location of your project?
4. Who are you serving and who are the beneficiaries of your project?
5. Who are the projects leaders and partners? Describe their roles and responsibilities.
6. List the costs and sources of revenue (including your 25% match) for your project.
7. Describe how your project advances public art in the community?
8. Describe how your project aligns with the existing goals and vision of the Arts Commission?





**TRAVERSE CITY ARTS COMMISSION "PAINT IT FORWARD" GRANT APPLICATION  
FINANCIAL AND FINAL REPORT FORM**

Grantee \_\_\_\_\_

Project Name \_\_\_\_\_

Street/Mailing Address \_\_\_\_\_

Project Manager \_\_\_\_\_ Title \_\_\_\_\_ Report Date \_\_\_\_\_

Amount of Grant Award \_\_\_\_\_ Date Awarded \_\_\_\_\_

Match Provided \_\_\_\_\_

I, \_\_\_\_\_, certify that the information presented in this financial and final report is accurate and meets the requirements outlined in the Paint It Forward Grant Agreement for this project.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Expenses Reimbursement Request**

Item	Amount	Notes
<b>Total</b>		

Please include only invoices/receipts for which reimbursement is requested. As a reminder, the Arts Commission will only provide reimbursement for funds consistent with the Grantee's tax status, the mission of the Arts Commission and are consistent with the grant agreement. These funds cannot be used for political or advocacy activities.

**Final Report**

Please describe the project in enough detail that someone unfamiliar with the project will understand, including any fact or figures (e.g., brochures printed, people reached, size of installation) and how this has or will benefit the community. Please include anything learned including any challenges and how they were overcome.

Include a copy of any materials or reports associated with the project. Please include 1-3 photos that capture the project as an attachment with the Report Form.

You may type this form or a separate document may be attached. Large reports and photo attachments can just directly emailed to [harry@downtowntc.com](mailto:harry@downtowntc.com). Please make sure to note the attachments are part of the grant report.

**Submission**

Please submit a copy of this form to "Care of the Traverse City Arts Commission" via email at [harry@downtowntc.com](mailto:harry@downtowntc.com) or mail to 303 E. State Street, Traverse City, MI 49684 within 30 days of project completion. The Arts Commission will review the materials and mail a check to the grantee at the address listed above within 30 days of receipt if all the conditions of the grant have been met. Any questions should be addressed to Harry Burkholder at [harry@downtowntc.com](mailto:harry@downtowntc.com) or 232-922-2050

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