



**LIBERTY ARTS COMMISSION  
MEETING AGENDA  
January 14, 2021  
11:30 am  
Zoom Video Conference**

Commissioners will be sent individual Zoom links to this meeting. If you are a member of the public and are interested in speaking at the virtual meeting, please send a written request by Noon on January 13, 2021 to [PublicComment@libertymo.gov](mailto:PublicComment@libertymo.gov). Please direct questions Jeanine Thill at [jthill@libertymo.gov](mailto:jthill@libertymo.gov) or call 816-439-4537

**Attendance: Garrette Brown, Greg Duncan, Shane Immelt, Heather Jones, Anna Knackstedt, Aaron Money, Katie McDonald, Amy Steinbeck, Bill Stilfield, Nathan Wyman, Phil Young**

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|-------------|---|---------------------------|
| <b>I.</b>   | <b>Approval of Meeting Summary:</b>                             | <b>December 10, 2020</b>  |
| <b>II.</b>  | <b>Current Business</b>   |                           |
|             | <b>TGT/ 2021 Final Budget Approval</b>                          | <b>Anna Knackstedt</b>    |
|             | <b>Sculptures Update</b>  | <b>Staff</b>              |
|             | <b>Jury Members for 2021 Pieces- April 1 Deadline</b>           |                           |
|             | <b>2021 Purchase Piece Discussion \$10,000 budgeted</b>         |                           |
|             | <b>Art Grant Applications- 2021 applications Open Date 1/15</b> | <b>Staff/Commission</b>   |
| <b>III.</b> | <b>Other Business</b>   |                           |
|             | <b>Art Partner Reports:</b>                                     |                           |
|             | <b>Liberty Arts Foundation</b>                                  | <b>Greg/Heather/Shane</b> |
|             | <b>Library</b>  | <b>Katie</b>              |
|             | <b>William Jewell</b>   | <b>Nathan</b>             |
|             | <b>Corbin Theatre</b>   | <b>Bill</b>               |
|             | <b>Norterre</b>   | <b>Amy</b>                |
|             | <b>Liberty Public Schools</b>                                   | <b>Aaron</b>              |
|             | <b>Old Business:</b>  |                           |
|             | <b>Wall of Love Update</b>                                      | <b>Amy Steinbeck</b>      |
| <b>IV.</b>  | <b>Adjournment</b>  |                           |

**Next Meeting Date February 11, 2021  
11:30 via Zoom**

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*An ADA accessible entrance is available from Missouri Street at the Police Department entrance. An Elevator will provide access to the third floor for meetings in the Third Floor Conference Room.*



**LIBERTY ARTS COMMISSION**  
**MEETING SUMMARY**  
**December 10, 2020**  
**11:30 am**

**Zoom Video Conference or at City Hall, 3<sup>rd</sup> Floor Conference Room**

Attendance via Zoom: Garrette Brown, Greg Duncan, Katie McDonald, Anna Knackstedt, Heather Jones, Nathan Wyman, Phil Young

Absent: Shane Immelt, Aaron Money, Bill Stilfield & Amy Steinbeck

Staff Present: Jeanine Thill and Mike Peterman as moderator.

Called to order at 11:32 am by Vice Chair McDonald.

Commissioner Wyman made a motion to approve the November 12, 2020 meeting summary. The motion was seconded by Commissioner Jones. The motion passed 7-0-0.

**TGT Budget-** Commissioner Knackstedt reported that the committee met yesterday. They don't have the official numbers from November yet. The Oct 2020 numbers were better than 2019 due to a new hotel opening.

**Sculpture Update-** Ms. Thill reported that the sculpture that was recently damaged (Rusted Spire) will be replaced by the artist in January and will be made of metal. This piece was made of sign foam board (to the surprise of Staff) when it was delivered. In the future staff will make sure it is noted in the contract the material of the sculpture, it should be made something very durable. Also, we should add language in the contract that a damaged piece should be removed and replaced by the artist.

**2021 Grants-** The redline changes to the art grant applications were sent to the Commission prior to the meeting. Commissioner Jones will send some edits to Ms. Thill. On big picture things Commissioner Jones asked if we generally want to add language. For the Annual grant she asked if we want to add clarification that grants are available if funds are available and if there is a qualified applicant, the LAC does not have an obligation to award the grants. Councilman Duncan and Vice Chair Mc Donald agreed that was a good idea. Also, in the criteria do we need to add some clarification regarding increasing tourism or free or reduced rates? We do use those things as we consider applications so we may want to add it to the criteria. Vice Chair McDonald agrees that the applicant should know and Councilman Duncan said he thought it may help them to know whether they should apply for the grant. Commissioner Duncan commented that on the mini grant prospectus it may not be necessary to note that a total of \$5000 is appropriated. There were a few formatting changes that Councilman Duncan will send to Ms. Thill. We want it to be consistent in both documents. The commission agreed that should be changed.

Vice Chair McDonald asked if we need to adapt it for this year to allow virtual events. We may need to expand the way that we

Commissioner Jones said we need to change the “in person” language for the presentation by the semifinalists since the Commission is meeting virtually.

Vice Chair McDonald asked if we need to change the access issue. Councilman Duncan said we may not want to get too deep into it and attempt to define it. Everyone may have different means to do things. Commissioner Wyman said there may be a way to do a performance with social distancing. Or virtually would be a good thing to add. Commissioner Jones asked if McDonald was more concerned about the public ability to take in the event. Vice Chair McDonald said at the Library they talk about access to the public and how it translates virtually so she brought it up for the Commission to consider.

Commissioner Knackstedt asked what kind of participation we are hoping to see. Maybe we don't limit it to \$1000 for the mini grants. Ms. Thill said we might want to leave ourselves some flexibility since there grants are considered throughout the year. Commissioner Jones said the 500-1000 mini grant is the right scope because we want to make a distinction between them and the large mini grant.

### **Other Business**

#### **Art Partner Reports:**

**Liberty Arts Foundation-** Councilman Duncan said Walt's coffee went out of business so the Arts Foundation no longer receiving that donation.

**Library-** Vice Chair McDonald said they do not have a report.

**William Jewell** – Commissioner Wyman said all classes at William Jewell are online and half of the students are from home. The 1984 edited version should be available. The music department did some holiday programs that should be available soon. They are getting a room renovated into a dance studio on campus. Councilman Duncan said his wife was the first one on the dance floor when it first opened in the Maybe center when he was a senior at William Jewell.

The Gallery on campus will be closed at least until the Spring semester.

Heather said Harriman Jewell series is hosting a live event “Holiday Bliss”.

<https://www.hjseries.org/>

**Corbin Theatre** – No Report

**Norterre-** No Report

**Liberty Public Schools-** Commissioner Brown reported that a lot of what they planned to do is still on hold. Commissioner Jones said her daughter is in the orchestra and choir they are not allowing live performances. We can put the links out – If you follow on Instagram and Face Book they usually have links to what is happening next.

**Old Business-** None

A motion to adjourn was made by Commissioner Jones to adjourn the meeting. The motion was seconded by Councilman Duncan. The motion passed 7-0-0.

**Next Meeting Date January 14, 2021**

**11:30 via Zoom**



**2021**

**Art Mini-Grant Application**

***Application Deadline: Open year-round or until all funds are awarded***

**Overview**

The Liberty Arts Commission (LAC) is the arts advocacy agency for the City of Liberty. We serve as a catalyst - to support, sustain, and strengthen our community by increasing awareness, opportunities, and public involvement in local arts and cultural activities.

Art Grant Mission: Through a competitive grant evaluation process, support will be awarded to arts events and projects designed to increase tourism, and encourage participation in the arts by residents and visitors to our city.

**Funding**

The amount of the grants awarded could range from \$500 - \$1000, depending on the scope of the project, the number of grant proposals received and the funding available. The Liberty Arts Commission is not obligated to award grants. Grants may be awarded if funds are available and if there is a qualified applicant.

The City of Liberty will provide reimbursement for approved activities. There is no cash match required.

**Mini Grants: Awarded annually for amounts of up to \$1000 each.**

Funding Source: Funding for the Cultural Arts Grant Program comes from the Transient Guest Tax that is collected from local hotels, motels, and bed & breakfast inns.

Submission: Applications must be submitted a minimum of 60 days before the proposed project or event takes place. Accepted year-round, applications received before the first Thursday of each month will be reviewed during the following week's LAC meeting. Award decisions will be announced within two weeks of each review session.

- **Online application submissions preferred. Go to [www.libertymissouri.gov/artgrants](http://www.libertymissouri.gov/artgrants)**
- Applications may be delivered by hand or mailed to: City of Liberty, Community Development Attn: Jeanine Thill • 101 E. Kansas St., Liberty, MO. 64068.

**Eligibility**

- Individuals with permanent residence in the greater Kansas City Metro area are eligible to apply.
- For-profit or Non-profit organizations with headquarters located within the greater Kansas City metro area are eligible to apply.
- LAC funds must be used for cultural art projects that take place within the Liberty, Missouri City limits. All marketing materials, printed, digital or broadcast, must include the LAC logo.

- The program should encourage tourism to the City of Liberty and contribute to the cultural opportunities made available to the public, promote the goals of LAC and enhance the quality of life in the City of Liberty.
- Serving the General Public: All programs to be funded by the LAC must be open to the general public. Applicants must demonstrate that facilities and projects will be accessible to people with disabilities.

**Ineligibility: INELIGIBLE ORGANIZATIONS & PROGRAMS**

- Non arts related programs.
- Political organizations, candidates for political office, and organizations whose primary purpose is to influence legislation
- Building (brick and mortar) or capital campaigns
- Staffing/administrative costs
- Inventory/Cost of Goods Sold. Individuals and organizations that have not fulfilled all previous grant administrative guidelines
- Fraternal organizations, churches, or church-related groups with proposals that promote religion or an individual doctrine.

Applicant's Name \_\_\_\_\_ Phone number \_\_\_\_\_

E-mail \_\_\_\_\_ Mailing Address \_\_\_\_\_

**Budget:**

Grant Amount Requested \$ \_\_\_\_\_ Total Project Budget \$ \_\_\_\_\_

Expected project start date \_\_\_\_\_ Expected completion date \_\_\_\_\_

Please attach a one (1) page summary addressing the following:

- Description of the proposed project and how this project will drive tourism to Liberty
- Explain why you need the money and specifically how it will be spent
- Explain how you anticipate the project will be funded in the future, if applicable
- A description or map showing the location of the project

Authorized agent's signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this application and supporting documentation to: Jeanine Thill  
Community Development Division, 101 E. Kansas St., Liberty, MO 64068 or email it to [jthill@libertymo.gov](mailto:jthill@libertymo.gov)**



City of Liberty Arts Commission

2021 Annual Art Grant Guidelines and Application

The Liberty Arts Commission (LAC) is the arts advocacy agency for the City of Liberty. We serve as a catalyst - to support, sustain, and strengthen our community by increasing awareness, opportunities, and public involvement in local arts and cultural activities.

Art Grant Mission: Through a competitive grant evaluation process, support will be awarded to arts events and projects designed to increase tourism, and encourage participation in the arts by residents and visitors to our city. Grant winners will be chosen based on artistic excellence, your accomplishments to date and the promise of future achievement.

Arts Grant Program Contact:

**JEANINE THILL**

Community Development Manager

City of Liberty • 101 E. Kansas St., Liberty, MO 64068

Office: 816.439.4537 • [www.libertymissouri.gov](http://www.libertymissouri.gov) • [jthill@libertymo.gov](mailto:jthill@libertymo.gov)

**\$5000 Matching Grant: One Awarded Annually**

**Program Calendar**

January 2020 – Feb 26, 2021	Grant applications accepted
February 26, 2021 at Noon	Grant Deadline
March 12, 2021	Two finalists notified
April 8 <sup>th</sup> LAC Meeting at 11:30 am via Zoom	Two finalists present to LAC
April 9, 2021	Successful recipient notified
December 31, 2021	Project completed and Final Report Due to LAC

**Applications received after the deadline date will be ineligible. The City reserves the right to extend the deadline(s) if deemed necessary.**

- Online application submission preferred. Go to [www.libertymissouri.gov/artgrants](http://www.libertymissouri.gov/artgrants)
- Applications may be hand delivered or mailed to the Community Development office, City of Liberty • 101 E. Kansas St., Liberty, MO. The Annual Grant deadline is a receipt date, not a postmark.

Grant Funding Source: Funding for this grant program comes from the Transient Guest Tax, collected from local hotels, motels, and bed and breakfasts'. The Liberty Arts Commission is not obligated to award the grant. Grants may be awarded if funds are available and if there is a qualified applicant.

## **Eligibility**

1. Individuals with permanent residence in the greater Kansas City Metro area are eligible to apply.
2. For Profit or Non-Profit organizations located within the greater Kansas City metro area are eligible to apply. Non-Profit organizations must be chartered by the State of Missouri or Kansas, with federal and state tax-exempt status. Copies of the letters of determination from the Internal Revenue Service and the State's Department of Revenue recognizing the applicant organization as a non-profit corporation must be supplied with the application.
3. Support funds must be used for a cultural art project that takes place within the Liberty, Missouri city limits. All marketing materials, printed, digital or broadcast, must include language stating the project was made possible in part by the LAC.
4. Finalists for the \$5000 Annual Grant must present a three to five minute project presentation to the Liberty Arts Commission via Zoom on a date and time to be determined. The presentation will be followed by a brief question and answer session.
5. The project must encourage tourism to the city of Liberty, support the goals of the LAC and contribute to the cultural opportunities made available to the public, enhancing the quality of life in the city of Liberty.
6. All LAC Annual Grants require at least a one-to-one match. "One-to-one" dollar match means that the applicant must cover at least half (50%) of the expenses for the project with their own resources, monetary and/or in-kind contributions.
7. Serving the General Public: All programs to be funded by the LAC must be open to the general public.
8. Affirmative Action: LAC Annual Grants may be awarded only to organizations and individuals that certify they will comply with the city's non-discrimination policy, a clause in the contract.
9. Accessibility: Applicants must demonstrate that facilities and projects will be accessible to people with disabilities.
10. Partnerships: The LAC encourages organizers to consider partnerships to help produce and promote the project. Favor will be given to applications that show cooperative efforts between entities resulting in more effective use of funds.
11. All event organizers are encouraged to patronize the City of Liberty businesses for food, supplies, materials, printing, etc. Favor will be shown for use of local vendors.
12. Award recipients will sign a contract holding the City harmless from any and all liabilities and for any damages or losses to the project and committing to produce their project with activities including intended dates and venue for a public presentation.

## Ineligibility

### INELIGIBLE ORGANIZATIONS & PROGRAMS

- Non arts related programs.
- Political organizations, candidates for political office, and organizations whose primary purpose is to influence legislation
- Building (brick and mortar) or capital campaigns
- Staffing/administrative costs
- Inventory/Cost of Goods Sold.
- Individuals and organizations that have not fulfilled all previous grant administrative guidelines
- Fraternal organizations, churches, or church-related groups with proposals that promote religion or an individual doctrine.

Any questions about eligibility should be directed to the Art Grants Manager, Jeanine Thill, [jthill@libertymo.gov](mailto:jthill@libertymo.gov) before the application is made.

Online Grant Application can be found at [libertymissouri.gov/artgrants](http://libertymissouri.gov/artgrants)

Organization/Individual Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Email address \_\_\_\_\_ Phone \_\_\_\_\_

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

Has this project been held before? If yes, please list the years and locations:

\_\_\_\_\_

Please list any additional Co-Sponsors of the project: \_\_\_\_\_

\_\_\_\_\_

Please list any other organizations, government entities and grants that have offered financial support to your project:

\_\_\_\_\_

\_\_\_\_\_

Do you intend to request support from businesses in the form of sponsorships, donations, materials, or other means that will assist you in executing the project? Yes\_\_\_\_\_ No\_\_\_\_\_

Is this a ticketed event? If yes, please list price of ticket, admission, entry fee: \$\_\_\_\_\_

**Total LAC grant funds requested: \$\_\_\_\_\_ (not to exceed \$5,000)**

**Additional materials to include with the application:**

- **Budget:** On a separate sheet please outline your budget for the project. Be as specific as possible; include all expenditures directly connected to the project. Also include dollar amounts or monetary values of in-kind contributions included in the dollar-for-dollar match.
- **For organizations:** Non-profit 501(c) 3 documents. Copies of the letters of determination from the Internal Revenue Service and the Missouri or Kansas Department of Revenue recognizing the applicant organization as a non-profit corporation.
- **Work samples** - Up to four photographs of recent work by the visual artists involved with the project. Links to digital recordings of recent work by performers involved in the project. Up to two-page examples of written work by authors involved in the project.
- **Your responses to the narrative questions below.** Up to five typed pages.

**Committee Evaluation Criteria**

The following are the weighted criteria used to evaluate LAC Annual Art Grant. Applicants should be aware that applications are reviewed on their merits and in competition with other applications.

**Community Engagement/Tourism (1- 30 points)**

- Well-conceived and articulated strategies for attracting tourists from outside the Liberty area
- Demonstrates community support for the project (partnerships/collaborations, financial and in-kind contributions, volunteers, etc.)
- Does the project support the mission of the Liberty Arts Commission?

**Artistic Merit (1 – 30 points)**

- Quality artists selected to participate
- Professional artistic leadership in place
- Does the project promote excellence and engagement in the arts and the humanities?

**Management (1 – 20 points)**

- Effective administration (staff and/or volunteers) to oversee the project
- Careful planning for successful project implementation
- Advertising and promotion sufficient to support project goals
- Evaluation tools and review processes in place

- Grant application is comprehensive, clearly written, and presented when due (For previous grant recipients, prior year grant compliance was complete, comprehensive, and timely)

#### **Financial Accountability/Grant Compliance (1-20 points)**

- Realistic, itemized budget
- Amount requested reasonable in relation to the scope of the project
- Competent financial oversight/accurate accounting processes

#### **Narrative Questions:**

Clearly address all the evaluation criteria above through your answers to these questions below. Please label each answer by inserting the full question above it as a header. Entire narratives may not exceed 5 pages. Do not submit hand-written narratives.

1. **Program Description:** Please describe your proposed project, including activities, location and the number of people to be served.
2. **Tourism:** Briefly describe the value of your project as a way to attract outside visitors to Liberty. Include descriptions of the intended audience and estimated numbers. Why will this project be particularly attractive to tourists?
3. **Planning:** Provide a brief timeline for the project (planning, implementation and evaluation).
4. **Personnel:** Describe the credentials and experience of the project leadership. Who are the artists and others to be involved in the project; including how and why they were chosen. (If you have not yet selected the artists, describe the kinds of artists you intend to involve and how you will select them.)
5. **Goals:** How will you know if this project has been successful? State the goals you will have achieved by its conclusion.
6. **Evaluation:** As you work toward the project date, what benchmarks will you use to assure progress toward your goals? Afterward, what tools will you use to evaluate whether or not the goals were achieved?
7. **Program Marketing:** Briefly describe how the project will be publicized and promoted to reach potential tourists, as well as the general public. All marketing materials must include the LAC logo and language stating the project was made possible in part by the LAC.
8. **Community Support:** Describe the extent of community support for this project, including collaboration/partnerships, financial and in-kind contributions, volunteers, etc.

#### **Post-Event Evaluation**

The award winner must submit a typed evaluation within two months of the conclusion of the project. The LAC reserves the right to require a final report presentation to the full Commission. The evaluation should include but not limited to; the final overall financial performance, a description of the artist's activities, audience attendance, and any feedback received. Also rate the success of the project(s) based on the goals stated above, and list any adaptations or improvements that could be made in the future. Copies of all marketing materials must be included with the evaluation.

	A	B	C	D
1				
2	<b>Liberty Arts Commission</b>	<b>Approved Budget</b>	<b>2021 Expenses</b>	
3				
4	<b>Make Music Day</b>	<b>3,810.00</b>		
5	Make Music Alliance		500.00	
6	Shirts		450.00	
7	Marketing & Print Materials		2,400.00	
8	Misc. Expenses		460.00	
9				3,810.00
10	<b>Public Art/Exhibit Event Promotion</b>	<b>1,700.00</b>		
11	Honoraria		500.00	
12	Exhibit Supplies		500.00	
13	Marketing Exhibits & Art		700.00	
14				1,700.00
15	<b>Annual Revolving Sculptures</b>	<b>37,720.00</b>		
16	Honoraria 9 at \$2k		18,000.00	
17	Supplies & Signs for 9 sculptures		6,000.00	
18	Maintenance		3,000.00	
19	Insurance		720.00	
20	Purchase for Permanent Collection		10,000.00	
21				37,720.00
22	<b>Art Grants</b>	<b>11,000</b>		
23	Annual Grant (1 @\$5k)		5,000.00	
24	Annual Mini Grants (up to \$1k each)		5,000.00	
25	Marketing of grants		1,000.00	
26				11,000.00
27	<b>TOTAL FOR THE ARTS</b>	<b>54,230.00</b>		