

# Spotlight Facility Use Program Guidelines

Cultural Resources Department



## **PURPOSE**

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The Spotlight Facility Usage Program will provide a subsidy for nonprofit organizations to purchase rental space at a free or discounted rate from the Savannah Cultural Arts Center (SCAC). Subsidy amounts are based on an organization's operating budget. Organizations will receive rental space along with audio/visual technical and administrative support staff. The Cultural Affairs Commission Spotlight Subcommittee will evaluate applications to determine eligibility requirements and give priority to programming that is most beneficial to the community.

## **PRIORITIES**

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Projects must include measurable performance outcomes and must align with the City's efforts to:

- Expand art and culture to new audiences and participants
- Engage, develop, and inspire underserved communities and populations
- Enrich the quality of life in Savannah

Projects can encompass a variety of artistic disciplines and a range of program formats, including theatre productions, musical ensembles, dance performances, literary programs, and culturally based projects. Priority is given to projects that:

- Actively engage the community
- Have a realistic implementation plan
- Provide multiple levels of community engagement (planning, performing opportunities, technical/arts administration training, audience/participant, etc.)
- Show diversity of participating performers and artists
- Provide unique and appropriate programs for a variety of diverse audiences

## **ELIGIBILITY**

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Applicants and applicant fiscal sponsors must meet the following requirements to be considered for receiving the rental subsidy:

- Be a legally formed non-profit (not-for-profit) entity registered in the state of Georgia, whose mission includes serving and/or improving the community.
- Be located within the corporate city limits of Savannah and/or provide the majority of the non-profit's services in Savannah.
- Be able to meet all insurance coverage requirements.
- Be able to meet all security coverage requirements.
- Have successfully completed the requirements of current and past contracts with the City (if applicable).
- Non-Profit Fiscal Sponsors: Organizations or individuals without non-profit status may partner with a non-profit organization that is willing to serve as the non-profit fiscal sponsor. A non-

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profit fiscal sponsor must meet the above requirements and serve as the official applicant and financial (fiscal/fiduciary) entity for the project. If approved, the City’s contract will be with the non-profit fiscal sponsor which will receive, administer and be responsible for project implementation on behalf of the individuals/organizations carrying out the project.

## **FACILITY USE ALLOWANCE SERVICES AND REQUIREMENTS**

- Rental of Ben Tucker or Studio Theatre at free or reduced rental price with included administrative and technical services.
- Free or reduced rental prices are based on an organization’s total operating budget from the organization’s most recent fiscal year IRS 990 form, or in the case of a large parent or fiscal-sponsor organization, a board-certified project budget financial statement.

Organization Budget	Hourly rate
Under \$50,000	\$0/hour
\$50,001 - \$150,000	\$25/hour
\$150,001 - \$250,000	\$50/hour

- Package includes:
  - 1 performance in the Ben Tucker or Studio Theatre
    - 4-hour maximum from door opening, performance, and load out
  - 1 technical rehearsal
    - 6-hour maximum
  - 1 dress rehearsal
    - 4-hour maximum
  - 1 audio/visual technician
  - 1 front desk staff
  - 1 SCAC manager
  - 1 cleaning crew
  - Use of concessions area
- Organizations must provide required insurance, security, box office, front of house staff, and additional audio/visual technical staff as needed.
- Newly formed non-profit organizations must have obtained their IRS non-profit status prior to application submission.
- Projects are awarded on a competitive basis and past support does not guarantee investment.
- The project must be free of admission charges.

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## INVESTMENT AVAILABILITY AND RESTRICTIONS

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- 2022 Spotlight Facility Use Program dates:
  - Thursday, August 25 – Saturday, August 27
  - Thursday, September 29 – Saturday, October 1
  - Thursday, October 20 – Saturday, October 22
  - Thursday, November 17 – Saturday, November 19
- Organizations may receive the Spotlight Facility Use Program once per year.
- Availability and frequency of allocated dates/times are subject to change.
- Performance dates are Fridays and Saturdays only, no performances on Thursdays.
- Thursdays are reserved for rehearsals only.
- All rehearsals must be scheduled for the same week as performances.
- Recommended performance times are Friday evening, Saturday matinee, and/or Saturday evening.
- Additional rental times in excess of allotted Spotlight Facility Use Program will be paid by the organization at the standard non-profit rental rate at the time of service.
- Additional staff will be paid for by the organization.

## INSURANCE REQUIREMENTS

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- Insurance and Certificate of Insurance Requirements
  - Commercial General Liability (including Special Events Coverage):

**Limits (or higher)**

General Aggregate	\$1,000,000
Products Completed Operations Aggregate	\$1,000,000
Each Occurrence Limit	\$1,000,000
Personal Injury Limit	\$500,000
Damage to Premises Rented to You	\$500,000 – Any One Event
Medical Expenses	\$5,000 – Any One Event

- Required policy and certificate of insurance (COI) wording must provide a Waiver of Subrogation in favor of the Savannah Cultural Arts Center, Savannah Cultural Arts Center Staff, and Mayor and Aldermen of the City of Savannah, its agents and/or employees.

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- Workers Compensation and Employers Liability
  - Required for all employees, volunteers, and others under the applicant organization’s direction and supervision.

### **Limits (or higher)**

Part A: Workers Compensation	Statutory
Part B: Bodily Injury by Accident	\$500,000 Each Accident
Bodily Injury by Disease	\$500,000 Policy Limit
Bodily Injury by Disease	\$500,000 Each Employee

- Required policy and certificate of insurance (COI) wording must provide a Waiver of Subrogation in favor of the Savannah Cultural Arts Center, Savannah Cultural Arts Center Staff, and the Mayor and Aldermen of the City of Savannah, its agents and/or employees.

## **SECURITY REQUIREMENTS**

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- All rentals/events held at the SCAC are required to provide security.
- Security is not a requirement during rehearsals
- Security is required during times the event is open to the public.
- Minimum security requirements:
  - 1 security person per event.
  - Security must be from a licensed and insured company.
  - Security is required to be onsite at the SCAC a minimum of 30 minutes prior to the event start time.
  - Security must remain until all members of the public have left the facility.

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## APPLICATION PERIOD

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- Applications open on April 13 and will close on May 22, 2022, at 5:00 PM.
- Applications are available in the Neighborly system.
- Notice of award to organizations will be provided on June 1, 2022.
- Spotlight Facility Use Program application information can be found on the City of Savannah website at: <https://www.savannahga.gov/1436/Investment-Programs>

## APPLICATION REVIEW PROCESS

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All applications are reviewed for eligibility, accuracy, and completeness prior to being submitted to the Cultural Affairs Commission (CAC) Spotlight Facility Use Subcommittee. The Subcommittee is comprised of Cultural Affairs Commissioners who review proposals in accordance with established criteria and identify services for facility use allocations. If approved, the applicant will be notified and scheduled to meet with Cultural Resources staff to discuss the next steps.

## PROJECT IMPLEMENTATION PERIOD

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- Projects must be implemented during the time awarded after the application has been approved and the contract has been signed by all required parties.

### Application Assistance

The Cultural Resources Department is available to answer questions and to provide periodic information sessions to review the Spotlight Facility Use Program and application process with interested applicants. Please contact the Cultural Resources Department at 912-651-6783 or [SCACcontracts@savannahga.gov](mailto:SCACcontracts@savannahga.gov) for more information.

## APPLICATION INSTRUCTIONS

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- Complete all sections of the application thoughtfully, thoroughly and accurately.
- Pay attention to word limits and ensure answers are clear and concise.
- Organizations are encouraged to provide support documents of past performances (photos, videos, scripts, artist lists, advertising, etc.).
- Be sure to scan and upload copies of the organization's legal documents as required.

## REQUIRED DOCUMENTS

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- Organization By-laws and Mission Statement
- Board of Directors List
- Letter/Certificate of Incorporation (State of Georgia)
- Proof of Tax-Exempt Status (IRS Letter of Determination)
- Most recent FY IRS 990 form or Board-Certified Program Budget
- Misc. (photos, videos, scripts, artist lists, advertising, etc.)