

Dear Applicant,

Thank you for your interest in applying for funding from the Student Activities Fee for FY20. The Committee is excited to spend time getting to know the unique ways that your organization contributes to the vitality of student life at Georgetown.

The following application, in conjunction with your presentation at the Budget Summit, is designed to give the Committee a complete picture as to the past, present, and projected impact your organization makes on student life. The application is organized into five parts, A through E, explained in detail below. Your assigned liaison will guide you through the application and will be available to answer questions throughout the application process. Additionally, the Committee will hold two informational sessions to provide a comprehensive overview of the process. The Committee will also hold office hours during the duration of the application period. Please refer to the email announcement of this application for specific dates and locations.

As you complete your application, please keep in mind that the Committee will likely receive far more requests than the Student Activities Fee can accommodate. This fact necessitates the Committee make near-impossible judgements regarding the positive impact that each dollar allocated can make to enhance student life. Thus, the Committee carefully assesses each application based on the organization’s demonstrated impact on the Georgetown community.

The Committee thanks you for the time and effort spent compiling your financial data and answering our questions. We look forward to working with you throughout this process and hearing from you at the upcoming Budget Summit.

Best Regards,

Hayley Grande

Chair, GUSA Finance and Appropriations Committee

GUSA Finance & Appropriations Committee

**FY20 Budget Summit**

Student Activity Fee Funding Application

(APPLICATION A - Advisory Boards, GPB, the GUSA Executive-Elect and the Lecture Fund)

Please email this application and accompanying materials to gusafinapp@georgetown.edu by **Sunday, February 10, 2019 at 11:59 pm.**

**PART A.**

Name of Organization: PAAC

Mission of Organization: The Performing Arts Advisory Council exists to support the growth and development of performing arts student organizations at Georgetown University. In particular, we support groups whose main missions centers on performance and we primarily fund activities that occur on campus and add to student life.

Total Amount of Funding Requested: $75,000

**PART B.**

Please complete the Financial Information (A) FY20 excel document and attach it to your email submission.

**PART C.**

Please attach a copy of the budgeting guidelines used by your organization for any and all purposes, and answer the following questions in this document:

1. In short, what is your organization’s budgeting or funding process? (Please provide a brief summary; specifics should be included in the budgeting guidelines you will attach).

In the spring semester (March), our groups submit a yearly budget proposal based on planned activities. Many of our activities can be planned this far in advance because they are set season slots (theatre groups know they will complete a certain number of shows, acapella groups know they will put on certain performances, etc.). Outside of these yearly budget proposals, we also review ad hoc proposals throughout the year for programming that cannot be planned in advance (smaller programming, fixes when equipment fails, travel, recording, etc.).

1. If your full funding request is not met, what is the process in place to determine cuts to group budgets or programming?

We would expect to cut ad hoc funding, primarily limiting travel and recording abilities. It is important that our groups maintain their regular yearly programming to ensure a space in future performing arts seasons. In determining ad hoc funding, providing financial support for these yearly activities would be prioritized.

1. Is there any other information you would like the Committee to consider regarding your organization’s budgeting process and guidelines?

We would like the disabuse the notion that our groups receive financial support from the Department of Performing Arts. They do not receive financial support unless in direct collaboration with the department, in which case they do not submit for PAAC funding for that project. The DPA charges PAAC groups to use their performance spaces.

Our budgeting processes and guidelines have been slightly in flux this year as this year’s council works diligently to bring written guidelines up-to-date. In past years, PAAC has relied heavily on the institutional knowledge of recurrent faculty members and an administrative advisor and has been working to put these spoken guidelines into writing as a way of preserving PAAC rules and increasing transparency for our groups. While our guidelines are still not as extensive as some other groups, they have been consistently added to and updated this academic year and will continue to evolve through this semester and beyond.

**PART D.**

Please answer the following questions individually in this document:

1. How did your organization affect student life? Can this be measured?

PAAC groups affect student life in both intrinsic and explicitly measurable ways. On an intrinsic level, student participants receive an educational benefit through exploring different artistic themes and earn large amount of leadership experience. Additionally, PAAC groups bring joy the campus community, with excitement surrounding many of their performances.

On an explicitly measurable level, PAAC groups can look to ticket sales and event attendance. It is not unusual to see that an acapella performance or improv show has sold out.

1. How many clubs/groups compose your organization? Please list them, noting especially any clubs/groups added (or planned to be added) within FY19.

PAAC supports 22 groups. There are no plans to add an additional group during FY19. In no particular order, the groups are:

1. Georgetown University Dance Company
2. Black Movements Dance Theatre
3. Ballet Folklorico
4. Ritmo y Sabor
5. Mask & Bauble Dramatic Society
6. Black Theatre Ensemble
7. Children’s Theater
8. Corpus
9. Pep Band
10. World Percussion Ensemble
11. Groove Theory
12. Georgetown GraceNotes
13. Georgetown Superfood
14. Georgetown Saxatones
15. Nomadic Theatre
16. GU Improv
17. Break Squad
18. Lombardi Ensemble Association for Patients
19. The Capitol G’s
20. Georgetown Phantoms
21. GU Harmony
22. Resonant Essence Live!
23. What were significant challenges for your organization over the past year? What were significant successes for your organization over the past year?

The most significant challenge for PAAC over the past year was having to reconsider PAAC budgeting processes due to the concerns FinApp addressed during last year’s allocation process. To address this, PAAC student members took full responsibility for PAAC processes and updated guidelines to ensure that PAAC funding stays in the hands of student council members regardless of amount. Additionally, PAAC has begun to meet more frequently than in past years (approx. every other week) and student members have made significant updates to PAAC funding guidelines. Addressing these concerns is PAAC’s largest success over the past year.

On a financial level, PAAC was challenged by a very low allocation for this past year. We anticipate by the end of FY19 having spent approximately $45,000 out of the PAAC reserve account to supplement last year’s allocation and cover regular programming cost.

1. Do you have any budget concerns for the next 5-10 years?

We anticipate that in 4-6 years, the floor of Stage 3, Poulton Hall will need to be completely replaced. Over the past 25-30 years, repairs have worn down the floor to its bare minimum, and as many largely set pieces rely on being able to screw into the floor for stability, this will become a safety concern. In 2012, the most recent repair of the floor (sanding and sealing) cost about $8,000. While no formal estimates have been secured, the full floor replacement could be between $50,000 - $100,000.

In general, prices continue to rise for things such as wood, steel, costumes, printing and duplication (programs/posters), and other arts related supplies that we must purchase often and in large quantities. This will likely result in small increases in allocation requests over the coming years.

1. What level of financial risk does your organization incur? What type of event or circumstance prompts the use of your reserve account?

PAAC groups incur some risk due to reliance on revenue from ticket sales if, for some unforeseen reason, an event did not meet its target ticket sales by a significant number. However, ticket sales are fairly predictable and can be accounted for in the group’s budgets.

The use of the reserve account would be prompted by an inability to support regular season program. This risk is high because sudden arts expenses can be extremely high in the event of equipment failure (ex: a light board breaking could be a six-figure expense). Additionally, this year as a result of a low FY19 allocation, the reserve account was used to fund our groups regular programming.

1. How could the Budget Summit process be improved this year? How could relations with GUSA be improved?

This year’s budget process ran smoothly, and PAAC student members appreciate the support FinApp gave through a proactive representative and other opportunities to learn about the allocation process (office hours, general informational meeting).

As PAAC has a very particular purpose, it is helpful if the FinApp liaison has interest or experience in the arts.

1. If you are requesting more funding for FY20 than FY19, please explain why.

Last year, PAAC received a much lower allocation than usual that did not cover our usual programming costs. To compensate for this, we used funds out of the PAAC reserve account. We are requesting a higher allocation than last year to fully cover the cost of our programming.

Additionally, as PAAC members have been updating PAAC budgeting guidelines, the group has revised some of the more restrictive guidelines to allow for applications for additional ad hoc funding. The most significant is removing rules stating that groups can only apply for funding for travel or recording projects once in two years. Thus, we anticipate a slight increase in ad hoc allocations for travel and recording projects. The groups apply for this funding ad hoc when costs are much more final, however, we ask them to indicate on their yearly budget proposals (due in March) whether or not they think they will apply for such funding.

**PART E.**

Please ensure your organization continues to comply with the 2010 6-Point Reform Plan by **commenting in the affirmative and detailing** how your group is compliant for each of the 6 points individually.

1. The total balance of any advisory board’s reserve account shall not be excessive (as deemed by the Office of the Vice President for Student Affairs), and boards with surplus funds should provide a plan for their reserves.

PAAC’s current reserve account sufficiently covers any unexpected expenses PAAC groups may incur. PAAC agrees to comply.

1. An appeals process shall be implemented and publicized, where such processes do not already exist, for clubs that are denied full funding for an activity or annual budget under its advisory board.

PAAC agrees to comply.

1. Clubs shall have the option of requesting a lump sum, annual budget with an opportunity to reapply for additional funding from its advisory board.

PAAC agrees to comply.

1. All meetings and recorded minutes of all meetings of an advisory board shall be open to the public, including any and all votes, and that all records are posted online in a timely fashion.

PAAC agrees to comply.

1. Members of the advisory board are, in some way, directly accountable to their constituents or to the student body in general, such as having GUSA Senate confirmation or being elected by the leaders of the clubs they represent.\*

PAAC agrees to comply.

1. Clubs have reasonable control over all funds that they fundraise outside of the normal allocations process.

PAAC agrees to comply.

\*The committee is aware that the structure of boards has changed in the past eight years; please note ‘such as’ merely indicates examples of how accountability is manifested and focus on the spirit of the Point.

**CERTIFICATION:**

By signing below, I hereby certify that the information enclosed is accurate to the best of my knowledge.

**Funding Request Form Submitted By:** Samantha Matta

**Name of Group Student Chair:** Samantha Matta (Vice-Chair)

**Signature of Group Student Chair (type your name):** Samantha Matta

**Name of Group Advisor:** Ronald Lignelli

**Signature of Group Advisor (type your name):**

**Date:** 2/10/19

**Contact Email:** svm26@georgetown.edu

**Contact Phone Number:** 301-928-6745