

North Kingstown Arts Council Liaison Duties (Page 1 of 3)

Purpose

The purpose of having an Arts Council (AC) member serve as a Liaison between the Arts Council and the Project Manager of each project is to;

- Guide the Project Manager (applicant),
- Ensure compliance with AC/Town guidelines and standards,
- Provide a means of communication between AC and Project Manager.

Liaison Assignment

- Upon the Arts Council's approval of a Project Proposal (a.k.a. funding request see Appendix A – Arts Council Forms), the project will be assigned to a member of the Arts Council who will serve as the Liaison to that project.
- In some circumstances, an Arts Council member may serve a dual role as Liaison and Project Manager.
- Every approved Project Proposal will have an assigned Liaison.

Duties

Upon the Arts Council action on a Project Proposal, the assigned Liaison will contact the Project Manager to;

- Introduce him/herself as the assigned Liaison,
- Notify the applicant of the Arts Council's action, and if necessary respond to questions or request additional information for the Council,
- Inform the Project Manager of Administrative Requirements and provide assistance in these areas (see below).

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Administrative Requirements

- The Liaison will inform the Project Manager of all town requirements that are pertinent to the project. These requirements may be related to finances and/or logistics (see Checklist).
- The Liaison will assist the Project Manager with completing and returning all required documents in a timely fashion. The Liaison will inform the Project manager of all paperwork deadlines (see Appendices).
- Liaison will work with the Project Manager, Publicity Coordinator, and the Webmaster to ensure effective publicity efforts for the project. This group will pay particular attention to ensure that sponsoring parties receive appropriate recognition for the project.
- Discuss collection of donations for AC if applicable.
- The Liaison will ensure that a Final Funding report is submitted to the Arts Council in a timely fashion upon completion of the project, normally one and a half weeks prior to the next meeting following the event.
- The Liaison is also responsible for compiling information about their assigned projects for the Arts Council's grant applications. This may include reporting on the outcome of a project that was previously included in a grant application or preparing information about ongoing or new programs to be submitted in future grant applications.

Liaison Project Checklist

- ___ Submit the Project Proposal (Appendix A – NK Arts Council Forms) at least one and a half weeks before the AC meeting. To avoid project delays please plan to submit the proposal for the meeting two months prior to your required approval date. In rare cases the AC has required more information, may not have a quorum or a meeting may be cancelled.
- ___ Notify the Project Manager of AC's action.
- ___ Explain the role of the Liaison to the Project Manager.

Financial

- ___ Review the project Support Forms for artists & process (Appendix B).
- ___ Review the Request for Funds Form & process (Appendix C).
 - Receipts if Project Manager is to be reimbursed
 - Handling of Sales Tax
 - Invoices to pay others
- ___ Review sample Performance Contract for artists & process (Appendix D).
- ___ Review W-9 Request for Taxpayer Identification Number & process (Appendix E).
- ___ Review Donation Form & process (Appendix F).

Logistics

- ___ Check with the Recreation Department for any necessary Town Permits.
- ___ Check with the Recreation Department for the options & process to reserve space or special locations.
- ___ Coordinate publicity with the Project Manager, Publicity Coordinator and/or Webmaster.
 - Ensure appropriate recognition for sponsoring parties.
- ___ Submit Final Funding report (Appendix G) in a timely fashion; one and a half weeks prior to the next meeting following the event.