Greetings from the Executive Director

Both grassroots efforts from arts and community groups from New Mexico's rural areas.

ARTSpeak • FALL 2005 • www.nmarts.org

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new mexico arts' mission
To preserve, enhance, and develop the arts in new mexico through partnerships, public awareness, and education, and to enrich the quality of life for present and future generations.

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Southern New Mexico Initiative and we are working with the governor’s initiatives help bolster Governor Bill Richardson’s “Growing New Mexico” program. I’d like to recognize our economic development conference with Becky Anderson. Four working groups of arts organizations across New Mexico, five folk arts initiatives, and the governor for their continued support of apprenticeships. Please be sure to remember to go online to our website www.nmarts.org or find it at "New Mexico Arts’ Mission" in New Mexico’s rural areas.

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Greetings from the Executive Director

New Mexico Arts held an exciting workshop on rural cultural tourism and using the arts to promote economic development with Becky Anderson of HandMade in America August 5–6, at the Madonna Retreat and Conference Center in Albuquerque. Anderson is the driving force behind Handmade in America’s successful loop tours that highlight artisans and craftspeople in rural North Carolina. Many seeds were planted during Anderson’s public presentation and the invite-only gathering that followed, which included about 60 representatives from arts and community groups from New Mexico’s rural areas.

We strongly believe our arts-based rural economic development initiatives help bolster Governor Bill Richardson’s “Growing New Mexico Initiative” and we are working with the governor’s office to see how we can best help take these efforts to the next level.

“There’s no question that artistic creativity is, and should be, a major economic engine for rural New Mexico.” Governor Richardson said in a message to welcome participants to our gathering with Becky Anderson. “When people talk about the quality of life in New Mexico, so often they’re referring to life in our small towns and across our state. So anything you can do to create economic opportunities in our small towns preserves our heritage and our culture for generations to come.”

Our challenge now at New Mexico Arts is to help channel the positive energy that resulted from our intensive workshops with Becky Anderson. Four working groups of arts organizations and other interested parties formed as a result of our two-day conference – one statewide group focused on fiber arts in New Mexico and three regional groups focused on Northeast New Mexico, Northwest New Mexico, and Southern New Mexico.

I want to personally thank U.S. Senator Pete Domenici, New Mexico’s senior senator, who played a crucial role in this year’s congressional budget negotiations and helped to secure increased funding for the National Endowment for the Arts (NEA). “Pete Domenici saved our butts,” NEA Chairman Dana Gioia said in a speech he gave in Taos in July, referring to Domenici’s efforts on behalf of the NEA. “Pete Domenici saved our butts,” NEA Chairman Dana Gioia said in a speech he gave in Taos in July, referring to Domenici’s efforts on behalf of the NEA. “Pete Domenici saved our butts,” NEA Chairman Dana Gioia said in a speech he gave in Taos in July, referring to Domenici’s efforts on behalf of the NEA.

I’m pleased to report that some New Mexico Arts rural economic development initiatives are touted in a newly released best practices issue brief by the National Governors Association. We have a link to the report, Strengthening Rural Economies through the Arts, at our website www.nmarts.org or find it at http://www.nga.org/?fiespdf/RURALARTS.pdf.

In this issue of ARTSpeak, we provide a county-by-county breakdown of our FY 06 grants, which are funded by about 60 percent state General Fund money and 40 percent federal NEA money. The New Mexico Arts Commission approved about $960,000 in grants for FY 06 for about 150 arts organizations across New Mexico and five folk arts apprenticeships. Please be sure to remember to thank all of our congressional representatives, your local state legislators, and the governor for their continued support of the arts in New Mexico. It is vitally important for them to hear from you how their investments in the arts help make New Mexico such an enchanting place to live.

Loie Fecteau
Executive Director
loie.fecteau@state.nm.us

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The Importance of Tracking Organizational In-Kind Support

by Ann Weisman, Grant Program Coordinator

Many grant applications provide space in their budget forms for applicants to list in-kind donations. Yet some organizations don’t understand what an in-kind contribution is or the importance of delineating in-kind contributions.

In-kind contributions are services or items donated to an organization. These are items or services that an organization would normally purchase with cash. Because these goods and services are donated, no cash is expended.

Examples of in-kind donations are if a grocery store donates juice and cookies for summer camp snacks, if a graphic designer produces a brochure at one-half the normal fee, or if a bank provides rent-free office space. You can calculate the value of each as the amount of cash you would have spent on the item or service if it weren’t donated — the retail value of cookies and juice, one-half the graphic designer’s fee, or the square-foot rental of office space in your community.

On a grant budget, your in-kind income will equal your in-kind expense. The bank donation of office space is a corporate in-kind donation. The rent you would have paid is an in-kind expense.

It is important to track in-kind donations in order to have a true picture of your organization’s cost of doing business. It is important to note a $3600 in-kind donation of annual rent because, even though your organization is saving $3600 this year, you need to be aware of the amount in case the situation changes and you need to actually rent a space. Tracking in-kind carefully gives you a realistic picture of the cost of doing business.

It is also important to note in-kind donations thoroughly because they are a measure of community support. The more in-kind donations your organization receives reflects how much the community values your organization. Funders pay attention to this because they want to encourage organizations that are important to the community. They also like to know what kind of financial activity their grant helps generate for the organization.

Sometimes, organization members will purchase supplies and will not let the organization know how much they spent and will not ask for reimbursement because they want to donate to the organization. The best way to handle this situation is for the member to turn in his or her receipts and accept a reimbursement check from the organization. In turn, the member can then write a donation check to the organization. This accomplishes two things. First, the organization has a true record of the cost of the event or activity because all expenses are logged. Second, the member gets to take the tax advantage for the donation.

Finally, remember to write a thank you note to your in-kind donors just like you do to your cash donors. Some in-kind donations can be tax deductions for the donors, and they will need a formal thank you. Be sure to indicate the value of the donation in the letter. Consult your accountant for more information. The IRS has a publication, Publication 526-Charitable Contributions, that has helpful information.

The Marigold Parade 2004

by Claude Stephenson, Folk Arts Coordinator

In Mexico, the day is traditionally spent decorating the graves of ancestors and celebrating their lives. Families build elaborate altars to the dead in their homes. These altars often contain items for the dead: water, food, and sometimes even alcohol or a pack of cigarettes if the person being honored used them in life. Candles light up the night. Skeletons or calaveras are crafted, depicting the dead in their favorite activities. Skull-shaped candies and toy skeletons are distributed to children. Marigolds are everywhere. Called cóndol in Mexico, the fragrance of the marigold and its bright orange color are said to lead the spirits home, and graves are often elaborately decorated with them. After the graves and altars are decorated, the people celebrate life itself, and their good fortune at having cheated death yet another year, with dancing and singing.

The longest running New Mexican Día de los Muertos celebration is in Albuquerque’s South Valley, where the Marigold Parade and celebration have been observed for over twelve years. The parade’s end and altar exhibit are held at the Westside Community Center. Parade participants dressed as calaveras throw candy and marigolds at the throngs who line Isleta Boulevard SW. Marching bands and floats decorated with colorful cut paper designs, or papel picado, are interspersed with people in calavera costumes walking, laughing, and dancing their way down the street. Children abound, both as calavera-dressed participants and gleeful recipients of the generous amounts of candy thrown to them. The organizers of the Marigold Parade also sponsor workshops on altar and float building on the Saturdays leading up to the parade. For more information about the workshops, call 505/244-0120. This year’s celebration will be held November 6. For more information call 505/296-8227.

In the Las Cruces area, there is a celebration on Mesilla Plaza October 29-30, with food and dancing, culminating in a candlelight procession. Homemade altars are displayed and a giant piñata is broken open.

In Santa Fe, there will be workshops in sugar candy decoration and community altars will be constructed beginning on October 15 at the Museum of International Folk Art. For more information, visit the museum’s website at www.mifa.org or call 505/476-1200.

A also in Albuquerque, there is an exhibit of altars made by various area artists at the South Broadway Cultural Center, opening on October 30; the exhibit runs through the month of November. For more information about the exhibit and opening call 505/848-1320.
thinking about what they are seeing and engaged on another level, reading and into focus, the viewer will become of light appearing, evolving and disap-
multi-dimensional,” said Sabeck. “The 24’ x 7’ x 7”, will span almost the entire artwork, which measures approximately have been inscribed into the glass. The across the wall, reflecting words that vestibule wall of the university’s new Temporary installation in Austin TX 30’ L X 8’ W X 6’ H of 2006.

“In short, this installation will stimulate the mind and create a sense of wonder "In about the power of communication,” said Sabeck. The initial impact will be the brilliant colors of light appearing, evolving and disapp-pearin on the wall. As the words come into focus, the viewer will become engaged on another level, reading and thinking about what they are seeing and the order in which they are viewing them.”

Receipt Deadline: 5:00 PM, Friday December 2, 2005
Prospectus #179
Acclaimed Artists Series
The Art in Public Places Program (AIPP) of New Mexico Arts announces the third biannual Acclaimed Artists Series.

Conceived, established artists residing in the Four Corner states of New Mexico, Arizona, Colorado, and Utah are invited to participate.

The goal of the Acclaimed Artists Series is to diversify the state’s public art collection by purchasing the highest caliber existing artwork from the most distin-
guished artists of the Four Corners region. A panel of visual arts profession-
als and artists from the Four Corners states will jury submissions. Regional
community projects, state and communities with 1% for Art funds will be accepted. Artwork must be
created from 2001-2005 and in compliance with ADA guidelines.

Project Amount: $5,000-$30,000.
Contracts will be limited to a $5,000 minimum for each piece or series. For
more information, please contact the AIPP staff at 505/827-6490 or 800/879-
2478 instate, or email aipp@state.nm.us. Artists must receive a prospectus to apply.

The prospectus can be downloaded from New Mexico Arts website at www.nmarts.org.

Receipt Deadline: 5:00 PM, Friday December 5, 2005
Prospectus #177

The Art in Public Places Program (AIPP) of New Mexico Arts announces the third biannual Acclaimed Artists Series.

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The prospectus can be downloaded from New Mexico Arts website at www.nmarts.org.

FY 2006 ARTS FUNDING

The New Mexico Arts Commission awarded nearly $960,000 in arts services contracts to about 150 organizations and 5 folk arts apprentice-
ships statewide for programs occurring between August 2005 and July 2006.

BERNALILLO COUNTY
A Quebrada Barque Players $3,399
A Quebrada Boy Choir $3,132
A Quebrada Folk Festival $4,949
A Quebrada Health Care for the Homeless $6,849
A Quebrada Little Theatre, Inc. $7,132
A Quebrada Youth Symphony Program, Inc. $7,532
Art in the School, Inc. $4,949
Arts Alliance, Inc. $20,832
Board of Regents UNM (KVMU-TV) $8,932
CAMBIO, Inc. $4,554
Chamber Music Albuquerque $5,732
Chatter: A Chamber Ensemble $23,166
Indian Pueblo Cultural Center, Inc. $6,732
Keshet Dance Company $37,132
Loren Kahn Puppet & Object Theatre $4,749
Los Reyes de a Quebrada Foundation $1,549
Majica, Folk Arts Master Artist $2,949
Musica Antigua de Albuquerque, Inc. $3,549
National Institute of Flamenco $7,132
New Mexico Ballet Company $9,932
New Mexico Jazz Workshop $18,732
New Mexico Symphony Orchestra $16,532
New Mexico Young Arts, Inc. $3,699
OFF Center Community Arts Project $6,699
ONCE UPON A THEATRE $4,599
Opera Southwest $2,772
Opera Unlimited, Inc. $5,949
Outpost Productions, Inc. $8,932
Partnership for Arts in Medicine $7,299
Performer’s Balfet & Jazz Company $6,732
Senior Arts Project $6,112
Southwest Traditional & Bluegrass Music Association $2,913
The Harwood Art Center, Escalade del Sol Montessori $6,532
THE LAND/Art site $1,249
Theatre New Mexico $10,532
Tunigruel Trail Performing Arts, Inc. $3,549
VSA arts of New Mexico $5,349
W EST CORP. $11,310
Working Classroom $49,732

CHAVES COUNTY
Roswell Fine Arts League/The Gallery $3,999
Roswell Symphony Orchestra, Inc. $6,532
UNITY Center, Reach 2000 $12,180

CIBOLA COUNTY
Cibola Arts Council $6,332
Vox de Nosotros $5,499

COLFAX COUNTY
Angel Fire Mountain Theatre, Inc. $2,499
Mojave Arts Alliance Council $4,949
Raton Arts & Humanities Council, Inc. $8,332

CURLY COUNTY
Clowis Community College $7,732
Clowis Mainstreet, Inc. $4,299

DONA ANA COUNTY
A Children’s Theatre of the Mesilla Valley $4,749
Cibola Theatre $4,899
Colonial Development Council $5,766
Dakota Arts-Arts Council, Inc. $8,732
Las Cruces Symphony Association $7,932
Mesilla Valley Concert Band $5,349
New Mexico State University-Music Department $7,061
Tomasel J. Rodriguez, Folk Arts Master Artist $3,332

EDDY COUNTY
Carlsbad Arts & Humanities Alliance $4,732
Carlsbad Museum & Art Center $7,532

GRANT COUNTY
Leinweber Community Arts Council $5,532

LEA COUNTY
Southwest Symphony, Inc. $7,332

LINCOLN COUNTY
Ruidoso Community Concert Association $2,496
Ruidoso Regional Council for the Arts, Inc. $6,532
Spencer Theater for the Performing Arts $5,532
The Hubbard Museum of the American West $5,332

LOS ALAMOS COUNTY
New Mexico Music Educators Association $6,932

LUNA COUNTY
Doming Arts Council $6,932

MCKINLEY COUNTY
City of Gallup, El Moro Theater $5,499

Sandoval County
Carlsbad Cultural Arts Council $7,732
Placitas Artists Series, Inc. $5,349
Pueblo de jemez-Walabika Visitors Center $4,149

SANTE FE COUNTY
Aspen Santa Fe Ballet $7,372
Center for Contemporary Arts of Santa Fe, Inc. $6,532
El Museo Cultural de Santa Fe $7,932
El Rancho de las Golondrinas Museum $7,332
New Mexico Arts for Children and Teens, Inc. $4,949
Georgia O’Keefe Museum $8,332
Hands On Community Arts $5,049
Institute for Spanish Arts $7,132
Institute of American Indian Arts $7,132
Lorenc Performing Arts Center $7,132
Life Mondrofe Project $5,349
New Mexico CultureTel $5,732
New Mexico Literacy Arts $3,349
Open Arts Foundation $10,632
Open Hands $3,866

Disability Services Inc., Gallery 211 $2,534
El Moro Arts-Arts Council $8,932

MORA COUNTY
Tapetes de Landa $31,658

OTERO COUNTY
Flickinger Center for Performing Arts $7,332
Junior Daugherty, Folk Arts Master Artist $3,878

QUAY COUNTY
Quay Council for Arts & Humanities $8,332

RIO ARBIA COUNTY
Circle of Love $4,279
Española Valley Fiber Arts Center $13,050

SAN JUAN COUNTY
New Mexico State Aquatic Council $2,499
San Juan College Silhouette Series $6,532
San Juan Symphony League $5,932
Sarah Yazzie Zah, Folk Arts Master Artist $3,876
Theater Ensemble Arts, Inc. $4,899

SAN MIGUEL COUNTY
Las Vegas Arts Council $7,532

SANDOVAL COUNTY
Corrales Cultural Arts Council $7,732
Picuris Artists Series, Inc. $5,349
Pueblo de jemez-Walabika Visitors Center $4,149

SANTA FE COUNTY
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www.nmarts.org
installations will coincide with the 18th pus of New Mexico Tech University. The Camino Real International Heritage Center at New Mexico Tech in Socorro has a rich cultural heritage and is a site of historical significance. The Local Selection Committee at New Mexico Tech is now accepting applications for the T.I.M.E., Temporary Installations Made for the Environment, a project that aims to promote temporary, visually engaging, and conceptually rich environmental artworks. The project is open to artists who have never been selected for a commission, and there is no need to apply to a committee. Your submission is one of many to be reviewed.

The idea for the projects was inspired by the emerging national public art trend to engage artists interested in creating more spontaneous immediate artworks with short life spans. AIPP hopes this type of project will attract both established and new to working in public art, and more experienced artists. The initiative is meant to involve the public and foster a renewed interest in public art and to introduce less experienced artists to the planning, logistics, and issues related to working with a site that is part of the public art process.

Please join us in Socorro for this celebration of culture and nature. Locations of the artwork in Socorro County can be obtained from numerous locations in Socorro.

**TIPS FOR APPLYING FOR A PUBLIC ART PROJECT**

- **When applying for an AIPP project:**
  - Carefully read the prospectus.
  - If you have questions call the contact person listed on the prospectus.
  - Try to visit the site/facility and visit the website, if provided, to find out more information about the location.
  - Make sure you submit all the required materials.
  - Include information on your exhibition record from the past 5 years.
  - Make certain you submit professional quality slides/digital images that clearly show your work.

- **Remember** - This is your initial opportunity to sell yourself to a committee. Your submission is one of many to be reviewed. Make sure that your presentation materials are professional in appearance to increase your chances of being considered.

**Commission Projects Only:**

- Carefully read the prospectus to determine what the site/SC are seeking in project concept and content.
- Determine if a project calls for the literal or visual interpretation of the projects theme or intent, if it is open to a more conceptual interpretation.
- A project that is open to a conceptual theme will require artists to be more abstract in their approach to the projects intent. If unsure about the theme or project, clarify with contact person.

**Local Selection Committee criteria for review of AIPP submissions:**

- Clear slides/digital images of the artwork without background interference or distractions.
- Professional presentation.
- Consistency in media and/or style.
- Good craftsmanship.
- Consistency in media and/or style.
- Originality of concept.
- Appropriateness of artwork for public display.
- The artist's professional qualifications.
- Artistic merit as evidenced by slides/digital images and other supporting materials.
- Appropriateness of submission to project intent and site - example: artist submits examples of exterior work for site seeking exterior artwork.
- Proven ability to undertake projects of the described scope - artists who have never been selected for a commission project are encouraged to apply for smaller commission projects to gain experience in budgeting, time management, sub-contracting, etc.

**Artist Selected to Create Site-Specific Artwork for Student Services Tech in Socorro**

The Local Selection Committee at New Mexico Tech University in Socorro has chosen internationally known, San Francisco-based artist Shao-Shan Sheng to create the artwork for the new Joseph A. Fidel Student Services Center. The sculpture, Rhythms in Growth and Learning, will be made of approximately 52 panels of cold cast glass suspended from the ceiling. The panels will be joined to create two interlocking ribbons approximately 38 feet long. The two ribbons of Rhythms in Growth and Learning represent the two aspects of student life. One ribbon represents academic life and will contain detailed images of symbols of knowledge, the other represents personal life. The ribbons will echo the interaction of these aspects. The sculpture, with a budget of $89,853, is scheduled for completion in the fall of 2006.

**Glass and Light Sculpture for ENMU’s Communications Center**

The Local Selection Committee of Eastern New Mexico University, Portales, recently selected California artist Deanne Saboe to create a site-specific artwork for the Communications Center. The project is a unique collaboration between the artist and the AIPP program. The sculpture, with a budget of $225,000 federal highway funds and $75,000 City of Albuquerque 1% for Art funds, is scheduled for completion in the fall of 2006.
The Local Selection Committee at New Mexico Tech in Socorro is seeking artists to create a site-specific artwork for the 18th Annual Festival of Cranes at the Bosque del Apache and the grand opening of the El Camino Real International Heritage Center. The idea for the projects was inspired by the emerging national public art trend to engage artists interested in creating more spontaneous immediate artworks with short life spans. AIPP hopes this type of project will attract both emerging and more experienced artists. The initiative is meant to involve the public and foster a renewed interest in public art and to introduce less experienced artists to the planning, logistics, and issues related to working with a site that are part of the public art process.

Please join us in Socorro for this celebration of culture and nature. Locations of the artwork in Socorro County can be downloaded from New Mexico Arts website www.nmarts.org or maps can be obtained from numerous locations in Socorro.

The Sound of The Last Leaves by Kathryn Minette, AIPP Program Manager

The AIPP, as a program of the New Mexico Arts Commission, supports local artists and educational institutions in creating art projects that connect public and private spaces with creative activities that are enjoyable, engaging, and educational. The three-year project from 2004 – 2006 will be expanded to include participation in the City of Albuquerque’s AIPP (Art in Public Places). AIPP invites artists to participate by creating original site-specific works of visual art that will be installed in the City of Albuquerque and other communities in New Mexico.

Think of the Project: A Metaphorical Look at Migration

The idea for the projects was inspired by the emerging national public art trend to engage artists interested in creating more spontaneous immediate artworks with short life spans. AIPP hopes this type of project will attract both emerging and more experienced artists. The initiative is meant to involve the public and foster a renewed interest in public art and to introduce less experienced artists to the planning, logistics, and issues related to working with a site that are part of the public art process.

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City of Albuquerque AIPP Announcements

Silver City artist Michael Metcalf was selected by the City of Albuquerque Arts Board and a Local Selection Committee to create two 30' tall bronze and stainless sculptures for the Louisiana Boulevard/Interstate 40 Interchange. Metcalf holds an MFA from the University of Pennsylvania and is currently Chair of the Expressive Arts Department at Western New Mexico University. Three bronze spires will protrude from a natural rock base. The spires will be tied by sloping stainless steel cables circling the sculpture. One sculpture will face clockwise and the companion work on the opposite median will rotate counterclockwise. The pieces represent the positive energy of New Mexico that interconnects the sky to the earth. Total funds for the two works is $200,000 – $225,000 federal highway funds and $75,000 City of Albuquerque 1% for Art funds.

Artists Selected to Create Site-Specific Artwork for Student Services Center at New Mexico Tech in Socorro

The Local Selection Committee at New Mexico Tech University in Socorro has chosen internationally known, San Francisco-based artist Zhao-Shan Sheng to create the artwork for the new Joseph A. Fidel Student Services Center. The sculpture, Rhythms in Growth and Learning, will be made of approximately 52 panels of cold cast glass suspended from the ceiling. The panels will be joined to create two interlocking ribbons approximately 38 feet long. The two ribbons of Rhythms in Growth and Learning represent the two aspects of student life. One ribbon represents academic life and will contain detailed images of symbols of knowledge, the other represents personal life. The ribbons will echo the interaction of these aspects. The sculpture, with a budget of $89,853, is scheduled for completion in the fall of 2006.

Glass and Light: Sculpture for ENMU’s Communications Center

The Local Selection Committee of Eastern New Mexico University, Portales, recently selected California artist Deanne Sableck to create a site-specific artwork for the Communications Center.
vestibule wall of the university's new Communications Center. Sabeck has been working as a public artist for more than 15 years. Her proposed artwork will feature established artists residing in the Four Corner states of New Mexico, Arizona, Colorado, and Utah are invited to participate.

The goal of the Acclaimed Artists Series is to diversify the state's public art collection by purchasing the highest caliber existing artwork from the most distinguished artists of the Four Corners region. A panel of visual arts professionals and artists from the Four Corners states will judge submissions. Regional Bulletin listed artists will purchase the juried 2- and 3-dimensional artwork.

Only artwork created from 2001-2005 will be accepted. Artwork must be durable, permanent, low-maintenance, and in compliance with ADA guidelines. All media will be considered except video and installation. Photography is limited to silver gelatin, c-prints, lambda, Ilfochrome, or similar techniques; giclee and other digital prints will not be accepted. Prints must be hand pulled, no mechanical reproductions. Artists will be responsible for museum quality framing and the secure and permanent installation of the artwork, including a project plaque, at the site. Artists may submit up to five slides or digital images of available work. A purchase warrant for purchase does not need to be removed from other sale opportunities during this period. A purchase warrant for sale is sold, the artist or artist agent is required to notify New Mexico Arts so the work can be removed from the list of available pieces.

Project Amount: $5,000-$30,000. Contracts will be limited to a $5,000 minimum for each piece or series. For more information, please contact the AIPP staff at 505/827-6490 or 800/879-4278, or email aipp@state.nm.us. Artists must receive a prospectus to apply. The prospectus can be downloaded from the New Mexico Arts website at www.nmarts.org.

Receipt Deadline: 5:00 PM, Friday December 2, 2005 Prospectus #179 Acclaimed Artists Series

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The Importance of Tracking Organizational In-Kind Support

by Ann Weisman, Grant Program Coordinator

Many grant applications provide space in their budget forms for applicants to list in-kind donations. Yet some organizations don’t understand what an in-kind contribution is or the importance of delineating in-kind contributions.

In-kind contributions are services or items donated to an organization. These are items or services that an organization would normally purchase with cash. Because these goods and services are donated, no cash is expended.

Examples of in-kind donations are if a grocery store donates juice and cookies for summer camp snacks, if a graphic designer produces a brochure at one-half the normal fee, or if a bank provides rent-free office space. You can calculate the value of each as the amount of cash you would have spent on the item or service if it weren’t donated – the retail value of cookies and juice, one-half the graphic designer’s fee, or the square-foot rental of office space in your community.

On a grant budget, your in-kind income will equal your in-kind expense. The bank donation of office space is a corporate in-kind donation. The rent you would have paid is an in-kind expense.

It is important to track in-kind donations in order to have a true picture of your organization’s cost of doing business. It is important to note a $3600 in-kind donation of annual rent because, even though your organization is saving $3600 this year, you need to be aware of the amount in case the situation changes and you need to actually rent a space. Tracking in-kind carefully gives you a realistic picture of the cost of doing business.

It is also important to note in-kind donations thoroughly because they are a measure of community support. The more in-kind donations your organization receives reflects how much the community values your organization. Funders pay attention to this because they want to encourage organizations that are important to the community. They also like to know what kind of financial activity their grant helps generate for the organization.

Sometimes, organization members will purchase supplies and will not let the organization know how much they spent and will not ask for reimbursement because they want to donate to the organization. The best way to handle this situation is for the member to turn in his or her receipts and accept a reimbursement check from the organization. In turn, the member can then write a donation check to the organization. This accomplishes two things. First, the organization has a true record of the cost of the event or activity because all expenses are logged. Second, the member gets to take the tax advantage for the donation.

Finally, remember to write a thank you note to your in-kind donors just like you do to your cash donors. Some in-kind donations can be tax deductions for the donors, and they will need a formal thank you. Be sure to indicate the value of the donation in the letter. Consult your accountant for more information. The IRS has a publication, Publication 526-Charitable Contributions, that has helpful information.

Yin Yang
William Hyden
Silver gelatin photo
20” x 60”
Children’s Center - City of Santa Fe

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ARTSpeak is a free, quarterly publication of New Mexico Arts, a Division of the Department of Cultural Affairs. Funding for New Mexico Arts comes from the State of New Mexico and the National Endowment for the Arts. To receive ARTSpeak, call NM Arts at 505/827-6925 or 800/817-4276. TDD 505/827-0825 or write ARTSpeak/ NM Arts, PO Box 1450, Santa Fe, NM 87504-1450. Deadline for the Winter 2006 issue is November 10, 2005. Send in and/or photos to ARTSpeak c/o NM Arts, or email anna.blyth@state.nm.us. ARTSpeak and other NM Arts publications can be accessed on the web at www.nmarts.org.