

**C.A.T.S.  
MANIFESTO  
2023-  
2024**



# Table of contents

## What is CATS?

[CATS Member Expectations](#)

### CATS Ignition Roles

[Pussies Galore - Secretary\(cats@apogaea.com\)](#)

[Grant Meow \(grants@apogaea.com\)](#)

[Disbursements Meow \(grants@apogaea.com\)](#)

[CATS Liaison to the Board of Directors \(chel.C@apogaea.com\)](#)

[CATS Liaison to Placement, Registration, WWWW, DPW, and BAMF Meow \(cats@apogaea.com\)](#)

[Communication Meow \(art@apogaea.com\)](#)

[Web Meow](#)

[Meowtreach \(art@apogaea.com\)](#)

[Transparency Meow \(art@apogaea.com\)](#)

### CATS Sparks Roles (Kittens)

[Art Fair Kitten](#)

[Granted Art Signs Kitten](#)

[EduCATion Kitten](#)

[Art of Apo Fundraising Kitten](#)

[Art Tour Kitten/Art Guide](#)

[Feline-tographer/ Web Support Kitten](#)

## Creative Grants

[Grant Preparation & Planning \(July - September\)](#)

[Grant Guidelines](#)

[Grant Adjudication \(October-April\)](#)

[Conflicts of Interest](#)

[Rubric and scoring](#)

[Objective Scoring and Subjective Scoring](#)

[How are grants awarded?](#)

[Questions --- Remember: we get a lot of applications. Please be as concise as possible.](#)

[1. Describe your idea/project \(subjective\)](#)

[2. Describe your Project's Logistical and Placement Requirements \(objective\)](#)

[3. Safety \(objective\)](#)

[4. Project Team \(subjective and objective\)](#)

[5. Budget / Value \(subjective and objective\)](#)

[Question and answer round and scoring](#)

[Final selection](#)

[Effigy / Temple Voting Process and Non-Effigy or Temple Grant Voting Process](#)

[Cash for Gas voting process](#)

[Emergency online voting process](#)

### Grant Disbursements

[Effigy and Temple Grants](#)

[Grant Contracts & Payments](#)

[Grant Post-Payment Follow up](#)

## On-site Interactions

## Post-event

# What is CATS?

- 1. Creative Art Team Support (CATS) is a diverse cross-section of the Apogaea population dedicated to maintaining a community that cultivates interest in and pursuit of art, music, and artistic expression**
  - CATS uses an agreed upon set of standards for discussing and scoring art
  - CATS operates in a 100% transparent environment: [Read the 2018 End of Year Report](#)
  - Is open to any volunteer wanting to discuss art and Apogaea. Check the [Apogaea website](#) in July to August for an announcement regarding joining next year's CATS.
  - CATS Ignition is limited to 9 members, with the option to add a 10th member as a firm limit.
- 2. Membership in CATS is open to all participants in the Apogaea community**
  - Watch <http://apogaea.com/get-involved/open-ignition-positions/> for openings.
  - Recruiting happens in July.
- 3. All members of CATS are active members of Apogaea, Inc., aka Ignition (\*Kittens are Sparks)**
  - Roles are filled by nominating and voting on new CATS members in September.
  - CATS meets once a month for 2-3 hours (24-36 volunteer hours per volunteer per year).
  - CATS spend 5-10 hours a month reviewing and scoring applications during the grant cycle (15-30 volunteer hours per volunteer per year).
  - CATS can spend an additional 5-10 hours a month depending on the position (60-120 volunteer hours per Meow per year).
  - CATS are expected to participate in all Ignition votes such as the ticket art and theme contests.
  - CATS are expected to vote in all Ignition elections (i.e. selecting the Board of Directors).

## CATS Member Expectations

All members of CATS are subject to the following agreements and terms:

### CATS agree to:

- Notify CATS by emailing [cats@apogaea.com](mailto:cats@apogaea.com) if you are not able to meet these expectations or terms.
- Work through the completion of the full year term (currently October - September).
- Read, understand, sign, and return the [Apogaea Conflict of Interest](#) document.
- Read, understand, and operate under the organizational structure and processes defined in the [CATS Manifesto](#).
- Attend one meeting each month (the date is voted on by all CATS), with additional meetings for scoring applications.
- Commit as much as 10+ hours a month in the peak season (reading/scoring/selecting applications).
- During Apogaea, verify all granted art is present and evaluate how it met committee expectations.
- Collaborate using the online tools required by the grant application process.
- Participate in discussions.
- Provide useful input to grant applicants by participating in the grant scoring process.
- Read and familiarize yourself with all grant applications before scoring.
- Complete and submit an Ember Report post-Apogaea.
- Be an informed representative of CATS to Ignition, artists, the community, and the general public.
- Fulfill your Ignition responsibilities such as voting in elections, theme, ticket art, and any other Ignition-related duty.

### CATS must agree to the following terms:

- I understand that members of the Apogaea Board of Directors or Officers of Apogaea, Inc. may not sit on CATS.
- I understand this is a volunteer position with no compensation implied or provided.
- I am expected to attend meetings, participate in online discussions, as well as provide updates on, and complete assigned tasks in a timely manner.
- I understand that I might be exposed to adult content.
- I understand that meetings are restricted to CATS, Kittens, and invited guests only.
- I understand all CATS and Kittens, except the CATS Grant Meow and the CATS Disbursements Meow, are eligible to receive grants as long as they disclose their involvement as required by the Conflict of Interest Policy.
- I understand I can be removed from the committee by a majority vote of CATS for any reason at any time.
- I understand I must communicate any conflicts of interest to CATS immediately by emailing [cats@apogaea.com](mailto:cats@apogaea.com).

### **CATS agree to communicate by:**

- Respecting each other's opinions.
- Not bringing up old business.
- Speaking one person at a time; trying to not interrupt.
- Presenting challenges with potential solutions (constructive criticism versus complaining).
- Participating in the conversation by listening and asking questions.
- Acknowledging that all ideas deserve discussion.
- Focusing on the topic at hand.
- Checking Apogaea email **once a week** in the off season from July - September.
- Checking Apogaea email **every day** during the grant cycle and pre-event from October - June.
- Responding to communications in a timely manner (**2-3 day turnaround max**).

## **CATS Ignition Roles**

All CATS roles are Ignition roles. CATS will present the list of members for ratification in time for ratification at the October board meeting.

### **Apogaea Art Director**

#### CATS Liaison to the Board of Directors

- Facilitate communication between the CATS and the Board of Directors
- Work to align goals and strategies of both parties
- Report regularly to both parties on progress
- Prepare shared ember report and submit to Board
- Ensure update of wiki and manifesto each year
- Ensure roster and signed
- CATS Liaison to Ignition
  - Work with artists and Placement to ensure that placement needs of artists are filled
  - Relay description of all projects to WWWWW creator for inclusion in Guide
  - Facilitate all artists to register any events in WWWWW
  - Relay pertinent information on granted projects to BAMF / FAST for fire and safety considerations
  - Relay information from granted projects to the Registration to ensure that granted artists are added to the lists for early entry and work weekend
  - Relay pertinent information on granted projects to both DPW and FAST for infrastructure needs
  - Able to work with DPW to share heavy machinery at event
  - Compile requirements for fire art approval for publicizing at the opening of each grant round
  - Work with applicable artists and the Fire department to ensure that requirements are met for art, personnel and timelines.
- CATS spending direction and veto power for non-grant expenses (infrastructure, art tour, etc.)
- CATS primary recruiter for new members and support staff
- Responsible for ensuring CATS members are fulfilling their roles and responsibilities, and making staffing changes if needed.
- Coordinates fundraising efforts and solicits donations through any appropriate means

### **Meeting Meow - Secretary([cats@apogaea.com](mailto:cats@apogaea.com))**

- Ensure we have a meeting venue that can accommodate our group
- Get a screen and projector (or the equivalent) for the meetings
- Create an agenda for each meeting and a brief presentation applicable to that meeting
- Take meeting minutes and post online within the following week.
- Record votes during meetings.

### **Grant Meow ([grants@apogaea.com](mailto:grants@apogaea.com))**

- Manage grant application process
- Manage grant scoring process
- Manage grant voting process

- Present list of selected grants to Disbursements Meow
- Oils the Grant Robot (makes updates and improvements to programming and data base)
- Creates and distributes reports of granted and non-granted art, for other departments and operational leaders

### **Disbursements Meow ([grants@apogaea.com](mailto:grants@apogaea.com))**

- Ineligible for grants
- Facilitate the contract negotiations between the Board of Directors and the Artist for the Temple and Effigy projects
- Manage paperwork for awarded grantees including contracts, W-9, payments, and proof of milestones documentation
- Work with granted artists, the Board of Directors Art Liaison, and the Finance Committee to facilitate payments to artists
- Collect ticket requests from granted artists to relay to the Ticketing
- Communicate ticket information to granted artists
- Distribute and collect granted artist survey post-event

### **Communication Meow ([art@apogaea.com](mailto:art@apogaea.com))**

- Works with Telemetry to publish all CATS and art related announcements on the website, social media, email list and more
- Speaks for CATS on the Apogaea Facebook page
- Work with the Disbursement Meow post-award to collect descriptions and images for community announcements about the awards
- Does Meowreach role if not filled by a Kitten.

### **Web Meow ([cats@apogaea.com](mailto:cats@apogaea.com))**

- Manages CATS related website content, update grant information, update Flickr stream with art photos, identify photos to be featured on site in support of arts non-profit mission
- Ensure current year information is accurate and add information and documentation from past years
- Work with Telemetry to keep this updated.

### **Meowreach ([art@apogaea.com](mailto:art@apogaea.com))**

- Work with Communication Meow
- Contact other media outlets like Jack Rabbit Speaks, BM Regionals, and any other relevant venues that might benefit from the Apogaea grant program
- Look for opportunities for Apogaea art to be integrated into other events Work with the CATS to gather information about artists willing to participate in outreach events
- Work with Grant Meow to increase the diversity of grant applicants
- Engage artists who work in mediums normally absent or underrepresented at Apogaea and encourage them to bring their art to the Apogaea community
- Solicit donations from other organizations and individuals to support the CATS budget and get more money for art and artists.

### **Transparency Meow ([art@apogaea.com](mailto:art@apogaea.com))**

- Collect feedback and input from various parties, analyze the input, compile reports and publicize them
- Create a report outlining what CATS did throughout the year

### **CATS Sparks Roles (Kitten)**

Kittens (Sparks) roles are a non grant voting role. Kittens attend meetings as able or needed, but are not required to attend all of them. Typically new members of the committee start their term as kittens to learn how CATS functions before applying for an Ignition CATS role the following years.

### **Art Fair Kitten**

- Plan and organize the annual Apogaea Art Fair
- Event happens April

## EduCATION Kitten

- Plan, organize and execute community workshops to relay information and best practices in applying for an Apogaea grant
- Teach Ignition and the community what CATS does
- Facebook page

## Art of Apo Fundraising Kitten

- Art of Apogaea Book Program Management (defunct project from 2020)
- Work on sourcing hi-res credited photos and content
- Assist in layout and formatting of project
- Assist in other fundraising efforts as appropriate

## Art Tour Kitten/Art Guide

- Curate and lead event art tour

## Granted Art Signs Kitten

- Create and distribute commemorative signs to mark granted art pieces at the event

## Feline-tographer/ Web Support Kitten

- Works with Disbursement Meow to document art at the event
- If there is a Photo Meow role in Ignition (AMP Photography Meow), work with that Meow to, at a minimum, get the granted art documented and on the website
- Provide Telemetry images to use on the website

## 2023-2024 Active Members & Roles

Mitch 'Giraffe' Hoffman - Art Director / Fundraising / Art Tour / Art Fair  
Mike 'Hot Diggity Dog' Lustig - Meowtreach / Communication / Fundraising  
AJ 'Fenton Streisand' Ciabattoni - Transparency / Grants / Communication  
Tim Collins - Disbursements / Grants  
Angela 'Japangela' Andersen - Meeting / Communication / Art Fair / Disbursements  
Allison 'Sad Clown' Cohn - Communication / Art Fair  
Gabe Wells - Feline-tographer / Web / Art Fair  
Michael Seymour - Grants / Web / Disbursements  
Megan 'Rose Steep' O'Donnell - Meeting / Communication  
Claire 'Eclair' Lay (Kitten) - Grants / Meeting / Web

## Creative Grants

### Grant Preparation & Planning (July - September)

- 1. Determine the grant budget for the upcoming year**
  - a. Board of Directors votes to allocate a lump sum of grant funds each year
    - i. Historically this been ~30% of the previous year's ticket revenue (complete Grant History <http://goo.gl/s0Twhp>), but has changed to a recommended budget of 25% of the previous year's ticket sales to allow more flex in other departments' budgets.
  - b. This typically happens in September, submitted in October to the Board and approved by November for the first round to open in December.
- 2. Determine the schedule and grant rounds, review window, scoring, judging meetings, Board of Directors approval, disbursements, milestones, check ins, define the conflict of interest**

- a. Convene the existing CATS and Kittens in Sept/Oct to discuss and have everything finalized by Oct/Nov to announce the opportunities in December.
- b. CATS meets to discuss goals for the upcoming grant cycle
- 3. Recruit any new CATS/Kittens to maintain the litter**
  - a. Accept applications starting in post-event in June/July for CATS and as needed for Kittens
  - b. New members ratified by Board of Directors in October along with returning CATS
  - c. CATS application process
    - i. Applicants must demonstrate the ability to:
      1. Communicate via email
      2. Communicate via phone
      3. Use Google Documents, Spreadsheets, and Forms
      4. Respond to emails in a timely fashion
    - ii. CATS collectively select new CATS and Kittens. New applicants will frequently start in a Kitten role their first year with CATS to gain additional experience before becoming a voting CATS member.
- 4. When the rounds are determined, the Grant Meow and Communication Meow post the requirements and schedule on the website by emailing [telemetry@apogaea.com](mailto:telemetry@apogaea.com)**
  - a. This should happen in Nov/Dec, with additional details and reminder announcements to follow every 2-4 weeks through the grant cycles.
- 5. Ask CATS and Apogaea community to promote the opportunity on social media and by telling their friends. Ideas for promotion include, but aren't limited to**
  - a. Posting a link to the announcement on the Apogaea website in your Facebook news feed
  - b. Emailing the application link to an artist
  - c. Posting announcements on other regional's Facebook pages
  - d. Local advertising to artists and artist communities

## Grant Guidelines

- 1. Everyone is eligible to receive an Apogaea grant EXCEPT individuals or individuals belonging to these groups within Apogaea, Inc.:**
  - The Board of Directors of Apogaea, Inc.
  - The Officers of Apogaea, Inc.
  - The Grant Meow (the member of Apogaea, Inc. tasked with overseeing the grant selection process)
  - The Disbursements Meow (the member of Apogaea, Inc. tasked with overseeing the distribution of grant funds and awards)
- 2. Conflicts of Interest**
  - A [Conflict of Interest Policy](#) is in place to help ensure that when actual or potential conflicts of interest arise, the organization has a process in place under which the affected individual will always advise the CATS and/or the Board of Directors about all the relevant facts concerning the situation. This Conflict of Interest policy is also intended to establish procedures under which individuals who have a conflict of interest will be excused from voting on such matters.
  - Any CATS member that has a conflict of interest must leave the room while that app is being discussed
- 3. Grants funds CAN NOT BE USED for any of the following items:**
  - Apogaea tickets (however, artists can apply for scholarship tickets on an informal basis)
  - Any intoxicants such as alcohol or marijuana
  - Anything illegal
  - Payment for artist time or for performers to appear
  - Gifts or swag, including food gifts
  - Camp infrastructure without a strong artistic component
  - Projects with applications that are not complete and received by the deadline - i.e. fully itemized budget, thoroughly thought out safety plans, detailed physical descriptions, etc.
  - Art not being shown at Apogaea
  - Anything that, in the opinion of CATS or the Apogaea Board of Directors, presents a safety risk to participants

4. **CATS primarily funds ART. Grant funds CAN be used for anything that is NOT specifically prohibited by the list above. This includes, but is not limited to the following types of items:**
  - Raw materials necessary for the construction or exhibition of the art including, but not limited to: wood, metal, fabric, glass, lighting, electronics, nails, screws, bolts, nuts, washers, adhesives, paint, wire, cable, tubing, stakes, decorative items, etc.
  - Consumable items that are depleted during the construction or exhibition of the art including, but not limited to: sandpaper, saw blades, drill bits, glue, paint brushes, propane for fire art used at the event, fuel for generators used at the event
  - Technology or Software that you fabricate or develop yourself for a specific, novel, artistic purpose can receive funding (but consumer tech “toy” components will likely not be funded)
5. **High dollar grants (those above \$4,000 in the BIG MONEY grant round) may be asked to commit to showing their project at Apogaea for more than one year, as these levels of grants are a greater investment.**
  - This is not a requirement as some art maybe burnable or otherwise not able to be shown again, but Artists should consider if they would be willing to make this commitment and state as such in their application if they are seeking funding above \$4,000.
6. **Requests for funding for \*only\* propane should be made during the Cash for Gas round**
  - Funded propane will be delivered to art on-site during the event. Grant requests should include an estimate of propane needed in pounds, and a list of the days you expect to need propane. If you are submitting a grant in another round, you may include this information with your initial grant for approval there, or submit it in the later Cash for Gas round
  - The criteria for Cash for Gas funding is the same as for other grants, but the budget will be greatly simplified.
7. **All grant requests must be submitted through the Grant Robot within the published dates for each grant round. Grant requests that fall outside of the grant rounds will not be considered for funding.**

## Grant Adjudication (October-April)

### Conflicts of Interest

**CATS are required to abstain from discussing, scoring, and voting on any applications with which they have a conflict of interest.**

- There exists a **potential** conflict of interest whenever there is any exchange of money, property, contacts, or connections between an Interested Person and Apogaea. For purposes of this Conflict of Interest policy, Apogaea is meant to include Apogaea's directors, officers, employees, sponsors, funders, major donors, independent contractors, affiliated or subsidiary organizations, and others with whom Apogaea has a contractual relationship (actual or in negotiation) ("Apogaea's Community").
- Any person with a conflict of interest with a project must leave the room while the project is being discussed
- [2019 Conflict of Interest Policy](#)

### Rubric and scoring

It is difficult to assign a score to something as personal as art. To address this, grants are scored in two phases: objective scoring and subjective scoring. Here's what that means:

- **OBJECTIVE SCORING covers more logistical questions and is intended to be UNBIASED**
- **SUBJECTIVE SCORING is each person's OPINION**

### Objective Scoring

This phase happens first to ensure that applications meet the minimum requirements for grants. When awarding grants, CATS asks applicants to provide specific information on their application. This begins with an automatic review by the Grant Robot and ends with CATS checking off application requirements from a list provided to the applicant and CATS to ensure the answers provided are realistic and comprehensive.

**Each application must meet the following OBJECTIVE requirements:**



- The project describes in sufficient detail how much space is needed (length, width, and height) and any special placement requirements including any public/camping areas and the approximate number of people camping with the project
- The project timeline is detailed and includes dates with specific feasible milestones.
- The project is reasonably safe for people and the environment? (Safe from fall, inhalation, crush, burn, or impalement risks with reasonable structural safeguards to prevent injury)
- Provides a plan for getting the project to and from the event
- Describes setup and teardown
- States how the project will function and be maintained over the course of the event.
- Provides a description of how the project will be protected from inclement weather.
- Provides a Leave No Trace plan and a description of safeguards to help keep the project from becoming MOOP
- Describes how the project will be properly lit at night, if applicable
- Proper construction methods and appropriate materials are used
- The project will withstand the population of the event over the course of a week
- Provides a list of the primary people working on the project. Is there a solid team in place that will be able to realize the project?
- Provides images, videos, or other examples of the proposed project
- Provides images, videos, or other examples of their past work
- Provides a budget outlining all costs associated with the project. Is the budget complete and well thought out?
- Describes how any expenses not covered by the grant will be funded, such as fundraising, contributions, etc?
- Do they provide multiple grant funding levels for the project?
- Has this artist had previously granted works installed and operational by the beginning of past Apogaea?
- Has this artist/team displayed any previous project (even those outside of Apogaea/Burning Man)?

**If your project includes fire:**

- Provides a description of how and where will you store fuel/flammable materials
- Provides a description of where fire suppression equipment will be located
- Funding for propane may only be requested during the Cash for Gas grant round.

**If your project is being considered for the Effigy or Temple:**

- Provides a burn plan/closing ceremony describing how the burn “finale” will progress from start to finish
- Provides a burn ban contingency plan in the highly likely event your project can not be burned in an ember producing fire at the event

## Subjective Scoring

“Art is subjective.” We hear this phrase quite a bit. While the statement about subjectivity is true, what does it actually mean? One definition of art is “the expression or application of creative skill and imagination, producing works to be appreciated primarily for their beauty or emotional power.” This means that an individual’s reaction to something is based on and influenced by **personal** feelings, tastes, or opinions.

The important word in that last sentence is “personal,” because any type of art speaks to each of us in very different ways – even multiple people who might appreciate the exact same piece of work. For example, a group of individuals standing in front of a painting may all agree that they appreciate the artwork. But each one of them will appreciate the piece in different ways and for different reasons – no matter how subtle or broad those differences are – because each of them has had different life experiences that have brought them to that place and point in time. Like precious little snowflakes, no two people are exactly alike – even identical twins will still have varying subjective opinions and thoughts on things.

This score can be based on fact, but it is one person’s interpretation of that fact. In this way, subjective information is also analytical. Bear in mind that there is usually another equally valid viewpoint that can be supported with other sources.

**Each application receives a score based on the following SUBJECTIVE criteria:**

- The idea is aesthetically pleasing

- The idea is novel/unique
- The idea is interactive and engages the event population
- The idea evokes an emotional response
- The idea inspires reflection upon self, community, and/or environment
- Does Apogaea get more than \$1 of art for each granted dollar?
- Is this a wise use of Apogaea's money?
- Do the artist and their team seem able to complete the project and bring it to the event?
- Is it related to the theme?

## How are grants awarded?

First, the application is judged OBJECTIVELY to ensure the application has all of the information required. Next, CATS score the application SUBJECTIVELY. The subjective and objective scores are combined and used to drive discussion and determine the order of nominations. If the application receives a majority vote, the application will be recommended to the Board of Directors for funding. Nominations continue until funds for the round are depleted.

## Questions in the grant application

### 1. Describe your idea/project (subjective)

This is your opportunity to tell us about your project in general terms. What is the big picture? What is your inspiration for creating this? What do you want to accomplish and why? We have WAY more requests for money than we have money to give out. Help us understand what sets your project apart from the other applications we receive, and show us you have put thought into what challenges you may encounter. CATS will score your response using the following criteria, make sure to address all of these points in your answer.

- The idea is aesthetically pleasing
- The idea is novel/unique
- The idea is interactive and engages the event population
- The idea evokes an emotional response
- The idea inspires reflection upon self, community, and/or environment
- Provides images, videos, or other examples of the proposed project
- Do you have video proposal (under 2 minutes) (link to youtube, vimeo, upload video from your phone)

### 2. Describe your Project's Logistical and Placement Requirements (objective)

Bringing a project to an event like Apogaea can be difficult. A great idea isn't worth much if you aren't able to get it installed before the event is over. This is your opportunity to tell us how you plan on building, transporting, installing, and keeping your project operational at the event. If your project has any unique requirements, like needing specific placement, heavy machinery, etc., let us know that too. CATS will score your response using the following criteria, make sure to address all of these points in your answer.

- The project describes in sufficient detail how much space is needed (length, width, and height) and any special placement requirements including any public/camping areas and the approximate number of people camping with the project
- How do you anticipate people interacting with your piece? Describe how you will treat foot traffic vis a vis interactivity and mobility. Are there additional needs required to ensure mobility and interactivity in the space with your art?
- Do you have any placement requests or requirements? How do you intend to set up and tear down? Will you be using heavy machinery? If so, what type of heavy equipment will be required for setup and breakdown?

- What is your plan for supplying power to your art piece? What needs to be powered, and what are the power draws? What are your current power requirements vs current operational capacity?
- The project timeline is detailed and includes dates with specific feasible milestones.
- Provides a plan for getting the project to and from the event
- Describes setup and teardown
- States how the project will function and be maintained over the course of the event.
- Provides a description of how the project will be protected from inclement weather.
- Provides a Leave No Trace plan and a description of safeguards to help keep the project from becoming MOOP

### 3. Safety (objective)

Apogaea can not fund any project that, in the opinion of CATS or Apogaea Board of Directors, presents a safety risk to participants. Any project with fire or flame effects, including the Effigy and Temple, should read the [BAME Fire Art Guidelines](#). Safety is an important part of your application. Apogaea will ultimately not fund anything that is deemed unsafe. It is important to outline how your project will be safe by describing its construction and any relevant safety features. CATS will score your response using the following criteria, make sure to address all of these points in your answer.

- The project is reasonably safe for people and the environment? (Safe from fall, inhalation, crush, burn, or impalement risks with reasonable structural safeguards to prevent injury)
- Describes how the project will be properly lit at night, if applicable
- The project has realistic and detailed power requirements
- Proper construction methods and appropriate materials are used
- The project will withstand the population of the event over the course of a week

#### **If your project includes fire:**

- Provide a description of how and where will you store fuel/flammable materials
- Provide a description of where fire suppression equipment will be located
- Please provide a propane system schematic.

#### **If your project is being considered for the Effigy or Temple:**

- Provide a burn plan / ceremony describing how the burn will progress from start to finish, understanding that the event likely cannot have ember producing fires.

### 4. Project Team (subjective and objective)

Who is responsible for creating this project? Whether this will be a piece created and executed by one individual, or by a team of dozens, tell us about who is directly involved, their area of expertise, and what they will be doing specifically. We'd also love to hear about other projects you've successfully completed or see pictures of past work. Demonstrating that you can get your project installed and functional at the event is important to us. CATS will score your response using the following criteria, make sure to address all of these points in your answer.

- Provides a list of the primary people working on the project. Is there a solid team in place that will be able to realize the project?
- Provides images, videos, or other examples of the proposed project
- Provides images, videos, or other examples of their past work
- Has this artist/team displayed any previous project at Apogaea, Burning Man, another regional burn event, or elsewhere?
- Do the artist and their team seem able to complete the project and bring it to the event? (subjective)

### 5. Budget / Value (subjective and objective)

A budget is a requirement for all applications. It is important for us to know that you have accounted for all of the funds your project requires. We encourage projects to seek additional sources of funding such as fundraising, individual contributions, etc. to help offset the total cost of a project. There is a separate grant round (Cash for Gas) for propane. CATS will score your response using the following criteria, make sure to address all of these points in your answer.

- Provides a budget outlining all costs associated with the project. Is the budget complete and well thought out? (objective)
- Does the budget indicate how any expenses not covered by the grant will be funded? (objective)
- Does the project use additional sources of funding such as fundraising, contributions, etc.? (objective)
- Are there multiple funding options for your project? It can be beneficial to include a base amount as well as a “for \$X more we can do this too” or “for \$XX less we can scale the project back this way” option. (objective)
- For the Cash for Gas round to fund propane: Do propane budgets include pounds of propane needed during the event? (objective)
- Does Apogaea get more than \$1 of art value for each grant dollar? (subjective)
- Is this a wise use of Apogaea’s money? (subjective)
- If a large dollar BIG MONEY Grant (above \$4,000) is the artist willing to commit to bringing the project multiple years?

## Question and answer round and scoring

After the grant application closes, CATs members will have roughly 2 weeks to ask questions of the applicants. CATS members will each agree to a certain area of specialty for questions, and will ensure they specifically are reviewing all applications with that area of questions in mind to ask additional details. CATS Members may also ask questions about any topic, but by having a specific area of expertise this allows us to make sure each application has provided all necessary information for appropriate consideration and scoring. See [Question Topics Groups](#) for how this was divided in the past year, as an example.

## Final selection

During a scheduled meeting, the ranked applications are discussed, nominated, voted on, and a grant amount is assigned.

## Effigy / Temple Voting Process

1. CATS begins the process by making a motion to nominate the highest scoring application for any amount of funding: “I move that we award XXX for the full amount requested, \$XXXX”
  - a. To make a motion for any amount besides the full amount, other funding options must be included by the artist on the application
  - b. The motion must be seconded
  - c. Discuss the pros and cons of the motion - discussion should be about the motion only
2. Call for a majority roll call vote on the motion
  - a. Votes (YES/NO/ABSTAIN) are recorded for each committee member present
  - b. If the motion succeeds, we all just won and the application has been selected for funding
  - c. If the motion fails, continue
3. CATS continues to vet applications by allowing any committee member to make one of the following motions until it passes by majority roll call vote:
  - i. Motion to nominate the next highest scored application: “I move that we award XXX the full amount requested, \$XXXX”

- ii. Motion to nominate another project: "I move that we award XXX the full amount requested, \$XXXX"
- iii. Motion to forgo awarding a grant: "I move that we not award a Temple/Effigy grant"
  - a. If this occurs, the Temple / Effigy grant round may be extended

### **Non-Effigy or Temple Grant Voting Process**

1. CATS begins the process by making a motion to nominate the highest scoring application for any amount of funding: "I move that we award XXX for the full amount requested, \$XXXX"
  - i. To make a motion for any amount besides the full amount, other funding options must be included by the artist on the application
  - ii. The motion must be seconded
  - iii. Discuss the pros and cons of the motion - discussion should be about the motion only
2. Call for a majority roll call vote on the motion
  - i. Votes (YES/NO/ABSTAIN) are recorded for each committee member present
  - ii. If the motion succeeds, we all just won and the application has been selected for funding
  - iii. If the motion fails, another motion can be made for a different funding amount, or the project can be tabled for future discussion, or discussion of the project can be closed
3. CATS continues to vet applications by allowing any committee member to make one of the following motions until it passes by majority roll call vote:
  - i. Motion to nominate the next highest scored application: "I move that we award XXX the full amount requested, \$XXXX"
  - ii. Motion to nominate another project: "I move that we award XXX the full amount requested, \$XXXX"
  - iii. Motion to pass funding to the next round: "I move that we pass the remainder, \$XXX, to next grant round"
  - iv. Motion to award a special circumstance grant: "I move that we award \$XXX to XXX"
  - v. Motion to return the grant funds: "I move that we return \$XXX, to Apogaea."

### **Cash for Gas voting process**

1. During scoring, CATS will vote to fund or not fund each application for propane and/or gasoline using the scoring form
  - a. CATS will prioritize funding for projects that were funded through other rounds.
2. Funding will be allocated to projects with the most 'Fund' votes until no funds remain.
  - a. Propane requests should include the amount of propane needed
  - b. Propane is delivered on site to artists, no money is paid out in advance to artists
3. If the end of the 'Fund' list is reached before the budget is exhausted, the remaining money will be allocated to the next year's grant process.

### **Emergency online voting process**

1. This should only be used as a last resort. It is a painful process.
2. The initial motion should be emailed to [cats@apogeaea.com](mailto:cats@apogeaea.com). Voting can also be done via Zoom or other online systems
3. Motions are considered in the order they are received by [cats@apogeaea.com](mailto:cats@apogeaea.com)
4. A notification is sent to Art Committee members stating the initial motion and calling for a second
5. The initial motion must be seconded
6. A voting form is created that clearly states the motion, any amendments, and the deadline
7. Call for a vote by sending the vote form to CATS

- Participate in discussion by replying to the vote email thread
- Discussion should be about the motion only
- Requires a majority vote for adoption
- Votes (YES/NO/ABSTAIN) are recorded for each committee member

## Grant Disbursements

1. Grant recipients might be asked to meet pre-determined project milestones and provide receipts before receiving additional grant funds if the grant amount is over \$5,000.00
2. The Grant Meow will work with the Disbursements Meow to add chosen grants to the Grant Spreadsheet  
Required information
  - Project name
  - Project Lead's Legal Name
  - Project Lead's mailing address, email, and phone
  - Milestones (if applicable)
  - Payment amount(s)
3. Using the Apogaea Grant Contract, the Disbursement Meow will create the initial contracts using the information gathered from the application
4. The Disbursement Meow will save the the contract in the application's folder in Google Drive
5. There is a one week review period during which the list of grants is presented to the Board of Directors for review. If there are any issues, CATS should be informed by emailing the CATS Liaison to the Board of Directors the specific concerns before the review period ends.
6. Send an email to all projects being recommended for funding which includes:  
You have been recommended for funding, pending Board of Directors approval  
From this point on the Disbursements Meow (name & email address) will be your point of contact. Please email or call them with any questions or concerns that you might have with your contract or payment schedule  
Once the CATS' recommendation has been approved by the Board of Directors, you will receive another email with instructions for announcement of the award, tickets, placement etc. Until this point, please don't publicly announce your award.

## Effigy and Temple Grants

1. The Disbursements Meow acts as the liaison for the Effigy and Temple to facilitate contract discussions. The Effigy and Temple grants are held concurrently with the BIG MONEY grant round. Applicants may select if they would like to be considered for Effigy or Temple, in addition to Big Money. CATS may also identify grant submissions in this round that they believe are particularly suitable for effigy or temple and negotiate with the artist to update their proposal for the central effigy or temple options.
2. If the application doesn't contain all of the required information, but was still selected to receive a grant, the artist will have a specific number of days to update their application before the offer expires. Required information includes, but is not limited to:
  - a. Burn ceremony plan - It is extremely unlikely that burnable wood effigies will be considered.
  - b. Safety plan for burn ceremony (work with DPW, BAMF and Rangers for perimeter)
3. Temple and Effigy grants can exceed the general grant amounts as needed. Generally this will be a maximum of \$8000, disbursed in multiple tiers via hitting progress milestones.
4. Once all required information has been entered into the application, the base contract is generated by the Disbursement Meow.

## Grant Contracts & Payments

1. Once the Board Review is completed and grant recommendations are approved, Individual contracts are created by the Disbursements Meow.
2. The Disbursements Meow emails the artist the contract and a link to the [W-9](#) (for all awards over \$600) and asks the artist to sign, complete, and return the signed contract and W-9 by emailing them to [grants@apogaea.com](mailto:grants@apogaea.com)

- a. Also in this email tell the artists to tell that the CATS recommendation for their funding has been approved by the Board of Directors.
  - b. Directions on how to request payments for milestones if applicable. Something like “In order to get paid look at your contract which lists the milestones. Send me photos to show that you’ve met that milestone and request the appropriate amount to be paid.”
  - c. Information on tickets. Something like “Each awarded project will be eligible for 2 reserved tickets to Apogaea. If you need more than 2 please reply here (and only here) so that we can secure them for you.” Big Money, Temple, and Effigy projects are eligible for up to two ‘Sparks’ level tickets.
  - d. We will work now to announce your award. If you have any new photos or URLs (think Facebook group, Fundraising campaigns/events or online galleries) please send them now. Once the announcement has gone out you can publicly talk about your Apogaea award.
3. The artist is responsible for emailing the signed documents as scanned docs or photos of docs to [grants@apogaea.com](mailto:grants@apogaea.com) before the deadline listed in the contract. The deadline is usually around 7-14 days after the contracts are emailed to the artists.
  4. Upon receiving the artist’s signed contract and W-9 (if applicable), check that every line has been initialed, that the date and signature are present and that no edits have been made. Save the signed documents in the application’s Google Drive folder.
  5. Enter the information into the Disbursements sheet of the Apogaea Creative Grants spreadsheet
  6. Once all contracts and W-9s are received from artists, send an email to the Treasurer and include Artist’s name, project name, total amount of award. At this point the Treasurer will enter the artist’s contact information into Quickbooks and schedule the payments.
  7. Disbursement Meow will then have a member of the Board of Directors countersign all of the grants contracts (this is usually done by the Board Member who is the contact person for CATS).
  8. Create a document for [telemetry@apogaea.com](mailto:telemetry@apogaea.com) to use to announce the awards. Include:
    - a. Summary of applications submitted and amount requested
    - b. Summary of awards given and amount awarded
    - c. Granted project title, description, artist name, links to project pages (FB or other), and images.
  9. Send an email to the Ticketing Lead with the name and email addresses for each granted project. The Ticketing Lead will send emails to everyone with directions on how to purchase tickets including codes for reserved tickets.
  10. Follow up with all grants on milestones at the designated milestone time to ensure milestone is met and remaining funds can be disbursed.

## Grant Post-Payment Follow up

1. The liaison will continue to work with the funded artist through the construction phase and right up to the event to answer questions, give advice, and help find resources and support the artist whenever possible to ensure that the project is completed and at the event. Liaison should also be able to connect the artist to the person who can answer a question that they themselves cannot. In particular, make sure artists are connected with the following departments/deadlines as needed.
2. Tickets - CATS should decide how many reserved tickets each project will receive as part of their grant award. Usually the larger projects will require more tickets, but not always. Each project will be notified of the number of reserved tickets they have and the opportunity to request more if they need them. Big Money, Temple, and Effigy projects are eligible for up to two ‘Sparks’ level tickets. This year, ticketing held 100 tickets for granted artists at the request of the CATS and any/all unclaimed tickets went into the “last chance” sale. Typically projects are offered up to 2 tickets as needed unless they request more.
3. Placement and Registration - Ensure all artists are told where to register their art piece and make placement requests. Coordinate with Placement lead to send them a list of all granted projects and basic description to help in facilitating and make sure all projects are registered and placed.
4. WWWW Listing and Events. Make sure that the original description of all granted art is included in the WWWW as granted art. This includes: Name of Art, Artist Name, and Description. This can be the same as the original announcement of grant winners, but allow the artist to make changes now if necessary.
  - a. Also remind artists to submit and register any specific events they will be hosting with the WWWW lead. Facilitate as necessary.
  - b. Invite artists to be present for the Art Tour during the event.

5. Work Weekend and Early Entry - tell artists where to register for Work Weekend and Early Entry. All granted artists are eligible to receive these if needed. Communicate with DPW who is on the granted artist list and pre-approved for this.
6. Connect artists with DPW to ensure that artists who received propane grants receive their propane on site during the event. Fire art liaison will coordinate with DPW and artists to determine size of rented propane tanks and potential filling needs.
7. BAMF/ Fire - Ensure any artists using fire components are aware of the safety rules in place. Connect them with the BAMF department to ensure they submit appropriate documentation and on site approval. Communicate a list of all planned fire projects and contact information to the BAMF department as well so they have a list of all planned granted projects.

## On-site Interactions

1. Traditionally, the CATS do a compulsory walk-about to see the granted projects in action. The purpose of the walk is for fun and for the CATS to see projects in action and talk to the teams about their work. This is often overlapped with the Art Tour.
2. Projects that are not present and fully functioning at the event are subject to legal action at the discretion of the CATS and Board of Directors. Information on artists that do not deliver an appropriate project or do not return money may be shared with other regional event coordinators, on a case by case basis.
3. CATS may also capture additional photographs, video, artist interviews or statements about how their projects are being received by the community.
4. Artists are also required to document at least one photograph of their art at the event as part of their grant contract
5. Projects may be subject to other special requirements made by the county, local authorities, the landowner, and Apogaea. This may include but is not limited to fire bans, large sound authorization, and mutant vehicle permits.

## Post-event

1. Grantees will be required to provide photographs of their project at Apogaea before the deadline listed in their contract.
2. CATS gets artist feedback and files transparency report.
3. Celebrate a job well done! Rest and begin thinking about next year :-)





Public link to this doc for reference:

<https://docs.google.com/document/d/1hwTMqqrBtcgsOkbih7xNy6wiPigB60dHgZpzA6RPTBg/edit?usp=sharing>