

EXHIBIT 2
OAK PARK AREA ARTS COUNCIL
2020 SCOPE OF SERVICES PROGRAM GOALS AND MEASURES

Use the attached Agency Update Report form provided as a cover sheet for delivering each of your quarterly updates, audits, annual financials, and any other required deliverables.

The Oak Park Area Arts Council (OPAAC) will operate the following programs that support Oak Park's quality of life by creating a community awareness of the arts and providing support to the local arts organizations and individuals.

A. SCOPE OF SERVICES

1. Arts Funds Grants

OPAAC will administer the Arts Funds grant program, which provides grants to local Oak Park not-for-profit organizations for operations and/or project support. OPAAC will award funds based on Arts Funds criteria including artistic and application merit and to what degree the proposed work contributes to the arts community. Grants are awarded to approximately 25 local organizations that offer programs or performances in the community.

2. Community Awareness/ e-Art newsletter.

OPAAC will create and distribute the e-Art newsletter, an electronic listing of the latest art and cultural happenings in the tri-Village area. The newsletter will be issued every two weeks. It is also a resource for art space listings, employment opportunities, auditions and exhibit space.

3. Public Art Programs – OPAAC will be responsible for the management and execution of the following duties to encourage and maintain Public Art throughout the community:

3.1 Establish a Public Art Sub-Committee of the OPAAC Board of Directors which shall consist of a chairperson and four (4) members. Three (3) of the OPAAC Board of Directors will include the Village Manager or her designee and the other two shall be appointed by the Village President, with the consent of the Board of Trustees.

3.2 Hold sub-committee meetings on an as needed basis, to discuss matters related to the fostering and dissemination of public art throughout the Village, and to consider applications for the placement of both acquired and privately owned art on Village property.

3.3 Recommend to the Village President and Board of Trustees as part of the OPAAC Annual Budget Submission an annual designation of funds to the Public Art Acquisition and Maintenance Fund for the acquisition of new public art and the repair and maintenance of the existing public art collection, together with a supporting acquisition and maintenance plan and cost analysis.

3.4 Maintain a detailed inventory and record of all existing public art in the Village, including site drawings, photographs, designs, explanations of the piece, the artist's name and the year of creation, obtain appraisals if needed, artist waivers, evidence of ownership and purchase price, whenever applicable and/or feasible.

3.5 Inspect the condition of existing public artworks on at least an tri-annual basis and to communicate maintenance problems and/or suggested solutions to owner, artist or other person or entity designated as responsible for the artwork, or to recommend removal if maintenance efforts are unsuccessful in the case of privately owned artwork. Report on these inspections in required quarterly reports.

3.6 Provide public education on existing public artworks throughout the Village.

3.7 Approve and monitor the installation of all public art sponsored by not-for-profit organizations located on Village owned property.

3.8 Work with local developers to advise, review, and approve the installation of public arts elements in accordance with the Village of Oak Park's Planned Development Ordinance.

3.9 Administer the Village of Oak Park Community Mini-Mural Program for the Village. Artists will be selected to paint murals at such locations in the Village as are designated by the Mini Mural Jury and approved by the Village Manager. The Arts Council will recruit artist applicants and facilitate the selection of the artist and the installation of the art. The Arts Council will coordinate with appropriate Village staff with regard to the technical requirements for the installation/application of the murals.

3.10 Assist arts organizations and artists to find office, retail, and studio or gallery space.

3.11 Host a technical assistance workshop on grant writing that contributes to the professional development of area arts businesses and arts related not-for-profits.

3.12 Run the "Off the Wall" program, a summer art employment program which recruits area youth who work with professional artists to install murals in the Village.

B. PROGRAM GOALS AND MEASURES

The OPAAC shall provide to the Village, during the term of this Agreement, a quarterly report of expenditures, including year to date actuals as compared to the budget, as well as such reports as the Village may require, including a quarterly report. Included in the quarterly report will be data, measuring the performance criteria listed below.

1. Number of participants in Arts Council supported programs
 - Students in sponsored or funded programs
 - Participants in Arts Council-sponsored activities (such the previously held Artful Object event)
 - Participants in Arts Council-funded programs (those programs supported by ArtsFunds)
 - Level of Participation by Artists and Arts organizations in Council sponsored Programs (including the Arts Breakfasts and various workshops)
2. Number of e-ART subscribers, news stories, and distinct website hits.
3. Amount of funds granted to local art organizations with name of awardee and grant dollars provided.

4. Level of private support for Arts Organizations and sponsored activities - Funds raised from Private and Outside Sources, including private foundations. Report should include a profit and loss statement for each fundraising event and membership data (including Memberships).
5. Number of installations of "Public Art" in the community including displays of local artists' works and works placed in cooperation with the Public Art Advisory Commission, not-for profit mural installations, the Community Mini-Mural Program, and private installations by developers.
6. Number of public art pieces receiving regular maintenance.
7. Number of activities sponsored with or for other organizations (e.g. business groups).
8. Number of artists referred to studio or residential spaces.
9. The Arts Council has established a Village-wide comprehensive plan for the Arts. Provide ongoing quarterly program updates on the United Village Arts Collaborative activities and plans.

[Insert Agency Name]

Your Address Line 2

Your Address Line 3

Your Address Line 4

Executive Director/CEO/President

Phone: (555) 555-5555

E-mail: yourname@email.com

Agency Update Report

To: Village of Oak Park

Date: December 25, 2099

From: [Insert Submitted by Name]

☐ 1st Quarter ☐ 2nd Quarter ☐ 3rd Quarter ☐ 4th Quarter

☐ Audit (Year and Date) ☐ Annual Financials ☐ Other

Confidentiality Statement

This report may contain confidential information and is intended for the exclusive use of the individual or entity to whom it is addressed. This report may also be privileged or protected by work product laws and regulations.