

FUNDING DISBURSEMENT AGREEMENT

This Agreement is made and entered into on the ____ day of _____, 2026 (the “Effective Date”), by and between the City of Norman, Oklahoma, a municipal corporation, (“City”) and the Norman Firehouse Art Center, Inc., (“Organization”), witnesseth:

- A. WHEREAS, in Contract No. K-2627-25, the City leases the property described as the Firehouse Art Center (the “Center”), located at 444 South Flood Avenue, Norman, Oklahoma, to the Organization at a nominal cost in exchange for the Organization to operate arts and crafts services and education at the Center; and
- B. WHEREAS, the Organization desires to provide said arts and crafts services and education to the community at the Center; and
- C. WHEREAS, pursuant to Contract No. K-2627-25, the Organization desires to secure supportive funding to aid in the operational and utilities costs of the Center; and
- D. WHEREAS, on September 3, 2026, the Board of Parks Commissioners approved the allocation of supportive funding in the amount of \$140,400.00 to the Organization for the purposes outlined in this Agreement;
- E. THAT IN CONSIDERATION for the performance by the Organization of the covenants and agreements as specified herein, the City covenants and agrees:
 - 1. To disperse to the Organization the sum of One Hundred Forty Thousand, Four Hundred and 00/100 Dollars (\$140,400.00) to be used to assist in operation, including costs of utilities, of the Center’s arts and crafts services and education. Said funds shall be used for such purpose and for no other purpose.
 - 2. It is the intent of the City that the amount of funds dispersed be used as provided in the request attached hereto marked Exhibit “A” and made a part hereof.
- F. That in consideration for the performance of the covenants and agreements of the City as stated herein, the Organization covenants and agrees:
 - 1. That the Organization is a 501(c)(3) organization operating in accordance with the Internal Revenue Service regulations.
 - 2. To expend funds granted by the City only for the purposes as listed above in Section E.
 - 3. To allow a representative of the City to hold an ex-officio position on the Organization’s Board of Directors.

4. To provide a written report, as required by Lease Agreement K-2627-25, on the activities of the Organization to the City no later than August 1 of every year. Said report shall also include documentation that the funds provided herein were spent solely for the purposes listed above in Section E, which are to benefit the citizens of the City.
- G. It is further understood and agreed by both parties:
1. In the event the Organization is dissolved, all such funds not yet expended for the purposes provided herein shall immediately revert back to the City and the Organization shall immediately deliver such unexpended funds to the City.
 2. The Organization agrees to keep accurate records of all receipts and collections of its income in a manner approved by the City. The Organization shall make such records available for inspection by the City at any time upon demand and shall submit such records to whomever the City may designate hereafter for the purpose of auditing such records.
 3. In the event the Organization should mishandle the expenditure of funds as provided herein, such action will be considered a breach of this Agreement, and any unexpended funds as provided by this Agreement, from the date of notice by the City, shall immediately revert back to the City and the Organization shall immediately deliver such unexpended funds to the City.
 4. This Agreement may be canceled by either party upon the giving of thirty (30) days written notice of cancellation to the other. Upon cancellation, any unexpended funds as provided by this Agreement, from the date of notice of cancellation, shall immediately revert back to the City and the Organization shall immediately deliver such unexpended funds to the City.
- H. It is further understood and agreed by both parties that the Organization and any employee of the Organization is a separate entity from the City, the Organization and its employees are responsible for its actions, and the Organization agrees to indemnify and hold harmless the City from all fines, suits, proceedings, claims, demands, action, loss, and expense from liability of any kind whatsoever (including, but not limited to, attorney fees for costs incurred in litigation) and from any person whomsoever asserting the same arising or growing out of or in any way connected with the Organization's management, operation, and services.
- I. The parties previously had in place Contract No. K-2324-41, as a Fund Disbursement Agreement. Upon approval and execution, this Contract No. K-2627-67 shall entirely supplant and replace Contract No. K-2324-41, which shall then be considered null and void by the Parties.
- J. This Agreement shall commence upon the Effective Date and continue until a subsequent Funding Disbursement Agreement is executed between the parties.

K. There are no other terms, either express or implied, than those expressly stated herein.

L. In witness hereof, the parties hereto have executed this Agreement on the day first above written.

THE NORMAN FIREHOUSE ART CENTER, INC.



President

ATTEST:



Secretary

THE CITY OF NORMAN

Approved by the Norman City Council this _____ day of _____, 2026.

Mayor

ATTEST:

City Clerk

Approved as to form and legality by the office of the City Attorney this _____ day of _____, 2026.

City Attorney

annual report

2026



**FIREHOUSE
ART CENTER**
SERVING THE COMMUNITY SINCE 1970

Fiscal Year: September 1, 2024 – August 31, 2025
City of Norman and Parks and Recreation Board



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ORGANIZATION MISSION STATEMENT AND STRATEGIC PLAN



Mission Statement

The Norman Firehouse Art Center enriches our community by offering the highest quality visual arts education, experiences, and exhibitions.

Strategic Plan

Please refer to the attachment “Strategic Plan outline-priorities 2022” to view our strategic plan.

CURRENT BOARD OF DIRECTORS, STAFF, AND FACULTY



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BOARD MEMBERS

Chair: Allison Palmer

Vice Chair: John Downs

Secretary: Kendal Hurley

Treasurer: Tanya Ingels

Richard McKown

Dr. Jeff Buyten

Ricci McManaman

Kaimee Kellis

Doug Casebeer

Dr. Glenda Hufnagel

Colton Bartholomew

STAFF

Andy Couch

Executive Director/Curator

Dr. Nikki Krumwiede

Grants and Development Manager

Casey Gilman

Studio and Programs Manager

Lumen Miramontes

Art Educator

Savannah Tallbear

Programs and Admin Assistant

Leah Crowson

Communications Assistant

Esther Hicks

Education Assistant

Logan Casebeer

Studio Tech

Susan Barnes

Contract Accountant

Katie Widmann

Gift Shop Assistant

LATINO CULTURAL COMMITTEE

Narciso Argüelles

Sam Wargin Grimaldo

Mariana Llanos

ADVISORY BOARD

Fred Schmidt

FACULTY

Art Forces Instructor:

Brendon “B” Williams

Ceramics:

Katherine Gaff

Anna Beth Ferguson

Brian Bosworth

Tim Sullivan

Children’s Instructors:

Deanna Wong

Jane Lawson

Lumen Miramontes

Anna McQuown

Coleen Sovick

Maddie McHugh-Gandy

Mary Leboeuf

Drawing:

Kori Caparelli

Embroidery:

Darci Lenker

Jewelry:

Elyse Bogart

Glass:

Chris Burnett

Painting/Drawing:

Karis Chambers

Painting:

Thomas Stotts

Michael Elisondo

Photography:

Matt Jackson

Printmaking:

Eric Piper

Jenna Bryan

Cierra Roberts

NARRATIVE OF ANNUAL ACTIVITIES



Overview of Activities for FY 2024 – 2025

The Firehouse Art Center (Firehouse) is a community arts center in Norman, OK established in 1970 operating out of a city-owned building which previously served as a fire station. It houses professional visual arts studios and classrooms that provide children, teen, and adult education and enrichment programs, as well as a gallery and gift shop which are free to the public. We promote visual arts awareness and accessibility, provide art exhibitions, and offer opportunities that support local artists.

In a typical year, the Firehouse serves thousands of individuals through our visual arts programming. This includes offering in-house visual arts classes to children, teens, and adults through quarterly semesters. Classes are offered in a variety of mediums, including painting, drawing, printmaking, fiber, jewelry making, glass, sculpture, photography, and ceramics. Children's classes are offered for ages 2-14 through our Art After School Program during the winter, spring, and fall semesters, and our Children's Summer Art Program during the summer semester. The Firehouse also provides our 5th grade art program, Art Sparks, in partnership with Norman Public Schools. This program provides 5th grade students with in-class pre- and post- visits with an art educator and a field trip to the Firehouse. These programs play a vital role in the Norman community, as the majority of Norman's primary schools have no dedicated art instructors.

The Firehouse's outreach programming strives to make arts education available to all individuals, regardless of age, ability, or socioeconomic status. We pursue this goal through accessibility programming for underserved communities, including the **Healing Studio** for adults with disabilities, **Firehouse Equality Club** in partnership with Norman Pride, and **Art Forces** for U.S. Military Veterans and active service members. The Firehouse also provides drawing instruction at the OKC Zoo through **ZOO Sketch**, as well as visual arts experiences at Norman festivals and school events to encourage visual arts learning, creative thinking, and self-expression. Finally, the Firehouse provides free art experiences and programming through the Firehouse Gallery, which presents three in-house exhibitions and three culturally relevant exhibitions each year. All accessibility and outreach programming is offered at no cost to the participants.

The Firehouse, along with granting partners the Oklahoma Arts Council, the Norman Arts Council, and Allied Arts, continues to build a cultural infrastructure to strengthen the arts in Norman and its surrounding communities. By offering equal access to educational, creative visual art opportunities for everyone, regardless of their socioeconomic background, the Firehouse is laying the groundwork for generations of individuals with the knowledge, appreciation, and personal investment in the arts to become advocates for the future of the arts in the state of Oklahoma.



Arts Education

The Firehouse offers in-house visual arts classes and workshops to hundreds of individuals each year. These classes are offered in a variety of mediums and developed for a wide range of artistic aptitudes and skill levels. The Firehouse's children's programming follows *Oklahoma Academic Standards for Fine Arts* guidelines. Children's classes are offered for ages 5-14 through our Art After School Program during the Winter, Spring, and Fall semesters and our Children's Summer Art Program during the Summer semester. We also offer our **Fire Tots** program, where students ages 2-4 and their parents to learn the foundations of art together.

The Teen Program is designed to supplement the visual arts education available in Norman and area middle and high schools. These advanced classes and workshops focus on increasing technical study for ages 13 to 17 and encourage creativity and self-expression while setting high expectations for the development of technical visual arts skills.



Arts Education in Schools

The Firehouse Art Center's **Art Sparks** program is designed in partnership with Norman Public Schools (NPS) and the Norman Public Schools Foundation to provide visual art education to 5th grade students. The NPS district has 16 primary schools, 14 of which are Title I and none of which have access to visual arts education until 6th grade, when art is offered as an elective.

The Firehouse is the foremost provider of art education in Norman and is the only arts organization in Norman offering art programming in public schools. The Art Sparks program consists of a pre-visit outreach program, a field trip to the Firehouse Art Center, and a post-visit outreach program. Field trips include an exhibition tour, a public art tour, and a hands-on art activity, while pre- and post-visit outreach programs each send an art educator into the classrooms for an in-class art lesson. Our program's learning outcomes are based on Oklahoma state academic standards for visual arts.



Accessibility Programming

Healing Studio, an open studio environment for adults with varying degrees of cognitive, physical, and learning disabilities, is held at the Firehouse in 32 weekly sessions. Participants are introduced to visual arts principles and materials, art history, and methods of expression in a supportive environment.

Art Forces is a creative Firehouse program that offers veterans and active service members a welcoming environment to explore their creativity. This year, we expanded the program to offer classes in both drawing and ceramics. These classes meet throughout the month and are offered at no cost to the participants.

A collaboration between Firehouse Art Center and Norman Pride, **Firehouse Equality Club** is a dynamic and inclusive community dedicated to promoting equality through the creative expression of visual arts. Meeting once a month, our club provides a welcoming space for all individuals, their families, and allies to come together, share experiences, and create art with a rotating roster of instructional artists.



Community Outreach Programming

In an effort to reach more underserved populations and engage more people with the visual arts, the Firehouse developed partnerships with Norman and metro area community organizations to facilitate free art activities at events and festivals. These events include the City of Norman Parks and Recreation's Outdoor Movie Series, International Festival, Juneteenth, Monarchs in the Park, and Earth Day, the University of Oklahoma's National Weather Festival, The Science Museum's Tinkerfest, Assistance League of Norman's May Fair, the Pioneer Library's Celebration! Culture, Community, and more. These events attract children and adults from a wide geographic base, encompassing an even broader area than that of participants in our in-house classes. The scope and range of programming implemented by the Firehouse is designed to ensure all individuals, regardless of age or socioeconomic status, are able to participate and engage with visual art.



ZOO Sketch, which meets monthly at the Oklahoma City Zoo & Botanical Gardens, is designed for individuals interested in drawing animals and nature from life. This program includes sessions on drawing techniques through live observations; participants can sketch their observations of animal behaviors, movements, and personalities with instruction from a Firehouse faculty member.



The **Firehouse Gallery and Gift Shop** are free to the public, promote visual arts awareness and community involvement, and provide visual arts exhibitions and opportunities that support local artists. The Firehouse's gift shop is unique to Norman, as all artists represented are Oklahoma-based and all items in the gift shop are original works of art.

The Firehouse Gallery offers an exciting exhibition calendar each year, presenting three in-house exhibitions and three culturally relevant exhibitions annually and providing free art experiences and programming to our community.



Building Improvements

In an effort to create a more functional, inviting space, the Firehouse has invested \$25,000 into improving our building. This included renovating one of our oldest spaces, the Firehouse Jewelry Studio, in order to meet the demand for additional jewelry-smithing education space.

The Firehouse is also working to make our building a local attraction through the creation of public art. During the past year, the Firehouse created the new Lions Park Sculpture Garden in partnership with students from the OU School of Visual Arts, Norman Parks and Recreation, and the Norman Arts Council. Our goal is to make our space colorful and inviting while showcasing the talent of Oklahoma artists.



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FINANCIAL INFORMATION AND BUDGET

Please refer to the attachment “FY 24-25 Statement of Financial Position” to view our financial information.

Please refer to the attachment “FY 25-26 Budget” to view our budget.

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OTHER SOURCES OF INCOME

Please refer to the attachment “Breakdown of Revenues by Category 24-25” to view our other sources of income.

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HOW PAST FUNDING WAS USED

Please refer to the attachment “Three-year Profit and Loss” to view how past funding was used. Please request additional reports if more information is needed on how past funding was used.

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FINANCIAL STATEMENTS AND TAX STATEMENTS FOR THE PAST YEAR

Please refer to the attachment “FY 24-25 Statement of Activity” to view our financial statements for the past year.

Please refer to the attachment “Norman Firehouse Arts Center - Form 990 2024” to view our tax statements for the past year.



NEW REQUESTS FOR FISCAL YEAR ENDING 2027





Support from the City of Norman is essential to helping us fulfill our mission, especially in providing accessible visual arts programming for underserved groups, including adults with disabilities, veterans and active military, the elderly, and youth from disadvantaged socioeconomic backgrounds. The City has consistently provided operational support, which has been critical in sustaining our services to the Norman community.

For the fiscal year ending in 2027, the Firehouse Art Center is requesting **\$150,000 in operational funding**. Last year, we made an investment of \$25,000 into our building. In partnership with the Parks and Rec Department, we led renovations to create a more functional and welcoming space for our community. These improvements included installing a sculpture garden in Lions Park and renovating the Firehouse Jewelry Studio. Despite our limited space, we've focused on making the Firehouse a more inviting place for our students and visitors. These upgrades were made possible through private donations, grants, and strong community partnerships.

Additionally, we've invested over \$100,000 in supporting the Norman Public Schools (NPS) system this year. One of our highlights this year has been the expansion of *Art Sparks*, a partnership program with NPS for 5th-grade students who don't have access to visual arts education in the classroom. Additional support from the City of Norman would allow us to continue this important program.

These initiatives reflect our ongoing commitment to enriching our community through the visual arts, and we are grateful for the City of Norman's continued support in helping us achieve our goals.



CHARGES AND FEES FOR SERVICES PROVIDED



Children's Classes

- **Art After School:**
\$114.00 for 8 weeks/10 hours of visual arts education
- **Children's Summer Art Program:**
\$114.00 for 1 week/10 hours of visual arts education
OR
\$228.00 for 2 weeks/20 hours of visual arts education
- **Youth and Teen Program:**
\$192.00-\$219.00 for 8 weeks/16 hours of arts education

Adult Classes

- **Drawing:** \$192.00 for 8 weeks/16 hours of lessons
- **Painting:** \$192.00 for 8 weeks/16 hours of lessons
- **Printmaking:** \$192.00 for 8 weeks/16 hours of lessons
- **Jewelry:** \$258.00 for 8 week/24 hours of lessons
- **Glass:** \$192.00 for 8 week/16 hours of lessons
- **Ceramics:** \$219.00 for 8 week/16 hours of lessons

Classes may have additional material and/or technical fees.

Workshops

The Firehouse offers seasonal workshops on a quarterly basis; these workshops give new and returning students a taste of the mediums and techniques offered in the longer semesters. Prices for these workshops vary depending on their length and medium.

Adults with Disabilities

Healing Studio is free to participants through scholarships valued at \$30 per weekly, two-hour session. The Firehouse provides up to 12 scholarships a week to individuals with varying degrees of cognitive, physical, and learning disabilities through the Healing Studio program. The weekly sessions provide a supportive, low stress environment for students to experiment with their own creative process.

Scholarships

- **37** scholarships were awarded to children and teens for 10 hours of visual arts classes.
 - Executive Director determines eligibility of each applicant.
 - **Art Stars scholarships** are awarded based on artistic aptitude
 - **Needs-based scholarships** are offered upon request to students with free and reduced lunch qualification.
- **267** weekly Healing Studio scholarships were awarded to adults for 2-hour sessions.

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NUMBER OF PARTICIPANTS

Age of Participants

- Children's Classes: 2-14
- Teen Classes: 13-17
- Adult Classes: 17 and up

Summary of Participants for FY 24-25

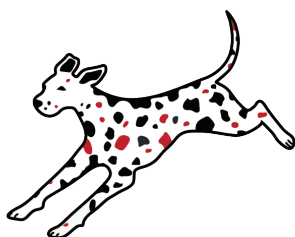
PROGRAMS	ATTENDANCE 23-24	ATTENDANCE 24-25
Gallery and Giftshop	2,072	2,122
Community Events	3,823	22,114
Firehouse Hosted Events	149	722
Community Arts Programming	6,044 total attendees	24,958 attendees
Art Sparks 5th Grade Program	0	2,313
Arts Engagement in Schools	0 total attendees	2,313 total attendees
Children's Art Classes	427	543
Teen Classes	37	17
Adult Classes	518	533
Workshops	87	234
Accessibility Programming	381	449
Arts Learning in the Community	1,450 total students	1,776 total students
TOTAL PARTICIPANTS	7,494	29,047



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BOARD OF DIRECTORS' ACTIONS TO GENERATE INCOME

The Board of Directors at the Firehouse Art Center review financial needs annually with the Executive Director with information provided by our accountant. This information leads to the development of a plan for the upcoming fiscal year. Each year, the Board and Executive Director identify the gap between income and expenses during the preparation of the fiscal year budget. The approach to closing that gap becomes part of the organizational plan for the coming fiscal year, and the Board of Directors takes full responsibility for those areas of funding that are within their ability. These have typically included sponsor/donor solicitation, enrollment promotion, and membership recruitment. The Board's Development Committee meets monthly to determine actions to further generate income. For more information on our action plans, please refer to the attachment "Strategic Plan outline-priorities 2022."



FIREHOUSE ART CENTER

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