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Arts & Cultural Commission
Arts Grant Program

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INTRODUCTION and ELIGIBILITY

The City of Corpus Christi recognizes and enthusiastically supports a growing and broadening interest in preserving and enhancing the community's quality of life. The city acknowledges the contribution of the arts to the quality of life and is dedicated to the vigorous development of the arts and the promotion of public participation in the City's cultural activities.

The City's Hotel-Motel Tax Arts Grant Program is available to 501c3 non-profit corporations and tax-exempt organizations for providing arts programs and activities within the City of Corpus Christi. Only one annual application may be presented from any 501c(3) non-profit tax-exempt community-oriented organizations with a maximum of two projects equaling a cap of \$10,000.

OBJECTIVES

The objectives of the arts grant program are to:

1. Promote tourism for the City while providing a variety of high quality arts programs and activities to the citizens of Corpus Christi.
2. Respond to the needs of local artists and arts organizations and encourage creativity and artistic development.
3. Promote the development of visual and performing arts organizations that serve the community.

ARTS GRANT PROGRAM OVERVIEW

The Arts Grant Program process begins on April 1. The application deadline is **4 p.m. on April 30**.

The City of Corpus Christi Hotel-Motel Tax Arts Grant Program, administered through the Arts & Cultural Commission (A.C.C.), awards grants to nonprofit 501c(3) tax-exempt organizations that provide arts programs and activities within the City of Corpus Christi, enhancing and promoting tourism and the convention/hotel industry. Applications are evaluated and reviewed by the A.C.C. Grant Committee for eligibility. The A.C.C. scores the applications following presentations by the applicant art organizations. The A.C.C. Grant Committee finalizes the scoring and reports the award amounts to the A.C.C. The final award recommendations are forwarded to City Council for final approval.

Arts & Cultural Commission

2009-2010

Heidi Hovda, *Chair*

Barry Brown

Alene Burch

Jilissa Cotton

Diana Bluntzer-Dura

Joanna Benevides-Franke

Amorette Garza

Brian Honingbaum

Joe Hilliard

Ericha Kemm

Joye LaBarrett

Joe Pena

Judith Prewitt

Joe Schenk

Frank Trimble

Corinne Valadez

Arts & Cultural Commission meetings are held the second Thursday of each month, 4:30 p.m., 6th Floor Conference Room, City Hall, 1201 Leopard Street except for the months of October, April and June at which time the meetings begin at 1pm.

The Public is welcome to attend.

Contact Information

Arts & Cultural Commission

www.cctxarts.org

Heritage Park - McCampbell House

Cultural Services

1501 N. Chaparral

Phone: 826-3449

City Staff Liaisons: Michele Thomas & Karen Dawson

CORPUS CHRISTI, TEXAS



FESTIVAL OF THE ARTS

ARTS & CULTURAL COMMISSION

MUSIC . DANCE . CINEMA . VISUAL ARTS . THEATER

“Chalk it up for the Arts”

The Arts & Cultural Commission hosts this annual event to showcase its local artistic community. The Festival is a great marketing opportunity for your organization which promotes and encourages tourism.

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If your organization is interested in participating please visit

www.ccfestivalarts.org

for more information

ACCESSIBILITY

TO ALL ARTS PROGRAMS AND CULTURAL ACTIVITIES

Just as important as the City's support of a wide variety of high quality arts programs, the availability to and the inclusion of all its citizens in these events is equally essential. Accessibility to all places of public accommodation and commercial facilities is the right of every individual.

In 1990, the Americans with Disabilities Act was enacted to strengthen existing law to assure equality of opportunity, full participation, independent living and economic self-sufficiency for the 43,000,000 Americans having one or more physical or mental disabilities. The number of disabled individuals is growing, as the population in general is getting older. A disability is any physical or mental impairment that substantially limits one or more of major life activities, including functions as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the Americans with Disabilities Act.



The Arts and Cultural Commission strongly recommends all activities, services and programs of public accommodations and commercial facilities that are funded by the City of Corpus Christi meet the ADA requirements. This includes, but is not limited to, the following:

- The ability to access adequate parking and entrance to the facility;
- The ability to use the facility including clear path of travel, ramped changes in level, clear width of doors and access to door hardware, access to elevators for floor to floor travel, and access to all facility functions including phones, restrooms, etc.;
- The ability to access seating or assembly area without exclusion or isolation;
- The ability to access program material for individuals who are sight or hearing impaired; and
- The ability to safely egress from the facility in the case of an emergency.

Broadening public attendance of the arts will enhance the community's quality of life. Affording full participation in art programs and cultural activities is essential to the growth of each and every citizen.

Grant Awards Timeline

(Approximation only, dates listed may change due to delays beyond Committee control)

- April 1** If your organization received a grant award for previous grant years, all Completion Reports must have been submitted by January 31 of the current grant year to be eligible to apply for funding in the upcoming grant year.
- Grant year opens April 1st.** Application is submitted online. Application is available online at www.cctxarts.org. All required documents can be submitted as an attachment. Must be postmarked by April 30th and sent to Heritage Park Galván House, 1581 N. Chaparral or hand delivered by April 30th 4pm.
- April 30**  **Required Documents Deadline:** If not transmitted online, send to Heritage Park Galván House, 1581 N. Chaparral, postmarked by April 30; or hand delivered by April 30th 4pm you may request a receipt for all hand delivered applications. If hand delivered, deadline is 4pm. If the deadline falls on a Saturday or Sunday, the deadline shifts to the following Monday.
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- May** **Grant Committee begins review of grant applications** for compliance with guidelines, qualifications, eligibility, and begins initial scoring of applications.
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- June**  **Art organizations project review & live presentations** to the Arts & Cultural Commission on the second Thursday of June in Council Chambers. **Arts & Cultural Commissioners complete their scoring** of the grant applications.
- July** **A.C.C. Grant Committee finalizes the scoring** of grant applications. **Applicant organizations are notified of their Grant Award(s)** and the process of appeals is provided.
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- August** **Written appeals due to A.C.C. Executive Committee** regarding Grant Award(s) must be presented to Heritage Park Galván House, 1581 N.Chaparral, or postmarked by the Thursday prior to A.C.C. monthly meeting.
All appeals received will be considered at the A.C.C. August monthly meeting;
A.C.C. Grant Award recommendations are forwarded to City Council for review.
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- September** **City Council reviews/approves** A.C.C. grant Award recommendations.
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- Oct. /Nov.** **Contract Preparation** - Applicants will be notified when contracts are available for signatures.
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- January 31** **Completion Reports - Deadline** for submission of reports and all supporting documentation. If hand delivered, deadline is by 4pm. If the deadline falls on a Saturday or Sunday, the deadline shifts to the following Monday.

The Arts & Cultural Commission (A.C.C) Grant Committee begins review of Completion Reports for the previous grant year(s).

GRANT GUIDELINES

ACTIVITIES NOT FUNDED BY GRANT PROGRAM

This program **WILL NOT** fund the following activities and expenditures:

- 1.Capitol improvements, construction, renovation, purchase of equipment or structural equipment or structural maintenance of facilities.
- 2.Events or projects closed to the public.
- 3.Costs of parties, receptions, fund-raisers, in addition to other social activities. Do not include these costs in operational/project support.
- 4.Programs, which are primarily recreational, therapeutic, rehabilitative, religious, and educational, where art is incidental.
- 5.Performances to be presented outside of the City of Corpus Christi.
- 6.Retroactive funding associated with those programs and activities, which have been completed or are in progress prior to previous funding year.
- 7.Organizations without a 501c (3) non-profit status, not under the umbrella of a non-profit organization, and not featuring art as the main function of their organization.
- 8.Scholarships, awards, and prizes.
- 9.General operating and administrative costs except administrative costs directly related to the execution of the project may be reflected as a cash match or contribution to the program.

Eligibility Requirements:

Organizations must complete Hotel-Motel Tax Test for each project to determine whether the project is eligible to receive funding.

Grant Awards are awarded to organizations that meet the following requirements:

- 1.Completion Report(s) for all previous years' grant project(s) must be on file by the January 31 deadline following the previous grant year in order to be eligible to receive any award (s) for the current grant year.

2. A copy of the IRS 501c (3) Letter of Determination is a requirement for applicant or the umbrella organization under which they are applying.
3. Demonstrate financial stability. Required financial forms must be completed and submitted in addition to a current active status.
4. The organization's Board of Directors must have community-wide representation, meet at least quarterly and provide actual financial support to the organization.
5. An organization may submit only two project applications with a cumulative total of \$10,000.
6. Project and program activities must be presented during the twelve (12) months of the funding term January 1– December 31.

APPLICATION REVIEW PROCESS

The A.C.C. & its Grant Committee will determine how the A.C.C. grant funds can be spent most judiciously for the benefit of the artistic community. Full funding of all grants is impossible due to limited funds.

The City's Hotel-Motel Tax Arts Grant Program review process consists of the following steps:

Step 1: Completion reports are due by January 31 of the current grant year for all grant award(s) for previous grant years and are reviewed by the A.C.C. Grant Committee. Each current project(s) will be assessed as to how it relates to the Hotel-Motel Tax definition of enhancing in addition to promoting tourism. The project(s) activity must attract visitors who will likely stay in local hotels or participate in local conventions, and visitors must be from outside the city.

Step 2: Attendance at any mandatory Grant Workshop or Meetings.

Step 3: Complete and submit an application by the application deadline.

Step 4: All applications will be reviewed for completeness and eligibility.

Applications will be disqualified and rejected if they are not complete and/or do not meet requirements.

Step 5: Following the art organization project/organization presentations, scoring by the Arts & Cultural Commission is completed; applicants are notified of award (s) amounts to be forwarded to City Council for approval.

Step 6: The A.C.C. reviews appeals and makes recommendations for funding to City Council.

Step 7: The City Council takes final action on the A.C.C. recommendations.

Step 8: Grant monies are disbursed after contracts have been signed.

The following points are considered as part of the review process:

1. Information from Completion Report: Effectiveness of tracking out-of-town patrons, Marketing Component effectiveness and Outreach to special constituencies and success of Project.

2. Marketing: Does the organization meet effective marketing requirements of HOT tax funding?

3. Artistic Merit: Does the project meet artistic and/or cultural needs not currently being addressed in the community.

4. Valuable Accomplishments: in growth and quality while benefiting the community - Question #18

5. Goals of the Organization: Question #16 -#17-Your organization's goals, and objectives relating to your Mission and Outreach.

6. Financial Contributions from Board of Directors & Project Funding: If your project is not funded by the A.C.C. will your project still take place? What other sources of income have you already secured?

7. Description of the Project – Question # 9



“Active Status”

1- You must show “Active” status with a current date from the Texas Secretary of State every year you apply for a grant from the City of Corpus Christi.

This information is required when you turn in a grant application.

If you have applied for the information but have not received it by the time the application is due, please include information indicating you have applied and place it with the “attachments” where the “status” should go. As soon as you receive the information, turn it in.

→ EXCEPTION- this form is not required from organizations that are part of a school or religious entity, however they must still be a non-profit.

For information about your “Active” status, contact the Texas Secretary of State:

A-Call 1-512-463-5555 and request a Certificate of Status indicating your “Active” status (the certificate does not need to be a certified copy) and include the certificate with your application packet, or

B-Email to corpinfo@sos.state.tx.us to ask for verification of “active status, or “Entity Exists” and insert a copy of the email response with your application packet.

C-There is also a web site available: www.sos.state.tx.us, where a search can be done for a charge.
Search Page: <http://ecpa.ca.state.tx.us/coa/coaStart.html>

2- If the non-profit name you list on your grant Application form is a **dba** (doing business as), the name **MUST BE REGISTERED** with the State or County. You must provide the appropriate form indicating the name is registered, as part of the application process.

APPLICATION INSTRUCTIONS

These instructions are keyed to the numbered sections of the application form. Please submit the completed application form and one complete set of the required supporting documents. Save a copy for your files. Be sure to fill in all the blanks. Incomplete applications will be returned and be disqualified.

Terms of Request: initial on all indicated diagonal lines.

Grant Application Assurances: Authorizing official and Project Director verifies and dates submission.

- 1. Corporation/Organization Name:** Type the legal name of the corporation. If you are a division of a larger organization/corporation, or dba, note both the division and the larger organization/corporation, i.e., Del Mar College, School of Music. Indicate mailing address and phone number of the entity, not the individual contact unless they are the same.
- 2. Contact Person:** Provide the name and address of the individual who can answer all questions regarding this application and who should be receiving communications from the grant committee. It is the organization's responsibility to inform the sub-grant committee of any changes to contact person, address, or email information.
- 3. Authorizing Official:** Provide the name and address of the board member or trustee who will be responsible for all financial affairs of the organization and will administer grant funds that may be awarded for this project.
- 4. Is your organization doing business as (d.b.a.)?** If so, please name main IRS recognized organization. Are you an educational organization?
- 5. Are you a 501(c)(3) or are you under an umbrella?** Name of the umbrella organization.
- 6. Federal Employer's ID or Vendor ID Number:** Provide your Federal employer's identification number or State Comptroller's vendor ID number. This number can be found in your tax exemption file.
- 7. Fiscal Year:** Indicate the organization's fiscal year.
- 8. How long has your organization been in existence?**
Check appropriate box.
- 9. Total Operating Cash resources:** List all of the organization's cash resources from your previous fiscal year. For the current fiscal year, provide the annual operating budget of your organization. Include total amount of cash resources received to date from all sources, e.g. admissions, grants, contributions, donations, memberships, fundraising, gift shop sales, leases, rentals, tuitions, workshop, audition and entry fees, etc. Do not include in-kind services.
- 10. Total Operating Expenditures:** Provide all of your organization's expenditures for the previous fiscal year. For the current year, provide the annual operating budget of your organization. Do not include in-kind services.
- 11. Total Prior Support from the Arts Grant Program:** Indicate the total support from the previous fiscal year and current fiscal year. List the amount **awarded** by the City, not the amount requested.
- 12. Total Support from Other City Sources:** Indicate total support from the City exclusive of the Arts Grant Program for the previous and current fiscal year; i.e., **(a)** buildings, **(b)** direct dollar support, **(c)** line item budget, and **(d)** other (specify).
- 13. Total Grant Funds Requested for current grant year:** (May not exceed 50% of project cost)
- 14. Total Monetary Support** from your Board. By providing monetary support, your Board demonstrates commitment to the organization.
- 15. Diversity of Resources:** Show other sources of specific resources from grants, awards, etc. Dates amounts were Requested and Amounts Pending or Received to demonstrate attempts by organization to diversify its sources of its resources. This information will be used in the scoring process.

16. Organizational Purpose or Mission: State the organization's Mission. Give a sampling of past and planned activities/programs, which support the Mission. Use only the space provided on page.

17. Community Outreach: Percentage of seats available for economically and physically disadvantaged (if applicable) or explain your outreach activity to these audiences.

18. Provide a brief description of what your organization will accomplish with this project in growth & quality and its benefit to the city. **(250 words or less 12-point font only)**

PROJECT FINANCIAL DATA

PROJECT FORM INSTRUCTIONS

Be sure to read the Grant Guidelines for activities not eligible for funding.

1. Expenditures: Indicate projected expenses for this project/operation only.

Include in-kind services. Total all columns down and rows across.

a. Staff Salaries & Payroll Taxes - Payments for individuals who are or will be employees of your organization and will be directly involved with the project/operation., i.e., executive and supervisory administrative staff, professional staff and crews.

Professional Fees - Indicate *honoraria* or stipends for any non-staff person(s) or fees paid for exhibit rentals.

b. Travel and Transportation - Include all costs for travel and transportation directly related to the travel of professional guests/artists - This includes tickets, hotel and other lodging expenses, food, taxis, *per diem* payments, mileage, allowances on personal vehicles and car rentals.

c. Other Expenses

Rentals - Indicate equipment rented for project.

Facilities - Indicate office, rehearsal theater, hall, gallery or other rented space.

Insurance - Indicate insurance costs associated with this project/operation.

Other Operating Expenses - Anything not covered in the above categories, such as, office supplies and materials, postage, telephone, royalties, storage, interest charges, photographic supplies, publication purchases, nonstructural renovations or improvements, and, so forth.

Promotion - Indicate costs of newspaper, radio and television advertising, design costs.

Printing - printing costs for brochures, flyers, posters, tickets, programs, and so forth.

Shipping & Supplies – mailing

2. Cash Resources: For each item, list the cash resources and income specifically designated for this project/operation. Pro-rate where necessary. Do not include the amount requested from the A.C.C.. *Round off to the nearest dollar* (50 cents or more, round up; less, round down). Total all columns down and rows across.

a. Estimated Ticket Sales/Admissions:

(i). Admission charges, subscriptions, box office and performance receipts. (ii). Workshop Fees and Tuition (iii) Other Earned Cash resources, i.e., Fundraising, Memberships, Audition, Costume, Entrant and Participant Fees, etc. Gift Shop items, memorabilia, CD, and DVD sales.

b. Unearned cash resources :

(i) Government Grants - Grants received from government sources other than the A.C.C.. Be sure to have indicated whether these funds are pending or committed.

(ii). Foundation Grants - Monies received from foundations and sources other than the A.C.C.. Be sure to have indicated whether these funds are pending or committed.

(iii) Other Unearned Income. - Please specify other unearned cash resources. Donations, Contributions, Sponsorships.

c. Total Cash Resources :

Show the total for each column; cash provided to your organization, amount you are requesting from the A.C.C., and the total value of in-kind services shown on the previous page under expenditures.

Please be aware that the A.C.C. has a total cap award of \$10,000 per organization.

In the event that a financial imbalance appears, the Grant Committee and/or the ACC will recommend adjustments to award amounts.