

# Arts & Cultural Development Program



## Grant Application Packet FY 2017-2018

August 8, 2017

# Arts & Cultural Development Program

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# Application Process

## **WHERE TO FIND THE APPLICATION**

- Applications are available Monday - Friday, 8:00a.m.-4:30p.m. starting August 8, 2017 at the Parks and Recreation Administration office located at 1504 Parkwood West, Conroe
- Online at <http://www.cityofconroe.org/departments/parks-recreation/forms>

## **Q&A SESSION**

- Ask questions about the application and the review and recommendation process.
- October 10, 2017, 530p.m. at the Parks and Recreation Administration office located at 1504 Parkwood West, Conroe

## **APPLICATION DEADLINE**

- Applications are due January 10, 2018, by 4:30p.m. at the Parks and Recreation Administration office; Attention: Rob Hamilton, Recreation Manager
- No late applications will be accepted

## **MANDATORY PRESENTATION TO A REVIEW COMMITTEE**

- January 25, 2018 in the Parks and Recreation Administration office conference room, 1504 Parkwood Street West, Conroe
- 5 minute limit for presentation

## **RECOMMENDATIONS SUBMITTED**

- A review committee will recommend funding to City council
- February, 2018 recommendations will be presented at a City Council Workshop, 300 West Davis Street, Conroe

## **CITY COUNCIL VOTE ON RECOMMENDATIONS**

- City Council vote in February, 2018 at Council Chambers, 300 West Davis Street, Conroe

## **FUNDING DISTRIBUTION**

- Approved funding will be distributed to organizations in March, 2018

# Arts & Cultural Development Program

## INTRODUCTION

The City of Conroe offers the *Arts & Cultural Development Program*. This program is designed to assist local arts and cultural organizations with dollar-matching financial support. The total amount designated for this program is determined annually by the City Council and announced at the beginning of each grant cycle.

## GOALS OF THE PROGRAM AND FINANCIAL ASSISTANCE AREAS

- To support and sustain the formation of organizations devoted to the visual and performing arts
- To provide opportunities for citizens and visitors to experience art of all genres

## FINANCIAL SUPPORT IS AVAILABLE IN TWO AREAS:

- Full Season Support – Four events in a season to be eligible
- Event Support – Individual event in an annual program or a single project

## ELIGIBILITY

- Only non-profit, tax exempt organizations are eligible to apply for financial assistance, applicants must have a tax exempt 501(c)(3) status and must include a copy of the IRS determination letter with the grant application
- Must reside within the ETJ or City limits of the City of Conroe
- The activity or project must encourage community enrichment in Conroe
- The applying organization must have been in existence for at least one calendar year. A first-time applicant will be considered for a seed grant of \$1,000
- The applying organization must have administrative offices within the City of Conroe
- All events or projects must occur within the City of Conroe and be open to the general public
- Applicants must comply with the audit/financial review requirements provided below

## AUDIT/FINANCIAL REVIEW REQUIREMENTS

- Grant applications seeking \$5,000 or more in funding must be accompanied by an Independent Audit and/or Financial Review prepared by a certified public accountant covering your most recently completed fiscal year. An Independent Audit is required if your organization has an annual operating budget of \$50,000 or more per year. The Independent Audit must be not more than three years old, but if the Audit does not cover the most recently completed year you must also provide Financial Reviews covering the intervening years. If the auditor's opinion is anything other than an "unqualified" opinion then you will be required to address the audit deficiencies prior to the award or disbursement of grant funds
- You will also be required to submit a Financial Review or Financial Audit as appropriate for each fiscal year in which the grant funds are held or expended by your agency. If your organization has an annual operating budget of \$50,000 or more you will be required to submit an Independent Audit covering every third fiscal year
- Your organization must prepare and make available for public inspection all records required by Texas Business Organizations Code Sec. 22.352 and such records must be maintained for at least three years following the close of each fiscal year

## **PROJECTS NOT FUNDED**

- Social functions, parties, receptions and general hospitality
- Projects involving academic credit
- Operating expenses for privately-owned facilities
- Out-of-state travel
- Capital bricks and mortar
- Commercial projects
- Retroactive funding
- Direct funding to individuals
- Activities that are illegal or in violation of federal, state, or local law

## **LIMITS ON PERCENTAGE OF SUPPORT**

At no time will any grant exceed 25% of the total project cost or more than 25% of the organization's total budget. Organizations must demonstrate the financial capacity to cover all remaining costs.

## **GRANTS AVAILABLE**

- Event Support - Up to \$5,000
- Full Season - Up to \$15,000
- First Time Applicant - \$1,000

## **APPLICATION DEADLINE AND FUNDING PERIOD**

The grant cycle starts with a press release in August, 2017. The announcement will state the date on which grant applications will become available and the date by which completed applications must be submitted to the City, the official to receive the grant applications and any other relevant information related to the current grant cycle.

## **EVALUATION CRITERIA**

An advisory committee of grant reviewers appointed by the City Council will review the grants and make recommendations to the City Council. The final decision on all grants is reserved to the City Council. The City Council reserves the right to approve the award of grants in differing amounts based on:

- Community impact
- Number of performances or events
- Ticket sales and attendance
- Any other evaluation factors expressly included in the call for grant applications

## **ACKNOWLEDGMENT OF FUNDING**

All groups that receive funding must state on all publicity: "This project is supported by funds from the *City of Conroe Commission on Arts & Culture*".

- All grantees must send two tickets to the City of Conroe for each of their shows or performances

## **ASSISTANCE**

Rob Hamilton, Recreation Manager, is available at 936-522-3823 or e-mail at [rhamilton@cityofconroe.org](mailto:rhamilton@cityofconroe.org)

# 2017-2018 Application

## ORGANIZATION INFORMATION

Organization
Brief Description of Organization
Mission Statement
Address
Lead Contact For Grant
Phone
Email

## ADDITIONAL INFORMATION

President/Chair Contact Info
Vice President/Chair Contact Info
Secretary Contact Info
Treasurer Contact Info
List Board Members

**DESCRIPTION OF PERFORMANCE(S), PROGRAM(S), ACTIVITY(S)**

In this section, applicant must provide information that demonstrates how the funding will be used.

Required: provide information that demonstrates how the funding will be used (not to exceed two pages)

## ELIGIBILITY

In this section, applicant must provide information that demonstrates all eligibility requirements are met.

1. Only non-profit, tax exempt organizations are eligible to apply for financial assistance. Applicants must have tax exempt 501(c)(3) status and must include a copy of the IRS determination letter with the grant application.  
Required: provide a copy of your 501(c)(3) statement  
Required: provide a copy of the IRS determination letter
2. Must reside within the ETJ or City limits of the City of Conroe.  
Required: provide a verification of residence
3. The activity or project must encourage community enrichment in Conroe  
Required: provide an explanation how the organization will encourage community enrichment in Conroe
4. The applying organization must have been in existence for at least one calendar year. A first-time applicant will be considered for a seed grant of \$1,000.  
Required: provide verification of more than one year in existence
5. The applying organization must have administrative offices within the City of Conroe.  
Required: provide verification that administrative offices are within the City of Conroe
6. All events or projects must occur within the City of Conroe and be open to the general public.  
Required: provide location(s) with address(s) of all performances, programs, and activities that funding is provided for
7. Applicants must comply with the audit/financial review requirements provided below.  
Required: submit audit information as outlined in the AUDIT/FINANCIAL REVIEW REQUIREMENTS



## LIMITS ON PERCENTAGE OF SUPPORT

In this section, applicant must provide information to determine limit on percentage of support.

8. At no time will any grant exceed 25% of the total project cost or more than 25% of the organization's total budget. Organizations must demonstrate the financial capacity to cover all remaining costs.

Required: applicant must provide their annual budget inclusive of all revenue and all expenses

Required: submit Financial Review or Financial Audit as stated in the AUDIT/FINANCIAL REVIEW REQUIREMENTS

Note: The City of Conroe will fund half the cost of auditing services for the 17-18 budget year, subsequent years the organization will be responsible.

Auditing Firms-

1) Pierson & Pierson, 122 W. Davis Suite 110, Conroe TX 77301

Phone: 936-756-2008

2) Postlethwaite & Netterville, 11757 Katy Freeway Suite 650, Houston TX 77079

Phone: 800-259-2922

3) Weaver, 1406 Wilson Road Suite 100, Conroe TX 77304

Phone: 936-494-4138

Questions About Audits- Claudia Curtis, Accountant, City of Conroe Finance Department

300 W. Davis 2<sup>nd</sup> Floor, Phone: 936-522-3037

## EVALUATION CRITERIA

In this section, applicant must provide information that demonstrates all evaluation criteria is met.

9. Community impact.

Required: explanation on how the performance(s), program(s), and activity(s) will impact the community

10. Number of performances or events.

Required: propose number of performance(s), program(s), activity(s)

11. Ticket sales and attendance.

Required: estimated ticket sales and attendance for all performance(s), program(s), activity(s)

12. Any other evaluation factors expressly included in the call for grant applications

Required: provide any evaluation factors for consideration

## ACKNOWLEDGEMENTS

*Initial each box*

	Must submit original application, single side only in a three ring notebook.
	Must acknowledge the City of Conroe as a funding source on all printed materials and website.
	Must provide a link to the City of Conroe website on the organizations website.
	Must provide at least two admission tickets to the City of Conroe for each performance, program, and activity.

I, \_\_\_\_\_ (name), understand all information as stated in the application packet. I agree to meet all stated proposals for performance(s), program(s), and activity(s) as detailed in this application packet. I understand that failure to meet my organization's delivery of the content of this application packet may result in limited or no funding in subsequent years. I agree that all information in this grant application is accurate and true to the best of my knowledge.

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Printed Name

Organization/Title

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Signature

Date