

**CITY OF DESOTO  
CULTURAL ARTS GRANT APPLICATION FY 2018-19**

- Important:
1. Please be sure to read the accompanying Cultural Arts Grant Program Guidelines.
  2. Submit one application with one complete set of scanned support materials (required attachments) per project.
  3. Keep an additional copy for your files.
  4. All applications and support materials must be received by email by 5pm on September 28, 2018. Once complete, save and email your application and scanned supporting materials to [kathy.jones@desototexas.gov](mailto:kathy.jones@desototexas.gov)

Projects must take place during the calendar year 2019 (January 1, 2019 through December 31, 2019) to be eligible for funding.

Type of financial assistance requested (circle one):

- \$3,000 (maximum grant) for an Established Organization in operation 5 years or more
- \$1,500 Special Projects – support for a single event, limited to two (2) projects per year
- \$1,500 for incubator/project by a Start-up organization

Project/Program Title \_\_\_\_\_

Total Request \$ \_\_\_\_\_

**FOR STAFF ONLY:** Date Received/Postmarked: \_\_\_\_\_

Amount Awarded \$ \_\_\_\_\_

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**SECTION A: APPLICANT'S IDENTIFICATION**

1. \_\_\_\_\_  
Organization Name (per IRS Determination Letter ---or--- Texas Certificate of Filing)

2. \_\_\_\_\_  
EIN (Federal Employer's Identification #)                      Incorporation Date

or

3. \_\_\_\_\_  
Texas Certificate of Filing #                      Effective Date                      Org. website address

4. \_\_\_\_\_  
Organization Mailing Address                      City                      State                      Zip

5. \_\_\_\_\_  
Registered Agent Name Telephone
6. \_\_\_\_\_  
Registered Agent Address City State Zip
7. \_\_\_\_\_  
Registered Agent's Business Phone Registered Agent's Email Address
8. \_\_\_\_\_  
Project Manager's Name Telephone
9. \_\_\_\_\_  
Mailing Address City State Zip
10. \_\_\_\_\_  
Business Phone Email Address Website

**SECTION B: SUMMARY OF APPLICANT'S FINANCIAL INFORMATION**

1. Applicant's Fiscal Year \_\_\_\_\_ to \_\_\_\_\_

	PREVIOUS FISCAL YR.	BUDGETED CURRENT FISCAL YR.	PROJECTED UPCOMING FISCAL YR.
2. Total operating revenues (see detailed attachments)	\$ _____	\$ _____	\$ _____
3. Total operating expenditures	\$ _____	\$ _____	\$ _____
4. Support from Arts Grant Program	\$ _____	\$ _____	\$ _____

**SECTION C: SUMMARY OF APPLICANT'S PURPOSE AND GOALS**

Please state the purpose of your organization. Include a detailed summary of your current organization's goals and objectives with examples of past and future activities. Attach your organization's mission statement.

## **SECTION D: APPLICANT'S FUND RAISING INFORMATION**

Grant funds awarded by the City of DeSoto are not intended to be the sole source of funding for a project. Diversification of income is considered when awarding grants. Please identify other sources of income which have been acquired or are being pursued for this project. If you have applied for other grants, please note time of expected notification of award of funds.

**The award of arts grants is determined by the availability of funding through the City's Hotel Occupancy Fund and is subject to City Council approval. The City of DeSoto's fiscal year (FY) begins October 1, 2018 and ends September 30, 2019. The DeSoto Arts Commission is accepting applications for projects that take place during the calendar year 2019 between January 1, and December 31 and grant funding will only be provided for projects, programs, and/or activities that take place during the calendar year 2019.**

**SECTION E: DESCRIPTION OF THE PROGRAM, PROJECT OR ACTIVITY FOR WHICH YOU ARE REQUESTING FUNDING:**

1. 

Activity/Project/Program Title	Priority Number (in case of multiple applications)
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2. Please provide a concise description of the project, program or activity for which you are requesting funding.

**The award of arts grants is determined by the availability of funding through the City’s Hotel Occupancy Fund and is subject to City Council approval. The City of DeSoto’s fiscal year (FY) begins October 1, 2018 and ends September 30, 2019. The DeSoto Arts Commission is accepting applications for projects that take place during the calendar year 2019 between January 1, and December 31 and grant funding will only be provided for projects, programs, and/or activities that take place during the calendar year 2019.**

3. Please list the dates of your program/project/activity:

Date(s) of program(s):

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4. Venue where activity will be presented: \_\_\_\_\_

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Location: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

5. Is this project/program:                 new \_\_\_\_\_  
  expanded \_\_\_\_\_  
  continuing \_\_\_\_\_

6. The grant funding you are applying for is derived from Hotel/Motel Tax generated by room nights in DeSoto hotels. Additional points can be earned in the scoring of your application if you can provide evidence of increased tourism (that your project attracts an audience of people from cities outside of DeSoto) resulting from your project. Please provide the method that you will use to capture this information (example; completion of audience surveys that ask for zip codes.)

7. Please estimate the total number of persons that will benefit from this project using actual attendance at previous projects. Include your method of capturing the data and supporting documentation from your previous projects that substantiate your estimation. Identify the previous project you are referring to including the date the project took place and the venue.

8. What is your reason for doing this project? What need does it fill in the community?

9. A. Timetable

Provide an anticipated Timetable for the Project(s). Please show when your project will begin, be in rehearsal, the date(s) of performance or public viewing, and the date the program or project will end. When using a City facility such as the Civic Center or Corner Theatre, please arrange rehearsals and performances to conform with the posted hours of operation of the Corner Theatre or Civic Center as follows; 7 a.m. to 10 p.m. Monday through Thursday, 7 a.m. to midnight on Friday and Saturday and 1 p.m. to 6 p.m. on Sunday.

Project Description	Date

B. Operation/Implementation

Describe the manner in which the Project will be operated, supervised and implemented. Describe and address the decision-making authority of governing boards and any project committees organized to oversee the program.



## 9. Evaluation

List the criteria by which the project's success in meeting its purpose and goals will be evaluated. Please be prepared to discuss this component with the Arts Commission during your face to face evaluation meeting.

## **SECTION F: MARKETING PLAN**

Please describe your marketing plan. How are you going to inform the public about your event and encourage participation? List the markets (i.e. age groups, interest groups, etc.) that your marketing plan will target to benefit from your project.

**SECTION G: SEASON EXPENDITURES AND REVENUE ESTIMATION (BUDGET)**

Set up a template similar to the one below to identify the expenditures associated with the organization's project, season or individual's project. If requesting funding for multiple projects, complete a template for each project.

Expenditures:	Column 1 Expenditures Covered by Arts Grant	Column 2 Expenditures Covered by Applicant	(Column 1 & 2) Total Expenditures
Professional Services (i.e.) Please detail: Performer fees Director fees Choreographer fee Script Use Rights Other _____			
Facilities Rental** Including the Corner Theatre or DeSoto Civic Center			
Travel & Transportation			
Lodging			
Equipment or Costume Rentals (Excluding Facilities)			
Supplies & Materials			
Lighting Design/Sound Technician			
Publicity & Promotion			
Printing 50% of Actual Cost			
Postage 50% of Actual Cost			
Other			
Other			

Other			
<b>Total Expenditures</b>			

**\*\* If you or your organization plans to use the Corner Theatre for your project, please include the appropriate rental fees associated with that use. Please refer to Appendix C of the Grant Guideline document for Corner Theatre rental rates. Civic Center rental rates are available through their booking agent by calling 972-230-9655.**

Using the template below, please identify the anticipated revenues associated with the applicant organization’s project, season or individual artist’s project. If requesting funding for multiple projects, complete this page for each project.

Revenues:	Amount
City Funds (grant funds requested)	
Admissions	
Merchandize Sales	
Memberships	
Individual Donations	
Corporate Donations	
Foundation Support	
State Funds	
In-Kind Services*	
Other	
Other	
Other	
<b>Total Revenues</b>	

\*Revenues for in-kind services will be calculated at minimum wage.

## **SECTION H: SUPPORTING DOCUMENTS**

Submit documentation that supports the capabilities and experience of the project manager(s) or the individual artist. At minimum, include the following items:

- a. experience and qualifications of project manager (i.e. resume, business and/or artistic bio, etc.)
  - b. a copy of published reviews of previous productions
  - c. a copy of three letters of recommendation of professional or community support regarding previous productions
  - d. a copy of the memorandum of understanding if working with an umbrella 501(c)3 group
  - e. the link to video of your work that is posted on YouTube or other online source if available
  - f. a copy of flyer(s) and poster(s) advertising previous productions
  - g. the link to audio of appropriate previous work(s)
- Please scan these supporting documents and email them along with your application.

## **SECTION I: ASSURANCES – this section represents the commitment the arts organization or individual artist makes to the City of DeSoto when you accept funding.**

If a grant is awarded, the applicant hereby assures the City of DeSoto that:

1. The activities and services for financial assistance sought will be administered by the applying organization.
2. Any funds received through this application will be used solely for the projects, programs, or activities described in this grant application.
4. Provide evidence of general liability insurance with a \$1,000,000 limit if the Corner Theatre or other City of DeSoto facility is used for the funded activity (this requirement currently under review)
5. Grant recipient will support DeSoto Arts Commission activities by providing a short showcase performance if applicable or four hours of volunteerism during the twelve month grant period.
6. Acknowledge City of DeSoto and the DeSoto Arts Commission as a contributor or sponsor in any printed material related to the performance for which funding was received.
7. If any content of a performance warrants a disclaimer as to the intended audience, grant recipient must disclose it during the application process and include it in the advertisement for the performance.
8. No later than 30 calendar days after the conclusion of the production, grant recipient must complete the Production Evaluation form as required and submit it to the DeSoto Arts Commission in order to receive the 10% grant funds that are withheld pending completion of the project.
9. Grant recipient will make available seven complimentary tickets for DeSoto Arts Commission Board members to attend one performance of each funded production. Board Members wearing their official City of DeSoto Arts Commission badge will be allowed free admission to one performance of each funded production.

10. Grant recipient assumes primary responsibility to market each funded performance.
8. Grant recipient will provide a minimum of a 60 calendar days written notification for cancelation or material change of a scheduled production.
9. Grant recipient will provide auditable documents within 10 business days of a request from the Arts Commission.
10. Grant recipient will meet with Arts Commission twice during grant period to provide project status and updates and to provide evaluation information on completed projects.

## **SECTION K: CHECK LIST OF ATTACHMENTS**

**Applicant Organizations: please make sure that all of the following items are included with your application. Incomplete applications will not be considered for funding.**

- ( ) Current list of Applicant Organization's Board of Directors and staff, with their addresses, phone numbers and email address.
- ( ) A copy of Applicant Organization's By-laws, Charter and organizational history
- ( ) A copy of the minutes of the Applicant Organization's board meeting approving this application for grant funds
- ( ) A copy of Applicant Organization's itemized financial statement for the previous year
- ( ) A copy of Applicant Organization's current operating budget
- ( ) A copy of Applicant Organization's projected budget for upcoming fiscal year (i.e., the year for which the project is proposed)
- ( ) A copy of Applicant Organization's IRS exemption letter or letter of non-profit status with the State of Texas
- ( ) A copy of Applicant Organization's most recently submitted IRS 990 Form
- ( ) A certificate of insurance evidencing Applicant Organization's general liability insurance and naming the City of DeSoto as an "Additional Insured"
- ( ) One (1) complete City of DeSoto Cultural Arts Grant Application with required attachments.
- ( ) Supporting Documents requested in Section H of this grant application
- ( ) Copies of three letters of recommendation or professional or community support
- ( ) Copy of Memorandum of Understanding if working under a 501(c) 3 umbrella organization

**Deadline to submit completed application** – September 30th at 5 p.m. unless this date falls on a Saturday, Sunday or Holiday, in that case the application is due on the previous Friday at 5 p.m. Applications will not be accepted after the deadline. Submit all completed applications by email to [kathy.jones@desototexas.gov](mailto:kathy.jones@desototexas.gov).

**Request any of the above mentioned forms and direct any questions or concerns to:** DeSoto Arts Commission by contacting Kathy Jones, Community Relations Manager, at 972-230-9648 or at [kathy.jones@desototexas.gov](mailto:kathy.jones@desototexas.gov) or Jennifer Lewis-Johnson at [Jennijohn36@gmail.com](mailto:Jennijohn36@gmail.com).

Signature of Registered Agent, Organization \_\_\_\_\_

Typed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Project Manager: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Date: \_\_\_\_\_