



2025 Arts Grant Program Workshop



Prepared October 2024



2025 Arts Grant Program

The Basics

Total grant funds available:

\$300,000 (Hotel Occupancy Tax funds)

Maximum award:

50% match up to \$15,000

One application per organization, unless it is a higher education institution

Grant funding period: *January 1, 2025 –
December 31, 2025*

Grant guidelines and forms:

www.ccparkandrec.com (go to Arts & Culture)

www.cctexas.com/arts-culture



2025 Arts Grant Program

Source of Funds

Funds for this program come from Hotel Occupancy Tax (HOT) revenue.

Per state law, HOT revenue may be used only to promote tourism AND the convention and hotel industry.

Permitted uses of HOT funds related to arts & cultural activity: “The encouragement, promotion, improvement, and application of the arts....related to the presentation, performance, execution, and exhibition of these major art forms.”

Texas Tax Code Section 351



2025 Arts Grant Program Source of Funds

WHAT DOES THAT MEAN TO YOU?

The Arts Grant may be used for marketing and promotion, audience development, production/exhibition related costs, payments to artist, artist related costs, and other direct costs specific to the project.

The Arts Grant may not be used for general operations of organization, staff travel/conferences, elimination of debts/fines, fundraising events, food or alcoholic beverages, etc. (see Guidelines pages 5 - 6)



2025 Arts Grant Program Basic Eligibility Requirements (Page 6)

The organization must:

- Submit application and all supporting documents by the deadline.*
- Provide proof of IRS 501(c) as a public charity/tax-exempt status no later than August 1, 2023 (determination or affirmation letter)*
 - 'sponsor organization'*
- Provide proof of registration with the Texas Secretary of State to transact business in Texas ('active' by November 1, 2023)*

Continued...



2025 Arts Grant Program Texas Secretary of State

A “certificate of status” is a certificate issued by the Texas Secretary of State that serves as official evidence of an entity’s existence or authority to transact business in Texas

More information:

- Online: [SOSDirect](#) or Texas Secretary of State
- Phone: (512) 463-5555
- Email: SOSDirect@sos.texas.gov
- Mail: Public Information Response Team
Corporations Section
P. O. Box 13697
Austin, Texas 78711-3697



2025 Arts Grant Program Basic Eligibility Requirements (Page 6)

(continued) The organization must:

- *Provide copy of 2023 IRS Form 990*
- *Support and promote arts and cultural activities as the HOT funds' intended use*
- *Be physically based and offer events primarily in the City of Corpus Christi*
- *Be governed by a local board of directors that meets regularly*
- *Not have any outstanding items or debt with the City of Corpus Christi*
- *Show a dollar-for-dollar match from cash revenue other than City funds, and revenue collected during grant year*



2025 Arts Grant Program Review Process (Page 7)

Eligibility Review Team

- *Team made up of City Staff from Parks and Recreation, Legal, and Budget*
 - *Advisory representative from Visit Corpus Christi*
- *Reviews for Basic Eligibility Requirements*





2025 Arts Grant Program Required Grant Documents

(NEW THIS YEAR) ONLINE SUBMITTAL ONLY

Grant application packet:

- ***Application Form & Checklist***
- ***Project Narrative Form (Part 1 & Part 2)***
- ***Budget Form***



2025 Arts Grant Program

Application Form and Checklist	Project Narrative Part 1	Project Narrative Part 2	Budget Form
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Click [HERE](#) to find the 2025 Arts Grant Program Guidelines

APPLICATION FORM and CHECKLIST

Project Name*

2025 Arts Grant Program Application Form & Checklist

[New Submission](#)





2025 Arts Grant Program Evaluation Criteria – Project Narrative

The two main criteria below will be used to score each grant application up to a maximum score of 100 points.

- Artistic Merit (40 points; 10 per question)***
- Economic and Social Impact (60 points; 10 per question)***

A score of at least 70 points (ACC Review Panel average) must be earned for the grant application to receive a funding recommendation.

[New Submission](#)



2025 Arts Grant Program Review Process

Arts & Cultural Commission (ACC) Review Panel

- *Panel made up of members of the ACC (9 total)*
- *Reviews based on Evaluation Criteria*





2025 Arts Grant Program Budget Form

- ***Grant funding may only account for up to 50% of a projects total cost, up to \$15,000, for a 1:1 match.***
- ***Up to 25% of the matching income and expenses may be in the form of documented in-kind support.***
- ***Provide a brief description for each line item, expenditure, and revenue.***
- ***All budget amounts must be appropriate, complete, and reasonable.***
- ***Amounts entered below will be rounded to the nearest dollar.***
- ***Total revenues must be equal to or greater than total expenses.***

New Submission



2025 Arts Grant Program

Deadline: Friday, November 15, 2024
by 5:00 p.m.

(www.cctexas.com/arts-culture)

2024:

Oct 15 Arts Grant program information and link to required forms available on website

Oct 22 Grant application workshop (link to online PDF)

Nov 15 Grant deadline

Nov 19 – Dec 12 Eligibility Team and ACC review

Dec 13 Notification of unqualified applicants

Dec. 20 Formal Appeal Deadline

2025:

Jan 6 Notification of grant awards

Feb 3 – Feb 14 Grantee agreements signed

March Organizations receive first half of award funds

Oct 1 Fiscal Year 2025-2026 begins (Arts Grant contingent upon funding)

Dec 31 End of Arts Grant program Year 2025

2026:

Feb 15 Completion Report due for Year 2025

The link to the Arts Grant application and workshop can

be found at:

www.ccparkandrec.com

Go to the Arts & Culture page for information on the 2025 Arts Grant

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2025 Arts Grant Program Agreement

- **Grant agreement with the City of Corpus Christi**
- **Agreement requirements**
 - *Acknowledge the support of the City of Corpus Christi through the use of logos and credit line on all marketing and promotional materials.*
 - *Actively promote tourism and the hotel and convention industry*
 - *Provide the ACC with written notifications of any significant changes*
 - *Obey all applicable Federal, State, County and City government laws*
 - *Submit a Completion Report*



2025 Arts Grant Program Completion Report

- ***Grant payment: 2 installments***
- ***Reporting requirements:***
 - ***All advertising and promotion materials (City logo)***
 - ***Supporting documents: each revenue and expenditure line item***
 - ***Estimated number of attendees (125 miles outside of Corpus Christi)***
 - ***Written marketing/advertising strategy***



2025 Arts Grant Program Helpful Tips

- ***Read guidelines***
- ***Plan your responses & avoid repetition***
- ***Don't assume***
- ***Avoid generalizations***
- ***Proofread***
- ***Demonstrate adequate revenue sources***



2025 Art Grants Program Workshop



Questions?
Call 361-826-3828
Email
accartsgrants@cctexas.com

