

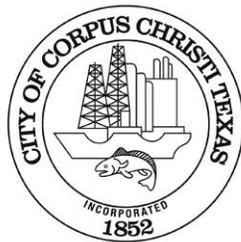
City of Corpus Christi  
Parks and Recreation Department  
Arts & Cultural Commission  
Office of Arts and Culture

# **GUIDELINES**

# **Arts Grant Program**

# **2019**

Application Deadline: 5:00pm October 22, 2018



Arts Grant Program  
Parks and Recreation Department  
Office of Arts and Culture  
1581 N Chaparral, Corpus Christi, Texas 78401  
Parks and Recreation Phone: 361-826-PLAY (7529)  
Fax: 361-826-3864  
Arts and Culture Phone: 361-826-3489

The City of Corpus Christi promotes participation regardless of race, color, national origin, sex, age, religion, disability or political belief. Reasonable accommodations are provided upon request and in accordance with the Americans with Disabilities Act. For assistance or to request a reasonable accommodation, please call 361-826-3460 at least 48 hours in advance. Upon request, this information can be available in large print or digital file.

## Important Dates

### 2018:

Sep 6	Arts Grant program information and link to required forms available on website
Sep 18	Grant workshops (required for first time applicants and former applicants who received a score of 80 or below)
Oct 1	Fiscal Year 2018 budget approved by City Council (Arts Grant contingent upon funding)
Oct 22	<b>Grant deadline</b>
Oct 23 –Nov 13	Eligibility Team and ACC review
Nov 14	Notification of unqualified applicants
Nov 21	Formal Appeal Deadline (Note this is day before Thanksgiving)
Dec 1	Notification of grant awards
Dec 17 & 18	Grantee training; agreements signed

The link to the Grant application can be  
found at:

[www.ccparkandrec.com](http://www.ccparkandrec.com)

Go to the **Arts & Culture** page for  
information on the 2019 Arts Grant

### 2019:

Jan	Organizations receive 1 <sup>st</sup> half of award funds (contingent upon 2018 grant completion)
Feb 15	Completion Report due for Year 2018
Oct 1	Fiscal Year 2020 begins (Arts Grant contingent upon funding)
Dec 31	End of Arts Grant program Year 2019

### 2020:

Feb 15	Completion Report due for Year 2019
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## Things to Remember

- Read the guidelines before beginning the application process.
- Attend a Grant Workshop on September 18, 2018.
- Plan answers carefully to avoid repetition. Remember all applications are reviewed and scored on how well the applicant meets the Eligibility and Evaluation criteria.

- Don't assume. The Eligibility Team or ACC Review Panel member who reviews the application may have no knowledge of your organization or its programming. Make sure you describe existing and proposed programs in detail. The application should stand on its own merits.
- Avoid generalizations. Rather than stating, "We have operated a successful series of concerts for the last four years," use numbers to prove your case. For example, "we have produced six plays with 10 performance runs for the last four years to audiences ranging from 75 to 100 for each performance."
- Proofread before submitting your grant application.
- Demonstrate adequate revenue sources for the project's matching grant funds.
- All questions must be FULLY answered. Refrain from duplicating a response from a previous question.

## Grant Workshops

Required for first time applicants and those who scored below 80 in a previous application. Workshops will be held Tuesday, September 18, 9:00 - 11:00 a.m., and 4:00 - 6:00 p.m. in the Galvan House in Heritage Park, 1581 N. Chaparral. **Please RSVP to one session by calling Shelly Rios at 361.826.3489.**

## Overview of the Arts Grant Program

The City of Corpus Christi enthusiastically supports enhancing the community's quality of life through the arts and is dedicated to promoting public participation in arts and cultural activities for residents and visitors.

### OBJECTIVES

The objectives of the Arts Grant Program are to:

1. Support and promote arts and cultural activities that implement the intended use of Hotel Occupancy Tax funds to promote tourism and the convention and hotel industry.
2. Assist nonprofit organizations in producing and presenting arts and cultural projects that promote Corpus Christi as a cultural destination.
3. Support the needs of local arts organizations and encourage creativity and artistic development.

### APPLICATION DEADLINE

Grant application must be completed by 5:00 p.m. on Friday, October 22, 2018. **No exceptions.**

### SOURCE OF GRANT FUNDS

Funding for the Arts Grant Program is provided by the City of Corpus Christi utilizing the Hotel Occupancy Tax (HOT) fund. Per state law, revenue from the municipal Hotel Occupancy Tax may be used only to promote tourism and the convention and hotel

industry. Organizations applying for and receiving Hotel Occupancy Tax funds are required to adhere to the state laws governing the use of such funds.

Among the permitted uses of HOT funds are the following related to arts and cultural activity:

*The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms [Texas Tax Code Section 351.101(a)(4)].*

#### SIZE OF GRANT AWARD

The maximum request is 50% of a project's actual/eligible expenses up to \$15,000. One application per eligible organization, except for higher education institutions, may be submitted. A 'project' is defined as a singular event or series of related activities.

#### TERMS OF GRANT SUPPORT

The period of support for this grant cycle is January 1, 2019 through December 31, 2019. Grant funds cannot be used for budgeted expenses incurred prior to or after the grant term and the matching funds required for the grant must be collected during the grant term. A Completion Report will be due 45 days after the last grant funded event and no later than February 15, 2020, NO EXCEPTIONS.

#### WHAT WILL BE FUNDED

- Marketing and promotion,
- Production or exhibition related costs,
- Payments to artists
- Other direct costs with proper documentation that are specific to the project outlined in the application for funding.

#### INELIGIBLE ACTIVITIES FOR ARTS GRANT FUNDS

- Elimination of accumulated debt, fines, penalties, costs of litigation or items for resale
- Operating/overhead expenses including personnel expense normally associated with general operations of the organization
- Programs, which are primarily recreational, therapeutic, rehabilitative, religious and educational, where art is incidental.
- Staff travel, meetings, conferences or membership dues
- Lobbying
- Fundraising events or activities; events or projects closed to the public
- Projects already funded or completed

- Receptions, social functions, or parties
- Food or alcoholic beverages
- Fireworks
- Scholarships, awards or cash prizes
- Grant preparation costs

## Eligibility Criteria

### BASIC ELIGIBILITY REQUIREMENTS

1. Submit application and all supporting documents by grant deadline.
2. An organization must have received its IRS 501(c) designation as a public charity no later than August 1, 2017 and maintain the designation current with the IRS during the grant period. If this criterion cannot be met, the applicant may apply through a 'sponsor organization.' **If a sponsoring organization is used, written approval from the governing body of the sponsoring organization should accompany the application along with proof of its tax-exempt status.** The sponsoring organization will become responsible for project administration and management.
3. Provide proof that organization has registered, or in the process of registering, with the Texas Secretary of State office and is considered 'active' (schools and religious organizations are exempt from this requirement). An organization must be 'active' by November 1, 2017 should the project be selected for funding.
4. Provide a copy of the first page of IRS Form 990, 990 PF, 990 EZ, or 990 N for Fiscal Year 2016 (or most recent year available).
5. The organization's project must support and promote arts and cultural activities that implement the intended use of Hotel Occupancy Tax funds, as described in Sections 351.101(a)(4). (*see 'source of grant funds' on pg 3*)
6. The organization is physically based and offers events primarily in the City of Corpus Christi.
7. The organization is governed by a local board of directors that meets quarterly, at minimum.
8. The organization does not have any outstanding legal or financial items due to the City of Corpus Christi, including overdue reports for previous grants or projects.
9. The organization's project is matched dollar for dollar from cash revenue other than the City of Corpus Christi's Arts Grant Program or other City sources. The matching funds must be collected (not just pledged or awarded) during the term of the grant.

## Review Process

### ELIGIBILITY REVIEW TEAM

Upon receipt of the grant application, an Eligibility Review Team composed of City staff from Parks and Recreation, Legal, Budget, and an advisory representative from the Greater Corpus Christi Hospitality Association, will review for the Basic

Eligibility Requirements outlined in the previous Section. Incomplete applications or those that do not meet basic eligibility requirements will not be eligible for consideration. Applicants that do not submit their application and supporting documents by the deadline or not in the required format will not be eligible for consideration. Applications submitted to the City of Corpus Christi become the property of the City and may be reviewed by the public upon request. Eligibility Review Team members may neither discuss, review, nor score applicants with whom they have a conflict of interest (*see definition below*) currently or in the past twelve months or projected grant term.

#### ACC REVIEW PANEL

If applications have met all the Basic Eligibility Requirements, they will be reviewed and evaluated by the Review Panel made up of the Arts & Cultural Commission. Meetings will be scheduled so that panelists may review, discuss and score all eligible applications. The ACC Review Panel will meet in compliance with the Open Meetings Act. All meeting dates and agendas are publicly posted on the electronic bulletin board in the Atrium of Corpus Christi's City Hall. Members of the ACC Review Panel must declare their conflicts of interest regarding the organizations being reviewed. ACC Review panel members may neither discuss, review, nor score applicants with whom they have a conflict of interest (*see definition below*) currently, or in the past twelve months, or projected grant term.

#### CONFLICT OF INTEREST

A circumstance such as employment, board membership, or other personal interest that influences an individual's ability to perform their duties without bias or prejudice.

#### EVALUATION CRITERIA

The two main criteria below will be used to score each application up to a maximum score of 100 points. A score of at least 70 points (ACC Review Panel average) must be earned for the application to receive a funding recommendation. The application must address each of the following:

##### Artistic Merit (40 points, possible 10 points per question)

- Describe how the organizations past programs or services have demonstrated cultural significance for the community?
  - *Reviewer will evaluate applicant's past programs and/or services*
  
- Describe the unique characteristics and artistic vision of this proposed project.
  - *Reviewer will evaluate the project's originality and creativity*

- List the qualifications of the proposed participating artists or experts and identify their role in the project.
  - *Reviewer will evaluate the qualifications of participating artists or experts*
  
- How will the project enhance Corpus Christi's cultural identity?
  - *Reviewer will evaluate project's ability to enhance Corpus Christi's identity as an arts & cultural destination.*

### Economic and Social Impact (60 points, possible 10 points per question)

- Detail how the project will attract visitors to Corpus Christi and what is the expected attendance?
  - *Reviewer will evaluate the project's potential draw/expected attendance and the applicant's research and analysis of potential audience.*
  
- How does the marketing strategy target overnight visitors.
  - *Reviewer will evaluate the applicant's marketing plan to attract tourists as described in application and whether marketing budget is reasonable and complete.*
  
- List the methods that will be used to collect data regarding audience demographics, audience involvement, and tourists in attendance (example: zip code collection, online ticket sales, phone apps, social media)?
  - *Reviewer will evaluate the applicant's information gathering/recordkeeping methods*
  
- What is the budget justification for the project and how was it developed?
  - *Reviewer will evaluate whether budget is reasonable and complete*
  
- List all sources of revenue for the proposed project (including this grant request).
  - *Reviewer will evaluate the applicant's revenue diversity*
  
- How will the project stimulate the local business economy? List local businesses and organizations you will be working with on this project (example: local printers, event firms, reserved blocks at hotels).
  - *Reviewer will evaluate the project's ability to stimulate the local business economy and the level of engagement with local businesses.*

## Appeal Process

A score of at least 70 points must be earned for the application to receive a funding recommendation. Applicants who meet the basic eligibility requirements, but do not score at least 70 points will be notified by November 14, 2018 and have until November 21, 2018 to submit a formal appeal.

Applicants who believe their proposals for funding or approval were rejected for the following **two** reasons may appeal to the Commission for reconsideration:

1. influence of evaluation panel or Commissioners who willfully failed to disclose conflicts of interest; or
2. provision of incorrect information by City staff or evaluators at the time of scoring, despite the presence of the correct information as part of the original application.

The applicant must be able to show a link between one of these circumstances and a low score or rating and/or negative panel comment. Failure to submit a complete application by the deadline does not constitute grounds for an appeal. Dissatisfaction with the denial of a grant or with the amount of the grant is an insufficient reason for appeal.

Appeals must be presented through the Arts Grant appeal form to City Staff at ShellyR@cctexas.com. The deadline for appeals is November 21, 2018. All appeals will be presented to the Commission for their consideration. Applicant will be notified after the Commissioners' final decision. **All decisions of the Commission are final.**

## How to Apply for an Arts Grant

A link to the grant application will be available on the Parks and Recreation website at: [www.ccparkandrec.com](http://www.ccparkandrec.com) on **September 6, 2018**. From the Parks and Recreation Home page select 'Arts & Culture' for information on the 2017 Arts Grant Program.

The grant documents one (1) through seven (7) listed below constitute one (1) grant packet.

1. **Application:** To be completed by an authorized official of organization.
2. **Project Narrative Form**
3. **Budget Form:** A full itemization of each expenditure and revenue amount is required. Project budget must indicate expenses and revenue available during the grant year, January 1, 2018 through December 31, 2018.

**Support Documents:**

4. Proof of 501(c) tax exempt status - copy of **IRS tax determination letter** only
5. Proof of 'active' status (or recent registration) with Texas Secretary of the State Office (*NOT Comptroller's Office*)
6. Copy of **first page** of IRS Form 990, 990 PF, 990 EZ or 990 N for organization's Fiscal Year 2016 (or most recent year available)
7. Provide a notarized sworn statement from the Board of Director's Chair or Recording Secretary which includes a list of the past 12 month's meeting dates, a list of the organization's current Board of Directors and the contact information for the Board Chair.

## Receiving an Arts Grant

**GRANT AGREEMENT WITH CITY OF CORPUS CHRISTI**

Organizations that are awarded grants ("grantees") will enter into a grant agreement with the City of Corpus Christi. Only an authorized official of the organization may sign the grant agreement, such as the Board President, CEO, or Executive Director; the organization must be legally and financially eligible to enter into a grant agreement. The grant agreement will outline the terms of the grant, scope of services, reporting requirements and legal issues applicable to the funding.

**AGREEMENT REQUIREMENTS****GRANTEES MUST:**

- Acknowledge the support of the City of Corpus Christi through the use of logos and credit line on all marketing and promotional materials. The credit line is, "**This program is funded by Hotel Occupancy Tax fund by the City of Corpus Christi through the Arts & Cultural Commission.**" The logo will be made available to all grantees.
- List the grant funded project on the Corpus Christi Convention & Visitors Bureau (CCCVB) website.
- Actively promote tourism and the hotel and convention industry as a goal of the grantee's activities.
- Submit a Completion Report 45 days after the last grant funded event and no later than February 15, 2019 to the Director of Parks and Recreation, or designee, who will review the reports to verify whether the grant funding provided to the grantee was spent in accordance with the requirements in the agreement.
- Provide the Director of Parks and Recreation, or designee, written notification of any significant changes to the grant funded project for approval by the Arts & Cultural Commission. Significant changes may include but are not limited to: change in venue, project date, or artists or performers.
- Observe and obey all applicable laws, ordinance, regulations and rules of the Federal, State, County and City governments. The agreement is subject to applicable provisions of the City Charter and the City Code of Ordinances.

## GRANT PAYMENT

Grant payments will be made in two installments. Generally, the initial payment will be made after the execution of the grant agreement and funds will be made available after March 1, 2019. Please plan accordingly. The second payment will be made

within 30 days upon submission and approval of the Completion Report. Grantees with outstanding reports from previous years are not eligible to receive payments until the previous grants are closed-out. Grantees with outstanding Completion Reports that are more than 6 months overdue forfeit the next year's grant award. Organizations are ineligible for any grants if they are in default of a previous grant.

## REPORTING REQUIREMENTS

Completion Reports are requirements of the Arts Grant program, as well as financial documentation of all related expenditures and revenues. Failure to submit could cause forfeiture of grant award and jeopardize future awards.

Completion Reports will include the following:

- A copy of all advertising and promotion materials for the funded activity(s) to demonstrate use of the City-provided logo on all materials as well as the statement: *"This program is funded by Hotel Occupancy Tax fund by the City of Corpus Christi through the Arts & Cultural Commission"*.
- All necessary documentation for each revenue line item which will include proof of required income supported by copies bank statement(s) or validated deposit slip(s) showing funds deposited into the organization's bank account within the grant year.
- All necessary documentation for each expenditure line item which will include copies of invoices, bills or contracts for all grant related expenses and any associated credit card receipts, credit card statements, copies of cancelled checks or bank statements which provide proof of payment by the organization for the expense within the grant year.
- A written estimate of the number of grantee's arts program attendees that reside at least 125 miles outside the City of Corpus Christi. This may be accomplished with the use of a visitor log, audience survey, tallying the number of out-of-town billings or by listing the out-of-town mailing addresses gathered through the ticket sales process.
- A written description of the marketing or advertising strategy used as part of the final completion report.

Completion Report with supporting documentation must be submitted within 45 days of the grantees last grant related event. Any copies of cancelled checks not yet received from the grantees bank at time of submission must be forwarded to the Parks and Recreation Department upon request.

City Staff, or its authorized representative, may call for a complete breakdown of actual event expenditures, cash resources, and in-kind services and shall have access to the financial records of each event.

# Arts Grant Program 2019 APPLICATION FORM and CHECKLIST

<b>Project Name</b>	
<b>Name of Organization</b>	
<b>Mailing Address</b>	
<b>Contact Name</b>	
<b>Contact Title</b>	
<b>Contact Email</b>	
<b>Contact Phone</b>	

<b>CHECKLIST:</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Application Form and Checklist Project Narrative Form Organizations Mission Statement/ Focus Budget Form Organizations Annual Financial Statement IRS Determination Letter of 501c status Proof of 'active' status with Texas Secretary of State Copy of 1st page of most recent IRS Form 990 Sworn Statement of BOD's and Minutes of Last Meeting (notarized)
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<b>Project Information</b>	
<b>Total Project Cost:</b>	
<b>Grant Funds Requested:</b>	
<b>Project Date(s):</b>	
<b>Project Location:</b>	
<b>Brief Project Description: (limit to space provided below)</b>	

**Only an authorized representative of the organization may submit an application. The undersigned representative must be duly approved by the governing board to act on its behalf.**

Name (typed/printed)	_____
Title	_____
Signature	_____
Date	_____

# PROJECT NARRATIVE FORM

**Project Name:** \_\_\_\_\_

**Evaluation Criteria:** The criteria below will be used to score each project application up to a maximum score of 100 points. A score of at least **70 points** (ACC Review Panel average) must be earned for the project to receive a funding recommendation. The project application must address each question. **Limit: 5 pages for entire Project narrative.**

## **Artistic Merit (40 points; 10 points each)**

- Describe how the organizations past programs or services have demonstrated cultural significance for the community?
- Describe the unique characteristics and artistic vision of this proposed project.
- List the qualifications of the proposed participating artists or experts and identify their role in the project.
- How will the project enhance Corpus Christi's cultural identity?

## **Economic and Social Impact (60 points; 10 points each)**

- Detail how the project will attract visitors to Corpus Christi and what is the expected attendance?
- How does the marketing strategy target overnight visitors.
- List the methods that will be used to collect data regarding audience demographics, audience involvement, and tourists in attendance (example: zip code collection, online ticket sales, phone apps, social media)?
- What is the budget justification for the project and how was it developed?
- List all sources of revenue for the proposed project (including this grant request).
- How will the project stimulate the local business economy? List local businesses and organizations you will be working with on this project (example: local printers, event firms, reserved blocks at hotels).

# Arts Grant Program 2019 Budget Form

**Project Name:** \_\_\_\_\_

- \* 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.

**VI. FINANCIAL INFORMATION (ROUND TO NEAREST DOLLAR)**

REVENUE	Brief Description	Cash		In-kind		Grant		Total
Admissions charges			+		+	<del> </del>	=	-
Concessions			+		+	<del> </del>	=	-
Advertising, Marketing			+		+	<del> </del>	=	-
Arts & Cultural Commission Grant		<del> </del>	+	<del> </del>	+		=	-
Other foundation or government grants			+		+	<del> </del>	=	-
Individual donations			+		+	<del> </del>	=	-
Corporate contributions			+		+	<del> </del>	=	-
Other income (Please explain)			+		+	<del> </del>	=	-
<b>TOTAL REVENUES</b>		<b>\$ -</b>		<b>\$ -</b>	+	<b>\$ -</b>	=	<b>\$ -</b>

<b>EXPENSES</b>		Cash	In Kind*	Grant	Total	
All paid personnel (Staff)			+	+	=	-
Outside professional services			+	+	=	-
Travel and transportation			+	+	=	-
Facility rentals			+	+	=	-
Equipment rental			+	+	=	-
Supplies and materials			+	+	=	-
Exhibit rental fee/royalty			+	+	=	-
Promotion			+	+	=	-
Printing			+	+	=	-
Shipping			+	+	=	-
Other (Please explain)			+	+	=	-
<b>TOTAL EXPENSES</b>		<b>\$ -</b>	<b>+</b>	<b>\$ -</b>	<b>+</b>	<b>\$ -</b>
					<b>=</b>	<b>\$ -</b>

\*In-kind income and expenses cannot exceed more than 25% of your proposed grant request and must be well documented.

**Organization:**

**Date of Review:**

**Scale:** Poor = 2 Below Avg = 4 Avg = 6 Very Good = 8 Excellent = 10

APPLICANT QUESTION & EVALUATION CRITERIA		SCORE	NOTES
<b>Cultural and Artistic Merit (40 points)</b>	Describe how the organizations past programs or services have demonstrated cultural significance for the community? Evaluate applicant's past programs and/or services.		
	Describe the unique characteristics and artistic vision of this proposed project. Evaluate project's originality and creativity		
	List the qualifications of the proposed participating artists or experts and identify their role in the project. Evaluate qualifications of participating artists or experts.		
	How will the project enhance Corpus Christi's cultural identity? Evaluate projects ability to enhance Corpus Christi's identity as an arts & cultural destination?		
<b>Economic and Social Impact (60 points)</b>	Detail how the project will attract visitors to Corpus Christi and what is the expected attendance? Evaluate project's potential draw and expected attendance and the applicant's research & analysis of potential audience.		
	How does the marketing strategy target overnight visitors Evaluate applicant's marketing plan to attract tourists as described in application and whether marketing budget is reasonable and complete.		
	List the methods that will be used to collect data regarding audience demographics, audience involvement, and tourists in attendance (example: zip code collection, online ticket sales, phone apps, social media)? Evaluate applicant's information gathering/recordkeeping methods		
	What is the budget justification for the project and how was it developed? Evaluate whether budget is reasonable and complete		
	List all sources of revenue for the proposed project (including this grant request). Evaluate applicant's revenue diversity		
	How will the project stimulate the local business economy? List local businesses and organizations you will be working with on this project (example: local printers, event firms, reserved blocks at hotels). Evaluate project's ability to stimulate the local business economy and the level of engagement with local businesses.		
<b>Reviewed by:</b>		<b>TOTAL SCORE</b>	



**CITY OF CORPUS CHRISTI  
ARTS GRANT PROGRAM 2019  
COMPLETION REPORT**

**Submit this form within 45 days upon completion of all arts events,  
and no later than February 15, 2020.**

Include a copy of all advertising and promotion materials for the funded activity(s) to demonstrate your use of the City-provided logo on all materials as well as the statement: *"This program is funded by Hotel Occupancy Tax fund by the City of Corpus Christi through the Arts & Cultural Commission"*.

Use the *Supporting Document Summary* to itemize revenue and expenditures and to provide all necessary documentation for each line item.

City Staff, or its authorized representative, may call for a complete breakdown of actual event expenditures, cash resources, and in-kind services and shall have access to the financial records of each event.

**NOTE: Completion Report with supporting documentation must be submitted together.  
Any copies of cancelled checks not yet received from your bank at time of submission must be forwarded to the Parks and Recreation Department as soon as you receive them.**

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Regarding disbursement of funds, you have already received the first ½ of the award amount in your Agreement; the second ½ will be paid after completion of the following:

- All activities in the Agreement have been completed
- You have submitted this Completion Report
- The City has reviewed all submitted documentation and has determined that you have fully complied with all terms and conditions of the Agreement

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I certify that the information contained in this report is true and correct to the best of my knowledge and that I am authorized to make this report on behalf of the organization for the purpose of receiving Arts Grant funds from the City of Corpus Christi, Texas.

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Signature of Applicant

---

Printed or Typed Name

---

Printed or Typed Title

---

Date



**CITY OF CORPUS CHRISTI  
ARTS GRANT PROGRAM 2019  
COMPLETION REPORT**

1. Project Name	<input type="text"/>
Name of Organization	<input type="text"/>
Mailing Address	<input type="text"/>
Evaluation Submitted by / Title	<input type="text"/>
Email	<input type="text"/>
Telephone No.	<input type="text"/>

II. Project information (use second sheet if necessary):

A. Describe exactly as submitted on your grant application. Please explain any differences from what you submitted on your grant application.

Total Projected Project Cost	<input type="text"/>
Amount Requested	<input type="text"/>
Amount Awarded	<input type="text"/>
Project Date(s)	<input type="text"/>
Project Location	<input type="text"/>

B. Brief Project description. Please explain any differences from what you submitted on your grant application.

C. Describe the marketing or advertising strategy used. Please explain any differences from what you submitted on your grant application.

III. Number of persons participating in event:

A. Audience members who reside within 125 miles of Corpus Christi	<input type="text"/>
B. Audience members who reside outside 125 miles of Corpus Christi	<input type="text"/>
C. Artists who reside within 125 miles of Corpus Christi	<input type="text"/>
D. Artists who reside outside 125 miles of Corpus Christi	<input type="text"/>

Method used to determine out-of-town audience:

**PARTICIPATION TOTAL**

<input type="text" value="0"/>
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**CITY OF CORPUS CHRISTI  
ARTS GRANT PROGRAM 2019  
SUPPORTING DOCUMENT SUMMARY - REVENUE**

**Submit this form and supporting documentation with Completion Report**

To help expedite final grant payment list each of your revenue sources by category (*found on your application budget and on the Completion Report*). Provide all necessary documentation for each revenue line item by attaching supporting documents to this form: copies of checks, copies of bank statement(s) or validated deposit slip(s) showing funds deposited into the organization's bank account within the grant year.

Organization Name

Project Name

Grant Award Amount

Total Revenue  \*Matching Revenue

\*The Arts Grant is a matching grant - organization must submit documentation for their matching revenue. *For example if the grant is for \$5,000 then the organization must also have \$5,000 in income from sources other than the Arts Grant funds.*

Write on each attachment the item number by which it appears on this form and attach in order. For each revenue item there should be two attachments, attach them together in order - *for example: a copy of a corporate donor check (revenue source) and a copy of the bank statement or deposit slip that shows the check was deposited into the organization's account (proof of deposit).*

Revenue Category (from budget form)	Item #	Check #	Date	Amount	Description / Notes	Reviewer Notes
<b>Example:</b>						
Corporate Donations	1	12345	2/12/2019	\$ 2,000.00	Donation from XYZ Corporation	These two items would be stapled together & labeled Item #1
	1		2/15/2019	\$ 2,000.00	Proof of Deposit from XYZ Corp.	
<b>TOTAL REVENUES</b>				<input style="width: 100px;" type="text"/>		

\*Include In-kind documentation; cannot exceed more than 25% of your proposed grant request (at true market value with proper backup documentation)



# Corpus Christi Arts Grant Appeals Process

## FAQ

Applicants who believe their proposals for funding or approval were rejected unfairly in the evaluation process have the opportunity to file an appeal. If you are considering filing an appeal, please read this information first:

### **How does the appeal process work?**

First, you must present your case on the appeal form to City Staff who will then research your case and submit it for the Commission to consider. The Commission will make a decision on the appeal. You will be notified in writing of the Commission's determination on your appeal and any further action required.

### **What is the basis for an appeal?**

You have a basis for an appeal if either of these is true:

- There was a conflict of interest that was not disclosed and it prejudiced discussion of your application. To support this position you must provide specific examples such as the name or names of the persons who had the conflict(s) and the nature of the conflict of interest. *(Please see definition of conflict of interest below.)*
- Incorrect information was provided when your application was reviewed despite the presence of correct information submitted as part of the original application. *(In this case, your appeal only has strength if material in your application file supports your position.)*

### **Please note**

- Dissatisfaction with the amount of the grant award is not a basis for appeal. Funding recommendations are based on scores/rankings of the evaluators and available funds.
- Denial of grant is not a sufficient reason for appeal. This is a competitive process; generally not all applications will receive funding.

### **What is a conflict of interest?**

A circumstance such as employment, board membership, or other personal interest that influences an individual's ability to perform their duties without bias or prejudice.

If you have further questions about the appeals process, please contact **Shelly Rios** at **361-826-3489** or by email at **ShellyR@cctexas.com**

# ARTS GRANTS APPEAL FORM

***Please read the FAQ prior to submitting this form***

Today's date: \_\_\_\_\_

Applicant organization name: \_\_\_\_\_

Your name: \_\_\_\_\_

Your title: \_\_\_\_\_

Applicant organization address: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your email: \_\_\_\_\_

Application in question: \_\_\_\_\_

***Please check one or both boxes and complete the requested information:***

I believe there was a conflict of interest that was not disclosed and it prejudiced the discussion of my application.

Name of the person who had the conflict: \_\_\_\_\_

Nature of the conflict of interest: \_\_\_\_\_

Briefly explain how this conflict of interest caused your application to be improperly considered in the process. (Reference the scores/rankings and/or panel comments in these statements.)

I believe incorrect information was provided during the discussion of my original application.

Nature of incorrect information: \_\_\_\_\_

Where was this information included in the application materials? \_\_\_\_\_

Briefly explain how this incorrect information prejudiced the review. (Reference the scores/rankings and/or panel comments in these statements.)

**Submit appeal electronically to [ShellyR@cctexas.com](mailto:ShellyR@cctexas.com) or hand deliver to the Arts and Culture office in the Galvan House at Heritage Park, 1581 N. Chaparral, Corpus Christi Texas. (361) 826-3489.**