

**2016 City of Lubbock/Civic Lubbock, Inc.
Cultural Arts Grant Program**

APPLICATION FORM

I. Office Use Only – Do Not Write In This Space

Date Received:
Application No:

Amount Requested:
Amount Funded:

II. General Instructions

ONE (1) original and EIGHT (8) copies (3-hole punched and paper-clipped) of your typewritten application must be submitted to Civic Lubbock, Inc., 1501 Mac Davis Lane, Lubbock, TX, 79401 and received no later than **Thursday, December 1, 2016**. Please do not staple or bind the applications. **Late applications will not be considered.** Use only space provided. Additional pages will not be considered unless specifically requested in this application.

III. Organization Information

Organization: _____
Mailing Address: _____
Chief Administrative Officer & Title: _____
Project Director: _____ Telephone: _____

Applicant Organization is legally:

IRS Tax Exempt

College/University

Unit of Government

Other (specify) _____

Person to whom all correspondence or telephone inquires about this application should be directed:

Name: _____ Telephone – Business _____

Address: _____ Home/Cell: _____

Email: _____ Website: _____

Project Beginning Date: _____ Project Ending Date: _____

IV. Organization's Financial Information

Total Annual Operating Budget for Organization:

Revenues

Previous Year

Current Year

Expenditures

V. Project Description

Project Title: _____

Number of persons to be directly served by this project: _____

Project Description:

(Provide a concise description of the project for which you are applying. The first sentence should be a brief overview of the project, including the amount requested from the Cultural Arts Grant Program. Included in the description should be information on tourism impact, marketing efforts, and artistic merit of the project. Refer to and address the review criteria outlined in the Cultural Arts Grant Program Guidelines and Procedures. Additional pages will not be accepted.)

Please list organizations and /or persons who will assist in administering this project. Please include telephone numbers.

VI. Assurances

If a grant is awarded, the applicant gives assurances that:

1. The activities and services for which the financial assistance is sought will be administered by or under the supervision of the applying organization.
2. Any funds received as a result of this application will be used solely for the project described.
3. The officials signing the application form and subsequent contract have been authorized by the applying organization to submit this application.
4. The applicant shall retain a copy of the 2016 City of Lubbock/Civic Lubbock, Inc. Cultural Arts Grant Program Guidelines and Procedures and shall execute the grant by the rules and regulations stated therein.
5. The applicant is in good standing with the City of Lubbock and Civic Lubbock, Inc. in accordance with the Cultural Arts Grant Program Guidelines and Procedures. The applicant gives further assurances that good standing will be maintained throughout the duration of the grant.
6. The applicant hereby agrees to indemnify the **City of Lubbock and Civic Lubbock, Inc.** from any liability arising out of the disbursement and use of grant funds, including, but not limited to any cause of accidents or claims arising at projects made possible or partially possible by the funds. (In applications made by Texas Tech University, this applies insofar as the Constitution and Laws of the State of Texas permit.)

We hereby certify that all figures, facts and representations made in this application, including any attachments, are true and correct to the best of our knowledge.

Chief Administrative Officer:

Signature: _____

Typed Name: _____

Date Signed: _____

Project Director:

Signature: _____

Typed Name: _____

Date Signed: _____

**City of Lubbock/Civic Lubbock, Inc. Cultural Arts Grant Program
Project Information Summary**

Organization Name: _____

Project Title: _____

Please answer the following questions regarding this project:

Project History:

1. Number of years that this project has been held: _____
(If this is the 1st year of this project, please skip to Item #6 below)

	Year	Actual Attendance
2. Total actual attendance for the last 3 years (by year)	_____	_____
	_____	_____
	_____	_____

3. Of the actual attendance listed in Item 2 above, indicate how many were out of town guests or tourists:	Year	# O/T Guests/Tourists
	_____	_____
	_____	_____
	_____	_____

4. Total # of Hotel/Motel Rooms Utilized:	Year	# Hotel Rooms Used
	_____	_____
	_____	_____
	_____	_____

5. Please list the amount of Hotel Occupancy Tax (HOT) assistance awarded over the last three (3) years:

Entity Awarding HOT <small>(City of Lubbock/Civic Lubbock- Cultural Arts Grant, Visit Lubbock)</small>	Assistance Amount
_____	_____
_____	_____
_____	_____
_____	_____

Current Project Projections: (Project for which you are requesting grant funds)

6. Total estimated attendance: _____

7. Of the total estimated attendance, estimate the number of out of town guests/tourists: _____

8. Number of artists who will receive a fee: _____
9. Number of artists who will volunteer their time or work: _____
10. Number of non-artist volunteers: _____
11. Number of full time staff positions for the organization: _____
12. Number of part time staff positions for the organization: _____
13. Total number of projected Hotel/Motel Rooms to be generated from this project: _____
14. Do you plan to reserve a “room block” for this project at a local hotel? Yes No
If yes, how many rooms and at which hotels?
15. Explain how you will measure the tourism impact of your project?
16. Do you plan to contact the Visit Lubbock to list this project on their calendar? Yes No
(If no, you are strongly encouraged to do so. Visit Lubbock prefers 6 months notice, if possible)
17. Will you be using Select-a-Seat to sell tickets for this project? Yes No
18. Indicate the proposed marketing efforts you plan to use outside of our region. (list)
19. What geographic areas will your advertising and promotion reach?
20. What number of individuals will your proposed marketing efforts reach that are located in another city or county? _____

21. Please list other organizations, government entities and grants that have offered financial support for your project (include dollar amount received and indicate whether cash or in-kind dollars)

22. Indicate the **NUMBER** of each associated with or resulting from your project:

- _____ Conferences
- _____ Exhibitions
- _____ Festivals (Festivals may include many parts, do not count as separate projects)
- _____ Publications (Not promotional materials)
- _____ Open Rehearsals
- _____ Performances
- _____ Master Classes
- _____ Commissions (original works)
- _____ Lecture/Demonstrations
- _____ Seminars/Workshops
- _____ Other (please explain) _____

Required Attachments for Grant Applications:

ONE (1) COPY ONLY of the following six (6) attachments **must** be included with the original copy of the application to be considered.

1. Copy of the organization's IRS non-profit tax-exemption letter
2. List of organization's Board of Directors
3. Brief narrative on the purpose and history of the organization
4. Brief resumes of the people involved in managing the project
5. Copy of an independent audit or financial statements for the most recent operating year.
6. Copy of the organization's IRS Form 990/Form 990-EZ/Form 990-N submitted and filed for the most **recent** year.

NOTE: The Project Financial Information – Part 1 and the Budget Detailed Breakdown Forms, which are Excel spreadsheet forms, are a required component of the Grant Application. Be sure to include those forms when submitting copies of your Grant Application.