

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

“CHECKLIST FOR SUCCESS”

**Application Process:**

- \_\_\_\_\_ Attended Workshop (mandatory if first time applicant or did not attend workshop within the last 12 months)
  
- \_\_\_\_\_ Obtained copy of Grant Application Form (PDF) and associated Project Financial Information Forms – Part 1 (Excel Spreadsheet Forms)
  
- \_\_\_\_\_ Obtained copy of the 2016 Guidelines and Procedures
  
- \_\_\_\_\_ Obtained Evaluation Report Form and the Project Financial Information - Part 2 (to be submitted within 60 days after completion of the Project)
  
- \_\_\_\_\_ Scheduled Pre-Application Review with Civic Services Director at least 2 weeks prior to application deadline (mandatory for 1<sup>st</sup> time applicants only)
  
- \_\_\_\_\_ Submitted application packet by the period deadline (June 1 or December 1) as outlined in the Guidelines that includes:
  - \_\_\_\_\_ a. Grant Application Form/Project Information Summary
  - \_\_\_\_\_ b. Project Financial Information – Part 1
  - \_\_\_\_\_ c. Detailed Budget Breakdown of Revenues and Expenditures
  - \_\_\_\_\_ d. Copy of organization’s IRS non-profit tax-exemption letter
  - \_\_\_\_\_ e. List of organization’s Board of Directors
  - \_\_\_\_\_ f. Brief narrative on the purpose and history of the organization
  - \_\_\_\_\_ g. Brief resumes of people involved in managing the Project
  - \_\_\_\_\_ h. Copy of an independent audit or financial statements from the most recent operating year
  - \_\_\_\_\_ i. Copy of the organization’s IRS Form 990, 990-EZ or 990-N filed for the most recent year
  
- \_\_\_\_\_ Contacted hotels to block hotel rooms
  
- \_\_\_\_\_ Contacted the Lubbock Convention and Visitors Bureau to put Project on their calendar
  
- \_\_\_\_\_ Contacted Select-a-Seat about selling tickets to the Project

**Upon Receipt of the Grant Award Letter:**

- \_\_\_\_\_ Submitted Revised Budget, if applicable
- \_\_\_\_\_ Executed Agreement with Civic Lubbock, Inc. for the grant funds
- \_\_\_\_\_ Put proper acknowledgement in all printed programs, publicity and publications (per Guidelines and Procedures)
- \_\_\_\_\_ Obtained City of Lubbock and Civic Lubbock, Inc. logos for publicity
- \_\_\_\_\_ Put proper acknowledgement and logo for TCA (Texas Commission on the Arts) in all printed materials IF a portion of your funding was provided by TCA funds
- \_\_\_\_\_ Established your mechanism for tracking the number of hotel/motel room nights generated
- \_\_\_\_\_ Notified Civic Lubbock if there are significant changes to the project prior to completion (i.e. dates, activities, contact person, and reductions in budget that might impact the 1:1 match requirement)

**Post Project Follow-up:**

- \_\_\_\_\_ Submitted Evaluation Report Form (ERF) within 60 days of the completion of the Project
- \_\_\_\_\_ Submitted the Project Financial Information – Part 2 Form and the Actual Revenues and Expenditures Detailed Breakdown Form for the Project as attachments to the Evaluation Report Form (ERF)
- \_\_\_\_\_ Submitted copies of all receipts/invoices **AND** canceled checks for expenditures using Cultural Arts Grant Funds
- \_\_\_\_\_ Submitted copies of promotional materials, photographs, programs, newspaper stories, advertisements, reviews, website listings, etc. Please include the name of any out-of-town publications with copies of advance publicity or advertisements
- \_\_\_\_\_ Submitted copies of all acknowledgement required by the agreement, including those required by TCA, if applicable.
- \_\_\_\_\_ Obtained attendance figures for Project
- \_\_\_\_\_ Obtained information regarding number of hotel/motel room nights generated from the Project
- \_\_\_\_\_ Submitted direct evidence of hotel/motel room tracking to the Lubbock Convention and Visitors Bureau with a copy to Civic Lubbock, Inc.