PROJECT FUNDING APPLICATION INSTRUCTIONS

NOTE:

Applicants wishing to submit a proposal for visual art must provide visual documentation for the proposed project; also, visual arts
applicants must submit an installation and maintenance plan. For additional information, please contact the Cultural Services Division of the City of Huntsville.

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I. APPLICANT ORGANIZATION:

- List the name of the organization or individual applying for funds.
- Any non-profit organization is eligible for assistance. (Examples include: Arts Organizations, Youth Organizations)
- Individuals may apply for funds, but in some cases must apply under the umbrella of a tax-exempt organization.
- All proposals for funding which includes state or federal monies must be submitted by non-profit organizations.
- All projects must have a local applicant.
- Organization's address for mailing correspondence. If there is a change of address, please notify the Huntsville Arts Commission (HAC) staff.

II. PROJECT TITLE

- Provide the name of the proposed project.

III. PROJECT DIRECTOR

- Provide the name of the individual from the applicant organization who can answer questions about the project; include a day- time and message phone number
  (two numbers) where the Project Director may be reached.
- Please sign the application.

IV. PERIOD OF SUPPORT REQUESTED

- Funds are available per City of Huntsville's Fiscal Year, October through September 30; therefore, projects are requested to start and end between October 1 and August 15 of any given Fiscal Year.
- STARTING: Date the project will begin. October 1, or after, including time to complete the project by the Ending date.
- DATE FUNDS NEEDED: Please enter the date by which funds are needed for the project.
- COMPLETION DATE: Project completion date. By August 15, unless otherwise arranged and approved by HAC.
- NOTE: HAC is required to complete a report to the Texas Commission on the Arts (TCA) if grant funds are part of funding
  by August 30 of each grant year; therefore, it is recommended that projects conclude in time to be included with the report information to TCA.

V. FACILITY

- List name of the facility(ies) to be used, including the public component of the project.

Note: *Barrier-free* facilities are required; please remember this when selecting a location for your project.

VI. PROJECT DESCRIPTION

- State clearly the need in the Huntsville community.
- Explain how the project would benefit the community and what need there is in the community.
- State the content of the project.
- Provide a brief but concise description of the project (performance, exhibit, production, participants, etc.).
- State who will do the work.

Examples: artist, organization, out-side artists, technicians, etc.

K State how the project with contribute to tourism and the convention and hotel industry

Examples: Bringing audiences from out of town to view exhibits, performances, etc.

KState how the project will be implemented.

Examples: who, what, when, how often, where

KState how the project will be evaluated.

Examples: review panel, audience evaluation handouts, etc.

KUse only the space provided on the application and please type directly onto the form.

Provide a brief but concise description of the project as outlined above using only the space available on the form. Time will be provided during a scheduled HAC meeting
to allow comments regarding the project.

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VII. ESTIMATED NUMBER OF PERSONS EXPECTED TO BENEFIT FROM THIS PROJECT

KPARTICIPANTS:

Include the number of artists, technicians, and volunteers expectedto be involved with the project.

KAUDIENCES:

Include the anticipated number of individuals that will view, attend, and/or benefit from the project.

VIII. THE TOTAL AMOUNT REQUESTED FROM THE HUNTSVILLE ARTS COMMISSION, CITY OF HUNTSVILLE (from column A., Section X.A., page 3 of Application).

KThe dollar amount of your request.

IX.a. DESCRIBE WHAT WILL HAPPEN IN THE DOWNTOWN AND AT THE WYNNE HOME ARTS CENTER; IF THERE IS A HARDSHIP IN PROVIDING FOR A DOWNTOWN OR
WYNNE HOME ARTS CENTER COMPONENT, PLEASE PROVIDE AN EXPLANATION AS TO WHY A PERFORMANCE OR AN EVENT CANNOT BE GIVEN IN THE DOWNTOWN OR AT THE WYNNE HOME ARTS CENTER.

NOTE: You may use one sentence for the explanation.

IXb. Marketing Plan - Tell how you will notify citizens throughout the community and surrounding communities about the event or work you are sponsoring.

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X. FINANCIAL INFORMATION (round to the nearest dollar).

A. EXPENDITURES:

- This information should be divided appropriately according to columns.
    - Column A: **REQUEST FROM CITY FUNDS** - This amount relates to the requested amount from the Arts Commission, listed on page 1, section VIII and split according to the expenditure categories.
    - Column B: **CASH** - This amount relates to the cash the organization has to use for the project and to any cash donations obtained for the project and split according to the expenditure categories.
    - Column C: **IN-KIND** - This amount relates to the monetary value of any donated work, space or materials.
    - Column D: **TOTAL** - Please total all rows and all columns.

- Attach a complete breakdown of proposed Project Expenditures for all columns, A1-A8 of the application form. A form has been provided for you.

1. **PERSONNEL** - Applicant organization members.

- Administrative - Organization members responsible for project operations.
- Artistic - Artists (dancers, actors, musicians, visual artist, etc.)
- Technical - Support personnel (lighting, electrical, sound, etc.)
- Other Personnel - individuals working with the project (volunteers assisting with mailings, posters, etc.)

2. **FEES FOR OUTSIDE PROFESSIONAL SERVICES** - Those not members of the applicant organization.

- Administrative - Individuals who assist with project operations.
- Artistic - Professional artists hired or volunteering for the project.
- Technical, other - Technicians and individuals hired or volunteering to work on the project.

3. **SPACE RENTAL** - Fee required for appropriate space for the project (theater, gallery space, office, etc.) note: hac does not pay for space rental.

4. **EQUIPMENT RENTAL** - Fee required for equipment used for the project (sound system, scaffolding, tables, chairs, etc.)

5. **TRAVEL/TRANSPORTATION** - Expenses pertaining specifically to the project (mileage, air/bus fare, and car rental for consultants, performers, personnel, etc.)

6. **PROMOTION/PRINTING** - Expenses for promoting and announcing the project both locally and out of town for the largest, multi-cultural audience possible; include such items as printing and distribution of posters, fliers, announcements, and invitations; press releases, news stories, and public service announcements to all local radio stations, television stations, newspapers, and electronic signs.

7. **COSTUMES/ROYALTIES** - Expenses applied toward making or purchasing costumes for the project and expenses for royalties paid for the use of music or any copyrighted materials.

8. **OTHER -** Supplies, photo documentation, postage, etc. - expenses for postage (invitations, announcements) for the project; supplies used for the project (office, painting, or any other supplies used in relation to the project).

XI. SOURCE OF FUNDS - KNOWN AND ANTICIPATED

A. HUNTSVILLE ARTS COMMISSION - The amount requested from the City.

B. ORGANIZATIONAL FUNDS AVAILABLE - Funds from the applicant organization to be used toward accomplishing the project.

C. PROJECT INCOME - Funds known or anticipated from all other sources.

1. ADMISSION CHARGES - Amount charged to audiences.

- Example: charges for theatrical, musical, or dance productions and performances.

2. REGISTRATION FEES - Amount charged to individuals to participate in the project.

- Example: class registration fees, workshop registration fees, and call for entry fees.

3. CONTRIBUTIONS - Donations from individuals or organizations for project use.

4. GRANTS - Grants (pending or committed) received by the organization for the project (Texas Commission on the Arts, The Musicians Trust Fund, or any others).

5. OTHER - Any cash resource not mentioned above.

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TOTAL FUNDS - Line four (4) of Section X.B.

TOTAL IN-KIND - Enter the amount in Section X.A., column C.

TOTAL PROJECT COSTS - Total figure from Section X. A. column D.

XII. CERTIFICATION

A. AUTHORIZING OFFICIAL(s) - Artist or person with authority to sign a contract for the organization.

B. PROJECT DIRECTOR - Artist or organization representative who is coordinating the project and who can answer questions about the project.

C. PAYEE - Person to whom funds will be mailed if other than the authorizing official.

ATTACHMENTS:

1. Résumés for key personnel; limit to six (6) pages for all personnel, with no more than two (2) pages per person.

- Authorizing official (organization's president, artist)
- Project Director and any other key personnel

2. One page history of your organization including:

- When the organization was established
- Goals and achievements

3. Representative examples of past publicity - limit five (5):

- Posters
- Articles
- Announcements

4. Additional information required for visual art project:

- Drawings or model
- Installation Recommendations
- Recommended Maintenance/Schedule

5. Checklist:

- Check each item to be sure it is included.
- This will be mailed back to applicant indicating if further action is needed, upon receipt of application.

FOR MORE INFORMATION OR ASSISTANCE - call 936-291-5424 or 936-291-5422.