



5. \_\_\_\_\_  
Registered Agent Name Telephone
6. \_\_\_\_\_  
Registered Agent Address City State Zip
7. \_\_\_\_\_  
Registered Agent's Business Phone Registered Agent's Email Address
8. \_\_\_\_\_  
Project Manager's Name Telephone
9. \_\_\_\_\_  
Mailing Address City State Zip
10. \_\_\_\_\_  
Business Phone Email Address Website

**SECTION B: SUMMARY OF APPLICANT'S FINANCIAL INFORMATION**

1. Applicant's Fiscal Year \_\_\_\_\_ to \_\_\_\_\_

	PREVIOUS FISCAL YR.	BUDGETED CURRENT FISCAL YR.	PROJECTED UPCOMING FISCAL YR.
2. Total operating revenues (see detailed attachments)	\$ _____	\$ _____	\$ _____
3. Total operating expenditures	\$ _____	\$ _____	\$ _____
4. Support from Arts Grant Program	\$ _____	\$ _____	\$ _____

## **SECTION C: SUMMARY OF APPLICANT'S PURPOSE AND GOALS**

Please state the purpose of your organization. Include information on your current organizational goals and objectives with examples of past and planned activities. Attach your organization's mission statement and, if available, detailed strategic plan.

If you are an Umbrella 501(c)(3) (i.e. applying on behalf of an individual artist), Section C information should pertain to the artistic resume, history, goals and objectives of the individual artist on whose behalf you are applying.

**SECTION D: APPLICANT'S FUND RAISING INFORMATION**

Grant funds awarded by the City of DeSoto are not intended to be the sole source of funding for a project. Diversification of income is considered when awarding grants. Please identify other sources of income which have been acquired or are being pursued for this project. If you have applied for other grants, please note time of expected notification of award of funds.

**SECTION E: DESCRIPTION OF THE PROGRAM, PROJECT OR ACTIVITY FOR WHICH YOU ARE REQUESTING FUNDING:**

1. 

Activity/Project/Program Title	Priority Number (in case of multiple applications)
  
2. Please provide a concise description of the project, program or activity for which you are requesting funding.

**The award of arts grants is determined by the availability of funding through the City's Hotel Occupancy Fund and is subject to City Council approval. The City of DeSoto's fiscal year (i.e. FY) begins October 1, 2016 and ends September 30, 2017. The DeSoto Arts Commission is accepting applications for projects that take place between during the**



7. What is your reason for doing this project? What need does it fill in the community?

8. A. Timetable

Provide an anticipated Timetable for the Project(s). Please show when your project will begin, be in rehearsal, the date(s) of performance or public viewing, and the date the program or project will end. When using a City facility such as the Civic Center, please arrange rehearsals and performances to conform with the posted hours of operation of the Civic Center as follows; 7 a.m. to 10 p.m. Monday through Thursday, 7 a.m. to midnight on Friday and Saturday and 1 p.m. to 6 p.m. on Sunday. See sample Timetable below.

Project Description	Date

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## B. Operation/Implementation

Describe the manner in which the Project will be operated, supervised and implemented. Describe and address the decision-making authority of governing boards and any project committees organized to oversee the program.

## 9. Evaluation

List the criteria by which the project's success in meeting its purpose, goals and objectives will be evaluated and measured.

**SECTION F: MARKETING PLAN**

Please describe your marketing plan. How are you going to inform the public about your event and encourage participation? List the markets (i.e. age groups, interest groups, etc.) that your marketing plan will target to benefit from your project.

**SECTION G: SEASON EXPENDITURES AND REVENUE ESTIMATION**

Set up a template similar to the one below to identify the expenditures associated with the organization’s project, season or individual’s project. If requesting funding for multiple projects, complete a template for each project.

Expenditures:	Column 1 Expenditures Paid by City	Column 2 Expenditures Not Paid by City	(Column 1 & 2) Total Expenditures
Professional Services			
Facilities Rental** Including the Civic Center			
Travel & Transportation			
Lodging			
Rentals (Excluding Facilities)			
Supplies & Materials			
Lighting Design/Sound Technician			
Publicity & Promotion			
Printing 50% of Actual Cost			
Postage 50% of Actual Cost			
Other			
Other			
Other			
<b>Total Expenditures</b>			

**\*\* If you or your organization plan to use the Civic Center for your project, please include the appropriate rental fees that can be obtained through the Civic Center booking agent by calling 972-230-9655.**

Using the template below, please identify the anticipated revenues associated with the applicant organization's project, season or individual artist's project. If requesting funding for multiple projects, complete this page for each project.

Revenues:	Funds by Source
City Funds (Grant Requests)	
Admissions	
Sales	
Membership	
Individual Donations	
Corporate Donations	
Foundation Support	
State Funds	
In-Kind Services*	
Other	
Other	
Other	
<b>Total Revenues</b>	

\*Revenues for in-kind services will be calculated at minimum wage.

**SECTION H: SUPPORTING DOCUMENTS**

Submit documentation that supports the capabilities and experience of the project manager(s) or the individual artist. At minimum, include the following items:

- a. experience and qualifications of project manager (i.e. resume, business and/or artistic bio, etc.)
- b. a copy of published reviews of previous productions
- c. a copy of letters of recommendation regarding previous productions
- d. the link to video of your work that is posted on YouTube or other online source

- e. a copy of flyer(s) and poster(s) advertising previous productions
- f. the link to audio of appropriate previous work(s)

Please scan these supporting documents and email them along with your application.

**SECTION I: ASSURANCES – this section represents the commitment the arts organization or individual artist makes to the City of DeSoto when you accept funding.**

If a grant is awarded, the applicant hereby assures the City of DeSoto that:

1. The activities and services for financial assistance sought will be administered by the applying organization.
2. Any funds received through this application will be used solely for the projects, programs, or activities described in this grant application.
3. Acknowledge City of DeSoto and the DeSoto Arts Commission as a contributor or sponsor in any printed material related to the performance for which funding was received.
4. If any content of a performance warrants a disclaimer as to the intended audience, grant recipient must disclose it during the application process and be part of the advertisement for the performance.
5. No later than 30 calendar days after the conclusion of the production, grant recipient must complete the Production Evaluation form as required and submit it to the DeSoto Arts Commission in order to receive the 10% grant funds that are withheld pending completion of the project.
6. Grant recipient will make available seven complimentary tickets for DeSoto Arts Commission Board members to attend one performance of each funded production. Board Members wearing their official City of DeSoto Arts Commission badge will be allowed free admission to one performance of each funded production.
7. Grant recipient assumes primary responsibility to market each funded performance.
8. Grant recipient will provide a minimum of a 60 calendar days written notification for cancelation or material change of a scheduled production.
9. Grant recipient will provide auditable documents within 10 business days of our request.
10. Grant recipient will meet with the DeSoto Arts Commission within 10 business days of our request.

**SECTION K: CHECK LIST OF ATTACHMENTS**

**Applicant Organizations: please make sure that the following items are included with your application**

- ( ) Current list of Applicant Organization’s Board of Directors and staff, with their addresses, phone numbers and email address.
- ( ) A copy of Applicant Organization’s By-laws, Charter and organizational history
- ( ) A copy of the minutes of the Applicant Organization’s board meeting approving this application for grant funds
- ( ) A copy of Applicant Organization’s financial statement for the previous year
- ( ) A copy of Applicant Organization’s current operating budget
- ( ) A copy of Applicant Organization’s projected budget for upcoming fiscal year (i.e., the year for which the project is proposed)
- ( ) A copy of Applicant Organization’s IRS exemption letter or letter of non-profit status with the State of Texas
- ( ) A copy of Applicant Organization’s most recently submitted IRS 990 Form
- ( ) A certificate of insurance evidencing Applicant Organization’s general liability insurance and naming the City of DeSoto as an “Additional Insured”
- ( ) One (1) complete City of DeSoto Cultural Arts Grant Application with required attachments.
- ( ) Supporting Documents requested in Section H of this grant application

**Deadline to submit completed application** – August 30th at 5 p.m. unless this date falls on a Saturday, Sunday or Holiday, in that case the application is due on the previous Friday at 5 p.m. Applications will not be accepted after the deadline. Submit all completed applications by email to [kathy.jones@desototexas.gov](mailto:kathy.jones@desototexas.gov)

**Request any of the above mentioned forms and direct any questions or concerns to:** DeSoto Arts Commission by contacting Kathy Jones, Community Relations Manager, at 972-230-9648 or at [kathy.jones@desototexas.gov](mailto:kathy.jones@desototexas.gov)

Signature of Registered Agent, Organization \_\_\_\_\_

Typed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Project Manager: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Date: \_\_\_\_\_

