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FY11 – FY13 MODE Incubator Application
Authorization Form

The MODE Incubator program assists nonprofit arts organizations by developing the administrative infrastructure and financial capacity necessary to help them transition into more permanent facilities. A certain level of time commitment is required of those who wish to become resident organizations of the Incubator Program. The extent of this commitment will be determined with each organization upon acceptance into the program.

I, CEO/Executive Director/Artistic Director/Managing Director of _____ _____, certify that the Board of Directors has discussed the organization's submission of this application to the Houston Arts Alliance's MODE Incubator Program (at a meeting on _____ / _____ / 2010) and that the board of directors and/or advisors have authorized and approved the following mandatory organizational responsibilities as a participant of the program:

- Pay the monthly participation fee over term of agreement;
- Provide accountant-prepared financial statements at the end of each year of residency;
- Work with HAA staff to develop, maintain & implement annual Capacity Plan for organizational growth;
- Participate in monthly Arts Incubator Meetings (with peer organizations, consultant experts, and HAA staff);
- Participate in at least one organizational workshop per quarter sponsored by HAA or service organization partners (including but not limited to: United Way of Greater Houston, Executive Service Corps, Spacetaker, Texas Accountants & Lawyers for the Arts (TALA), etc.);
- Attend mandatory two of five annual capacity building conference as advised by MODE staff;
- Maintain an organized business space;
- Office must be staffed for at least 20 hours a week during regular business hours;
- Adhere to the usage rules for the Houston Center for the Arts facilities

I certify that the application information is true and complete to the best of my knowledge.

SIGNATURE # 1:

Signature of CEO / Executive Director / Managing Director Date

Print Name:

SIGNATURE # 2:

Signature of Board President Date

Print Name: