

Touring & Neighborhood Arts Program (TNAP)

FALL Deadline (Open to All Artistic Disciplines) Cycle I

A complete application must be received at Houston Arts Alliance offices by the appropriate deadline in order to be eligible for consideration.

Grant Period or Grant Term October 1, 2009 to February 28, 2010

**Application and Required
Materials Deadline**

Friday, August 21, 2009

(Received in our offices by 5:30 p.m.)

NOT A POSTMARK DATE

To assist in the process, Houston Arts Alliance will offer application workshops:

Day	Date	Time	Location
Monday	August 10, 2009	12:30 p.m. and again at 5:30 p.m.	3201 Allen Parkway Suite 250 <i>Large Conference Room (workshop will cover both Cycles)</i>

Houston Arts Alliance will begin accepting applications for Cycle II on October 30, 2009

SPRING Deadlines (Open to All Artistic Disciplines) Cycle II

A complete application must be received at Houston Arts Alliance offices by the appropriate deadline in order to be eligible for consideration. *(Subject to Change)*

Grant Period or Grant Term March 1, 2010 to July 31, 2010

**Application and Required
Materials Deadline**

Friday, December 11, 2009

(Received in our offices by 5:30 p.m.)

NOT A POSTMARK DATE

For Questions or to sign up for a workshop please contact the Grants Department
at 713-527-9330.

Houston Arts Alliance

Grants for Organizations

Touring and Neighborhood Arts Program Grant Guidelines

Touring & Neighborhood Arts Program Purpose

The Touring & Neighborhood Arts Program (TNAP) is designed to provide broad access to arts projects in neighborhoods and communities inside Harris County, with priority to activities outside of the Houston City limits within Harris County.

The objective of the grant category is to increase the number of quality arts programs and performances available throughout all areas of Harris County in a variety of public venues.

This category funds activities in all artistic disciplines, including but not limited to visual arts, music, theater, dance, literature, media, folk arts, etc.

Funding for the Touring & Neighborhood Arts Program is provided primarily by Harris County with additional support from the Texas Commission on the Arts.

General Eligibility Requirements

1. The organization has had tax-exempt status under Section 501(c)(3) (or equivalent) with the Internal Revenue Service for one full year prior to the application deadline.
2. The organization has been in operation for one full year and can produce financial statements showing activity for one full year prior to the application deadline.
3. The organization has at least a one-year history of touring or presenting public arts and cultural programs and is able to submit documentation to demonstrate its public arts/cultural programming.
4. The organization provides local arts programs and events that are open to the public.
5. The organization does not have any outstanding final reports due to Houston Arts Alliance from any of its various grant programs.

Eligible Programming

- This category is open to Houston and Harris County-based nonprofit organizations who offer a variety of artistic programming to locations within Harris County (unincorporated and municipalities).
- Arts/cultural organizations in City of Houston that receive Hotel Occupancy Tax funding for operating or project support (either directly from Houston Arts Alliance or through the Museum District, Theatre District or Miller Theatre Advisory Board) are eligible to apply in this category **ONLY** to tour their artistic programming to venues outside of the City of Houston and venues that are not part of their regular performance or programming venues.
- Arts/cultural organizations that do not receive Hotel Occupancy Tax funding for operating or project support (either directly from Houston Arts Alliance or through the Museum District, Theatre District or Miller Theatre) may apply for projects taking place in their own venues or elsewhere in their community. This includes organizations based in incorporated municipalities such as Bellaire, Pasadena, Spring, Tomball, etc. and organizations based in unincorporated Harris County
- In general, the Touring & Neighborhood Arts Program will give priority to applications from organizations with operating budgets under \$300,000 and organizations that are based in Harris County outside the City of Houston. Non-arts nonprofit organizations are eligible to apply to present professional artists in any art form for activities such as performances, workshops, exhibitions, readings, and residencies designed for community audiences.

- Eligible program and performance sites include, but are not limited to: community centers, senior centers, public libraries, public parks, theaters, civic auditoriums, etc.
- This grant category provides funding to nonprofit organizations to hire artists, artists' groups or arts organizations to engage audiences in their communities for performance series, community-based residencies, exhibitions and other types of touring and presenting programming centered on arts and culture.
- Only one application per organization may be submitted by the application deadline.
- All programming must take place within the grant term..
- If an organization applies to support multiple programs and/or performances, at least half of the programs or performances must be in venues or locations that are advertised and open to the public.
- An organization may apply for a program or performance for a pre or K-12 school provided that the organization is also planning at least one other program or performance outside of the classroom setting and open to the general public.

Multiple Applications

- Eligible arts/cultural organizations may apply both as a presenter and as a touring company; however, no more than two applications per cycle may feature any one arts organization as a featured artist (assuming that one is by the organization itself and the other one by a presenter that wishes to feature the arts organization as a guest artist).
- Artists who are affiliated with an applicant organization (as artistic director or a principal artistic staff) may only appear as guest artists in one other application. If more than two applications are submitted in any one cycle featuring the same artist or arts group, Houston Arts Alliance reserves the right to determine which application will be funded.
- Applications from more than one organization for the same project cannot be accepted.

Ineligible Organizations

- For-profit organizations or businesses
- Organizations based outside of Harris County
- Organizations delinquent in their reporting to Houston Arts Alliance or that have defaulted on a previous grant

Ineligible Programs

Touring & Neighborhood Arts grants do not support the following:

1. Presenting and touring activities outside of Harris County.
2. For organizations based in the City of Houston that already receive Hotel Occupancy Tax support, this category does not fund programming offered in the applicant organization's regular place of business (including performance, rehearsal or class space).
3. Non-direct project costs or items such as staff salaries or ongoing operating expenses, etc.
4. Programs, projects and staff currently funded by other Houston Arts Alliance grant programs.
5. Programs or activities that take place outside of the grant cycle. This includes expenses incurred before or after the project period: activities that take place outside the grant period.
6. More than one application submitted per deadline. If an organization submits more than one application, Houston Arts Alliance reserves the right to determine which application will be reviewed.

General Items Ineligible for Grant Funds

1. Capital improvements (construction, renovation, the purchase of permanent (or non expendable) equipment or real property,).
2. Funding prior deficits or non-project related expenses
3. Expenses associated with touring programs or other travel outside of Harris County.
4. Tuition costs or costs of instructional programs that have primary impact on individuals or small groups.
5. Organizations whose administrative offices are outside of Harris County.
6. Costs related to performances funded by Miller Outdoor Theatre or already funded by Hotel Occupancy Tax funds.
7. Scholarships, purchase of awards or cash prizes.
8. Benefits, galas and projects planned primarily for fund raising.
9. Licensing fees, other than standard performance royalties of any kind.
10. Loans, interest on loans, fines, penalties or costs of litigation.
11. Refreshments, beverages, social functions, parties or receptions.
12. Individuals or projects by individuals (these are funded through Houston Arts Alliance's Individual Artist Program).
13. Activities currently funded by any other Houston Arts Alliance grant.
14. Religious projects or activities.
Note: Religious organizations or groups closely affiliated with religious organizations may receive funding if all the following conditions are met:
 - a. Funds may not be used for a direct religious purpose.
 - b. Funds may only be used to support programming of a secular purpose.
 - c. The primary effect of the funding does not advance or inhibit any one religion or faith.
 - d. The activity is open to the general public
15. Projects, productions, workshops and/or programs that include obscene material as defined in Section 43.21, Penal Code of Texas.

Amount of Request

The maximum request per application is \$3,000, not to exceed 50% of the project's cash costs.

Houston Arts Alliance encourages organizations to seek funding from a variety of sources—both unearned (contributed) and earned. In order to encourage organizations to diversify their funding, total grants awarded to an organization from all possible Houston Arts Alliance grant programs may not exceed 50% of the organization's previous year's cash revenues as verified by their IRS 990 (if applicable) or previous year's financial statement.

This 50 Percent Rule applies whether an organization applies for only one grant or more than one grant in a fiscal year. For example, an organization with cash revenues of \$10,000 in fiscal 2007 (the most recently completed fiscal year in this example) can receive from Houston Arts Alliance up to a total of \$5,000 among all HAA grant programs.

If an organization submits an application to Houston Arts Alliance for more than the organization's 50 percent amount, Houston Arts Alliance will adjust the request.

Matching Funds Requirement

Touring & Neighborhood Arts Project grants must be matched dollar-for-dollar (100 percent) of cash expenses from sources other than Houston Arts Alliance. The matching funds must be spent during the term of the grant. In other words, if total cash expenses for the project is \$4,000, and organization's request to HAA grant can not exceed \$2,000.

Funding Criteria

The Touring & Neighborhood Arts applications are evaluated based on the following criteria:

Artistic Merit (40 points)

- Overall artistic quality of the project as presented in the narrative section of the application.
- Degree of involvement of professional artists, recognized for their knowledge and expertise in the particular artistic discipline. Evidence of artistic merit to be evaluated looking at the artists resumes and artistic support materials.

Program Design & Implementation (30 points)

- Evidence of planning that incorporates the artist and the presenting organization.
- Soundness of the plans for publicity and an evaluation process.
- Realistic and appropriate budget for the project; funding is diversified.
- Proposed impact on the public.
- Organization's experience in delivering similar projects (as evident in the support materials).

Audience Development & Community Outreach (30 points)

- Impact of the project on the community's access to the arts or development of new or expanding of the applicant's audience.
- Availability of similar programming in the served community.
- Plan of a marketing and publicity to reach a wide audience.
- Programming addresses the needs and interests of a culturally diverse audience.

Bonus points: To address the priority organizations as stated in the eligibility section HAA offers bonus points to applicant organizations that meet the following:

- Arts/cultural organizations with budgets under \$300,000 will received five bonus points
- Arts/cultural organizations based outside the City of Houston within Harris County will receive 5 bonus points.

A total of 10 bonus points is possible.

After Receiving a Grant

- Organizations that are awarded grants by Houston Arts Alliance are required to sign our standard grant agreement that outlines the requirements of the grant. The Grant Agreement states the scope of services which is based on the application. The Grant Agreement also outlines the terms of the grant, reporting requirements and other responsibilities of the Grantee.
- Houston Arts Alliance requires two signatures from the board chair/president or equivalent and the CEO/executive director or equivalent. If the board president and executive director are the same person, then another non-related board officer must sign.
- Grant payments are made in two installments; the initial payment (50%) will be made upon HAA receiving the signed grant agreements, and project revision (if applicable). The last payment will be due upon submission and approval of the Final Report.
- A Final Report is required to be turned in forty-five days after the end of the grant term. The Final Report requires financial and project documentation associated with the funded project. Organizations must show how grant funds were spent by providing copies of invoices/receipts and copies of corresponding checks. All financial documentation must be dated during the grant term.

Crediting Support of Funders and Houston Arts Alliance

Grantees are required to acknowledge the support of Houston Arts Alliance, Harris County and the Texas Commission on the Arts using the credit line. The credit line is **"(This project) is funded in part by grants from Harris County and the Texas Commission on the Arts through the Houston Arts Alliance."** Organizations may use HAA logos and TCA logos only when consistent with design. HAA logos can be downloaded from our website and TCA logos can be downloaded from the TCA website.

How to Apply

Organizations interested in applying for a Touring & Neighborhood Arts Grant must submit a complete application form and required support materials no later than 5:30 p.m. on the appropriate deadline. Please note that this is not a post-mark deadline.

Applications can be downloaded from our website at www.haatx.com . A User ID and password is not required.

Required Support Materials

In addition to filing the grant application, each applicant must submit the following support materials along with the application by the required deadline date:

1. One copy of résumés or biographies of the principal artists who will be involved in the proposed project (not to exceed 3 pages total).
2. One copy of confirmation or support letters from the venues where proposed activities will take place, if not in own normal location.
3. Artistic materials, such as DVD's, CD's, digital images that demonstrate the artistic merit of the artists involved in the project. Artistic support materials must be cued to the section that the applicant wishes the panel to review. Media formats must be compatible with Windows, standard DVD players and/or Real Player.
4. A written description of the artistic material to be viewed or heard. (Please restrict DVD's/CD's to five minutes total.) Do not submit more than two DVD's or CD's.
5. Samples of printed materials related to proposed or prior touring and presenting activities (flyers, programs, announcements, photos etc.). Please submit no more than 5 printed samples.