

**Organization Information (please print)**

Organization Name \_\_\_\_\_  
 Street Address \_\_\_\_\_ Suite \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Extension \_\_\_\_\_ Fax \_\_\_\_\_  
 Email Address \_\_\_\_\_ Website \_\_\_\_\_

**Primary Contact Information (please print)**

Title \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Last Name \_\_\_\_\_

**Assistance Areas**

Indicate below the area(s) where you need assistance. You must designate the top priority with a number 1. Please have a specific project in mind when you apply; you must send a brief (no more than one page) narrative description.

- |   |   |
|---|---|
| <input type="checkbox"/> Board/Governance   | <input type="checkbox"/> Development/Special Events     |
| <input type="checkbox"/> Finance/Accounting | <input type="checkbox"/> Human Resources                |
| <input type="checkbox"/> Legal              | <input type="checkbox"/> Marketing                      |
| <input type="checkbox"/> Operations         | <input type="checkbox"/> Planning: Strategic or Program |
| <input type="checkbox"/> Public Relations   | <input type="checkbox"/> Real Estate/Facilities         |
| <input type="checkbox"/> Technology         | <input type="checkbox"/> Other                          |

Other (if applicable) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please include the following supplementary materials with your application:**

- Bylaws
- Organizational Biography (must include program descriptions)
- Actual Year-to-Date Budget for Current Fiscal Year
- Recent general brochure, press releases, programs, reviews, etc.
- Staff list with titles
- Mission Statement
- Long-Range Plan (if available)
- Most recent audited financial statement
- Board list with professional affiliations

Return application and supplementary materials to:

Richard Graber

Director of Programs and Services/BVA

Houston Arts Alliance

3201 Allen Parkway, Suite 250

Houston, Texas 77019

Phone: 713-527-9330 ext. 133

Email: [Richard@haatx.com](mailto:Richard@haatx.com)

Please remember to keep a copy of this application for your records.

Receipt of completed applications will be acknowledged in writing.