

MODE PRE-INCUBATOR PROGRAM

FY2012 Guidelines

Timeline:

Pre-Application Available Online:	October 21, 2011
Pre-Application Workshop (Optional):	November 5, 2011 11:00AM @ HAA
Pre-Application Due:	November 21, 2011 (on or before 5:00 p.m.)
Invitations to Submit Full Application:	December 2, 2011
Full Application Due (by invitation):	December 16, 2012 (on or before 5:00 p.m.)
Panel Meets; Awards Announced:	January, 2012
Grant Term:	February 2012 – January 2013

Purpose:

The MODE Pre-Incubator Program, a pilot program of the Houston Arts Alliance, will provide support to up to six new and emerging non-profit arts organizations of outstanding creative potential that seek assistance in building their organizational capacity.

Benefits:

Selected organizations will receive a cash award of \$5,000 or \$7,500 and become “virtual” residents of the MODE Arts Incubator Program for a one-year engagement. Grant recipients may re-apply once only, but there is no assurance of a second year of support. Benefits of the program will include:

Management Services by HAA Staff:

- Review of Diagnostics including:
 - Organizational Self-Assessment focusing on refining the six core competencies: Clarity of Mission, Board & Staff Leadership, Financial Management (funding & finance), Goal Setting, Organizational Continuity & Flexibility, Marketing & Public Relations
 - Financial Profile Assessment.
- Monthly Incubator Meetings focusing on topics regarding Fund Development and Marketing / Public Relations with current MODE Arts Incubator Class.
- Connection with a Mentor from the current MODE Arts Incubator Class (i.e. Brazilian Arts Foundation, Classical Theatre Company, Dance Source Houston, Freneticore, and InterActive Theatre Company).
- Access to the online Incubator Organizational Learning database.

Capacity Funding of \$5,000 or \$7,500:

Eligible areas for capacity funding include, but are not limited to **Administrative** expenses (i.e. rental fees, administrative salaries, financial management systems, website development, strategic consultancy, etc.) and/or **Program** expenses (artistic fees, production expenses, marketing & public relations expenses, etc.). Organizations are urged to discuss potential use of funds with HAA staff so as to maximize benefits of the funds in moving the organization forward.

Eligibility Requirements:

The following are the eligibility requirements to apply for the Arts Pre-Incubator Grants:

1. The organization's primary mission, as described in its mission statement and approved by its board of directors, is the production or presentation of arts and cultural programming.
2. The applicant organization's annual cash revenues (not including any HAA grants) are between \$10,000 and \$75,000.
3. The organization has current tax-exempt status under Section 501(c)(3) (or the equivalent) of the Internal Revenue Service as a public charity. The tax-exempt status must have been granted by the IRS at least one year prior to the grant application deadline.
4. The organization has produced or presented arts or cultural programming open to the general public for at least one year prior to the grant application deadline.
5. The organization is physically based within the Greater Houston area, defined as Harris County and the contiguous counties (Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery and Waller Counties).
6. The organization has not received any MODE funding (i.e. Arts Incubator, ISP, or Stabilization) from HAA and is not currently receiving General Operating Support (GOS or GOSE) funding from the HAA Grants department. Organizations receiving or having received Project funding from the HAA Grants department **are** eligible to apply.
7. The applicant organization's board of directors has at least three independent board members who meet regularly to conduct the business of the organization.
8. The majority of the organization's programs and events are advertised and open to the general public.
9. The organization does not have any outstanding Final Reports due to Houston Arts Alliance.

How to Apply:

All applicants will initially submit a pre-application for this grant, consisting of a one-to-two-page narrative briefly describing:

- 1) the organization, its mission and activities;
- 2) specific challenges it is facing and its artistic and organizational goals over the next one to two years;
- 3) how the proposed grant will help the organization achieve those goals; and
- 4) how the organization proposes to use the funds.

A financial statement covering the last completed fiscal year should be submitted, along with a proposed budget for the next fiscal year. The pre-applications will be evaluated by a committee based upon artistic merit of the organization and its likely ability to benefit significantly from participation in the program. The committee will then invite a limited number of the organizations submitting pre-applications to complete a full application.

Contact:

If you have any questions regarding the program, please contact Jerome Vielman, Programs & Services Manager, at 713.581.6122 or email jerome@haatx.com.

Additional Information:

To learn more about the MODE Arts Incubator program, please read the 09/23/2011 Culture Map article:

Houston arts organizations group up with a little help from MODE

<http://houston.culturemap.com/newsdetail/09-23-11-arts-organization-grow-up-with-a-little-help-from-mode/>