



## **City of DeSoto Cultural Arts Grants Program Guidelines**

The City of DeSoto will offer \$40,000 in grants to fund arts programming in our city for projects scheduled to take place in 2012. These funds are derived from the Municipal Hotel Occupancy Tax and state law mandates that a portion of these funds may be awarded as Cultural Arts Grants. This assistance is intended to enhance tourism opportunities for DeSoto hotels. The purpose of the Arts Grant program is to enhance the quality of life and promote a healthy economic climate in DeSoto by serving as a vehicle for leveraging public and private funds and for developing markets for artists and arts organizations. It is also intended to stimulate arts education in DeSoto and foster cooperation among arts and cultural organizations and serve as a financial catalyst to assist local organizations in developing opportunities for participation in the arts. In addition to monetary funds, the program also offers in-kind grants for use of the Corner Theatre to those who qualify.

The Arts Grant Program's role is the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms as well as historical projects in accordance with Municipal Hotel Occupancy Tax legislation. The Program operates primarily on a partnership principal that depends on both the Program and the applicant fulfilling responsibilities and commitments.

The Cultural Arts Grant Program is coordinated by the DeSoto Arts Commission and each summer, they put out the call for projects seeking funding. To be eligible, you must be an active nonprofit arts organization who can demonstrate sound artistic direction and financial management. Community involvement is also strongly considered. Funded activities must take place within the city limits of DeSoto. Examples of previously funded projects include professional and Community Theater, visual art shows, dance performances, and jazz concerts. For the 2012 Grant Year, the DeSoto City Council is extremely interested in quality programming for DeSoto's Corner Theatre and is looking for performing artists that can provide a diversified entertainment for our citizens. Please see

Appendix A - Call for Submissions for more information on the specific types of programs that are desired. Applications are accepted from July 1st through August 15<sup>th</sup> each year.

### **DeSoto Arts Commission - Mission Statement:**

The DeSoto Arts Commission provides the citizens of DeSoto with opportunities for cultural enrichment through the arts. The vision of the Arts Commission is for DeSoto to become the arts and cultural entertainment Mecca of the Best Southwest Region.

### **ELIGIBILITY CRITERIA FOR APPLICATION:**

To be eligible to receive a grant an organization must:

1. Be an active nonprofit corporation or unincorporated association recognized by the Internal Revenue Service as tax exempt under section 501 (c) (3) of the Internal Revenue Code or must have filed for non-profit status within six months of the grant deadline, for which approval is pending. Or register as a non-profit organization with the State of Texas. § 76.001(3) of the Texas Civil Practice and Remedies Code defines “Nonprofit Organization” as an incorporated or unincorporated organization that has been established and is operating for religious, charitable, or educational purposes and that does not distribute any of its income to its members, directors, or officers.”
2. The project, season or activity for which you are seeking funding must take place in DeSoto and be for the benefit of DeSoto audiences. Ability to demonstrate enhanced tourism for DeSoto resulting from the funded project is a plus.
3. Comply with appropriate local, state, and federal laws that prohibit discrimination because of race, color, national origin, sex, age, or handicap.
4. Provide a proposed budget for the project.
5. Have the authority to enter into a contract with the City of DeSoto.
6. Agree to save and hold the City of DeSoto, DeSoto Arts Commission members, all officers, employees, etc. harmless from any/all damages and claims that might arise under the contract.

### **INELIGIBILITY**

The City of DeSoto will not provide grant funds or complimentary use of the Corner Theatre for the following:

1. Social functions, parties, fashion shows, pageants, or receptions.
2. Rehearsal space for a project that is staged or presented elsewhere.
3. Projects at public or private schools, colleges and universities that primarily relate to curriculum and have minimal or no community involvement.
4. Capital improvements, bricks and mortar, and permanent equipment.
5. Retroactive funding.
6. Salaries, travel, lodging and expense accounts of the organization's officers.

**CRITERIA – The following is a set of suggested guidelines for evaluation of all applications. These criteria should be considered in planning your project/season.**

**Artistic Merit:**

1. Will the proposed project/season foster interest in and/or appreciation of the arts within the City of DeSoto?
2. Will it enhance tourism opportunities in DeSoto?
3. Applicant will be asked to provide a resume and/or history of the programs presented by their organization.

**Service:**

1. Does the project/season benefit the City of DeSoto by meeting a need not currently being met or by enhancing arts opportunities in the City of DeSoto?
2. Does the project/season offer employment opportunities and/or artistic development for local artists?

**Involvement:**

1. Does the proposed project/season or activity provide access to quality arts programs and participation regardless of race, income, age, sex, handicap, or social barriers?
2. Does the applicant include representation of the diverse cultural, ethnic, and artistic pluralities of the community in the planning, execution, and evaluation of its programs and services?

**Capability:**

1. Can the applicant provide evidence of audience support for past programs (i.e. ticket sales, numbers of participants, contributions, critical reviews, letters of support, etc.)?
2. Does the applicant have sources of public or private funds other than its request to the DeSoto Arts Commission?

**APPLICATION PROCEDURES**

Grant applications are considered on an annual basis. Application forms are available for download on the City of DeSoto website at [www.desototexas.gov](http://www.desototexas.gov) choose the pull down menu under "Community" marked "Arts In DeSoto. Applications are also available at DeSoto City Hall, 211 E. Pleasant Run Road, in the Community Relations Department from 8:00am to 5:00pm Monday through Friday. Applicants may also call (972) 230-9648 to request an application. The deadline for applying for a Cultural Arts Grant is August 15<sup>th</sup> at 5 p.m. If this deadline falls on a Saturday, Sunday or holiday, the applications will be due by 5:00 pm on the Friday before. Applications will not be accepted after this date.

The DeSoto Arts Commission is moving toward multi-year/season planning and is asking applicants to submit funding request for programming that falls between October 1, 2012 and September 30, 2014 for consideration.

**The DeSoto Arts Commission will:**

- Provide information to inquiring organizations
- Handle proposals as submitted by organizations
- Submit requests for DeSoto City Council approval
- Monitor projects that are selected
- Assist with feedback to DeSoto City Council
- Act as liaison between the grant recipient, the DeSoto City Council, and the City Staff who manage the daily operations of the Corner Theatre
- Monitor all projects receiving in-kind or monetary grants
- Assist with marketing of funded performances or productions
- Allow use of the Corner Theatre for the purpose of performances and rehearsals if the calendar permits
- Evaluate the calendar to ensure maximum use of the theatre for all approved performances

**Organizations receiving grants funds will be expected to:**

- Accept the monetary and/or in-kind grant deemed reasonable by the City of DeSoto and the DeSoto Arts Commission
- Adhere to the calendar established by City of DeSoto for use of the Corner Theatre
- Accept the Corner Theatre “As Is” and agree to restore it to its original condition at the end of each performance or production (example: theater lighting will offer a “general wash” of the stage; stage lighting must be returned to a “general wash” after the production is closed or if the stage floor is painted for a production, it must be returned to black following the close of the production).
- Agree to employ the services of a professional lighting designer to program the lighting system for your production. This lighting designer must be approved by Corner Theatre staff.
- If any content of a performance warrants a disclaimer as to the intended audience, it must be disclosed during the application process and be part of the advertisement for the performance
- Adhere to the posted hours of operation for the Corner Theatre which are Monday through Thursday, 8 am to 10 pm, Fridays and Saturdays 7 am to midnight and Sundays 1 pm to 6 pm. Rehearsals and performances must take place during the posted hours of operation.
- Complete the production evaluation form as required and submit it to the DeSoto Arts Commission no later than 30 days after the conclusion of the production
- 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
- 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 or shirt will be allowed free admission to one performance of each funded production
- Assume primary responsibility to market each funded performance
- Provide a minimum of 60 days written notification for cancelation or material change of a scheduled production
- Grant recipient will provide auditable documents upon request
- Grant recipient will meet with the DeSoto Arts Commission upon request

### **Available Funds**

Pending approval by the City Council with the adoption of the City of DeSoto FY 2012-2013 Budget in mid-September, a total of \$40,000 will be available to be awarded as Cultural Arts Grants for FY2013. It is the practice of the DeSoto City Council to spread the grant funds available to as many arts organizations as possible assuming they meet the grant criteria and further the Mission Statement

of the Arts Commission. It is unlikely that one organization will receive the full \$40,000.

The City of DeSoto's fiscal year is October 1, 2012 through September 30, 2013. During this grant cycle, the DeSoto Arts Commission is accepting applications for projects that take place between October 1, 2012 and September 30, 2014 to facilitate multi-year or season planning. However, since the award of arts grants is subject to the availability of funding through the City's FY 2013 Budget for the Hotel Occupancy Fund and City Council approval, funds will only be dispersed for projects/programs/activities that take place from October 1, 2012 through September 30, 2013 in November, 2012. Funds approved for projects that take place in FY2014 will be dispersed in November, 2013 subject to availability and Council approval of the FY2014 budget.

### **Use of The Corner Theatre**

The City of DeSoto has a 160 seat performance hall located in DeSoto Town Center called The Corner Theatre. The City makes this facility available to arts organizations who meet our grant qualifications. Use of the Corner Theatre is offered to approved arts groups as an in-kind donation. If you are requesting funding for a performance that will require use of the Corner Theatre, this can be requested as a part of your grant application. The dollar equivalent of free use of the theater will be included in your total grant award. Qualifying groups can also request an in-kind donation of theater use even though they may not be requesting grant funds.

Please review the proposed FY 2013 Corner Theatre calendar which is provided with your grant application when choosing dates for your performances. Special consideration will be given to projects that fill a need identified in our Call for Submissions list included in Appendix A.

### **PROJECT CHANGES**

At any time during the contract year, specific projects and activities may be considered for modifications. Either party may initiate discussion for suggested revisions. Project changes such as replacing a production that was approved with your grant application for another production must be approved by the DeSoto Arts Commission.

**The DeSoto Arts Commission would like to be able to review all funded projects and is requesting that 7 complimentary tickets be designated for Arts Commission Board members to attend each funded production. Board Members wearing their official City of DeSoto Arts Commission badge or shirt will be allowed free admission to one performance of each funded production.**

**The DeSoto Arts Commission and the DeSoto City Council may reject any and all applications, select only portions thereof, or accept an entire project/season application and makes the final decisions on applications.**

# **APPENDIX A**

## **Call for Submissions**

### **October 1, 2012 through September 30, 2014**

The DeSoto Arts Commission and City Council are looking for projects that further our mission of providing the citizens of DeSoto with opportunities for cultural enrichment through the arts. The vision of the Arts Commission is for DeSoto to become the arts and cultural entertainment Mecca of the Best Southwest Region.

The Commission is looking for projects in the following categories:

- Theater
- Dance
- Visual Arts
- Music
- Comedy/Comedians
- Family Entertainment

Special preference will be given to:

- Children's theater,
- Holiday entertainment (A Christmas production, a Memorial or Veterans Day program etc.)
- Culturally specific productions
- Traveling exhibitions
- Musicals
- Traveling theater groups
- Magic shows
- Orchestra/Classical Music Performances
- International performances
- Christian/Gospel Performances with nationally recognized artists
- Independent film festivals