CITY OF DESOTO
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DESOTO All-America City 2006

City of DeSoto
Cultural Arts Grants Program Guidelines

The City of DeSoto is inviting arts organizations and individuals to make application for a Cultural Arts Grant which will fund arts programming in our city during FY2014 which runs from October 1, 2013 to September 30, 2014. These grant 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 Cultural 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 to 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.

The Cultural 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 or individual 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. Please see Appendix A - Call for Submissions for more information on the specific types of programs that are desired. Applications are accepted from May 15th through June 30th 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 or individual must:

1. Have registered non-profit status as follows:

   a. 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 application deadline, for which approval is pending.

   b. 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." Start-up organizations can choose to register for non-profit status with the State of Texas for their first application for grant funding. However, in order to be eligible to apply in subsequent years, the organization must apply for 501(c)(3) status as mentioned above.

2. Be an individual professional artist applying under the umbrella of a 501(c)(3) organization who demonstrates a history of ongoing artistic/cultural programs for a minimum of two years.

3. 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.

4. Comply with appropriate local, state, and federal laws that prohibit discrimination because of race, color, national origin, sex, age, or handicap.

5. Provide a proposed budget for the project.

6. Have the authority to enter into a contract with the City of DeSoto.

7. 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 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?

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 on a space available basis.
- Evaluate the Corner Theatre 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 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

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 on a space available basis. 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.

Please review the proposed FY 2013-14 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 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, 2013 through September 30, 2013

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

APPENDIX B

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 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 June 30th 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. Applications will be accepted for projects that fall between October 1, 2013 and September 30, 2014.