

CAPACITY BUILDING INITIATIVE

RESIDENT INCUBATOR PROGRAM CLASS OF 2019 AUTHORIZATION FORM

The Residency Incubator program assists nonprofit arts organizations by developing the administrative infrastructure and financial capacity necessary to help them transition into more permanent facilities. A certain level of time commitment is required of those who wish to become resident organizations of the Incubator Program. The extent of this commitment will be determined with each organization upon acceptance into the program.

I, CEO/Executive Director/Artistic Director/Managing Director of _____, certify that the Board of Directors has discussed the organization's submission of this application to the Houston Arts Alliance's Residency Incubator Program (at a meeting on ____ / ____ / 2016) and that the board of directors and/or advisors have authorized and approved the following annual requirements as a participant of the program, should the organization been accepted in to the Resident Incubator program:

- Attend 9 of 12 Incubator monthly meetings
- Attend 4 workshops and submit workshop reports
- Attend 2 required annual capacity building conferences
- Office must be staffed for at least 20 hours a week during regular business hours.
- Submit weekly timesheets
- Post all board meeting agendas, minutes, and treasurer reports onto Basecamp/Participant Files no later than 4 weeks after each scheduled board meetings.
- Pay the monthly participation fee over the term of the agreement.
- Provide accountant-prepared financial statements at the end of each year of residency.
- Submit a projected organizational budget annually.
- Maintain & implement annual Capacity Plan objectives for organizational growth.
- Participate in monthly Arts Incubator meetings (with peer organizations, consultants and HAA staff.
- Participate with Leadership Team in organizational development workshops.
- Attend mandatory two out of five annual capacity building conferences per year as advised by staff.
- Maintain an organized business space and adhere to rules for the Houston Center for the Arts.

I certify that the application information is true and complete to the best of my knowledge.

SIGNATURE #1

Signature of CEO / Executive Director / Managing Director

Date

Print Name

SIGNATURE #2

Signature of Board President

Date

Print Name