

LET CREATIVITY HAPPEN! EXPRESS GRANTS GUIDELINES FOR FY 2018

OVERVIEW

Express grants are designed to encourage artists and creative individuals and organizations to take creative risks that may not qualify for more traditional funding opportunities. Awards of **up to \$2,500** will support innovative ideas that redefine artistic boundaries, reshape the conversation about art and art experiences, and/or establish unique opportunities to experience art.

Funding for this grant program is provided by the City of Houston utilizing [Hotel Occupancy Taxes \(HOT\)](#)

WHO CAN APPLY

1. Artists/creative individuals currently living within the City of Houston (the proof of residence will be verified)
2. Organizations with current 501(c)(3) status
3. Fiscally sponsored creative groups physically living within the Houston city limits.

WHO MAY NOT APPLY

1. Members or immediate family members of the Houston Arts Alliance staff and board.
2. Artists who work in an artistic capacity with nonprofit organizations, such as artistic directors, executive directors, lead artists, resident artists, and conductors, applying for a project for their respective organizations. Such individuals may apply only if their individual artist project stands on its own and has no ties to the organization.

WHAT MAY NOT BE FUNDED

Ineligible expenses per the HOT ordinance can be found here: <http://houstonartsalliance.com/grants/resources/>

HOW TO APPLY

1. Please visit the Houston Arts Alliance website under the [New Grant Opportunities](#) link to locate access to the online application portal link. Once you are at the application website, you will need to create a "new" username and password. The application is available online through Google Forms,
2. You may attend a workshop listed online: ([Workshops](#)) or email Grants@haatx.com to set up a meeting with the grants staff to discuss your idea and get a better understanding of what your application should highlight about your idea.
3. Submit your application by one of the four deadlines listed below.

If you have any questions, please feel free to contact a grants staff member by emailing to Grants@haatx.com or calling 713-527-9330.

Application deadlines:

- Friday, January 12, 2018, 5:30pm
- Monday, March 5, 2018, 5:30pm
- Monday, July 2, 2018, 5:30pm
- Monday, November 5, 2018, 5:30pm

Complete online application includes:

- Completed application form;
- 501(C)(3) letter for organizations or fiscal sponsorship agreement (organizations and groups of individuals);

Houston Arts Alliance

3201 Allen Parkway, Suite 250 • Houston, TX 77019

Phone 713.527.9330 • Fax 713.630.5210 • Grants@haatx.com • www.houstonartalliance.com

- Artist resume or bio for individuals (please see the [Support Materials Guide](#));
- Short biographies of those key individuals involved in the project;
- Up to three examples of work including: videos, photographs, publications, and reviews.

REVIEW PROCESS

Applications will be reviewed by HAA staff and Grants Committee after each deadline. Grant recommendations are forwarded to the Mayor's Office of Cultural Affairs for final approval. Funding will be awarded within 6 weeks of application deadline.

REVIEW CRITERIA

Applications are evaluated on how innovative and impactful they are for their community.

RECEIVING A GRANT

Grant Term: Maximum of one year.

Grant Agreement: Funds cannot be disbursed until Houston Arts Alliance receives an executed signed copy of the Grant Agreement, ACH banking deposit form and a signed IRS W9 form. Grants are paid in 2 installments, 80% upon signing of the contract and 20% upon receipt and review of a final report at the end of your grant term.

Crediting support of the City of Houston and Houston Arts Alliance: Please include HAA and City of Houston credit line and logos on all promotions

- Required Credit line: *"This work (or organization or artist) is funded in part by the City of Houston through Houston Arts Alliance."*
- Required Logos: www.houstonartsalliance.com/news/logos/

FINAL REPORT: The final report is a PechaKucha style presentation after the end of your grant term at one of the application workshops and will be recorded. Additionally, you will need to digitally submit up to two samples of your funded work or promotional materials and financial documentation of all expenses detailed in your contract and paid during the grant term.

HELPFUL TIPS ON PREPARING YOUR APPLICATION

- Before you apply, read the guidelines, criteria and grant application instructions. Work through your ideas and consider how they address the application questions and review criteria as decisions will be based on how you address these subjects.
- Do not assume. The application should stand on its own merits.
- Proofread. Before submitting your application, have at least one person in addition to yourself proofread your application. If the reader has questions, it is likely the reviewers will as well.
- Make sure the numbers in your budget add up and that they are realistically reflect what you will actually need.

NEED ASSISTANCE?

We want you to apply for this grant so if you have any hesitation please ask. There is no question too small. To speak with the grants staff at Houston Arts Alliance, please call (713) 527-9330 or email Grants@haatx.com



Accessibility and Special Needs

Houston Arts Alliance works to make its grant application process, assistance and workshops open to all interested parties. Applicants with special needs should contact Houston Arts Alliance grants staff. If you would like to attend an application workshop and need special accommodations, please contact Houston Arts Alliance grants staff one week in advance [if possible] at 713.527.9330.



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