

A decorative graphic on the left side of the slide consists of three circles in dark teal, light teal, and grey, arranged horizontally. A vertical black line extends from the top of the circles down to the level of the main title text.

# 2015 General Operating Support Grant Program

Application Workshop

# Funding Source

- Houston Arts Alliance receives funding from the City of Houston through the Hotel Occupancy Tax (H.O.T.) of which a portion funds the Individual Artist Program.
- Because the General Operating Support Program is funded with Hotel Occupancy Tax funds, the funded activities must directly benefit tourism and the convention and hotel industry.





# Purpose of General Operating Support Program

The General Operating Support Grant category provides financial support to aid arts and cultural organizations to present or produce arts and cultural programs that serve to:

- (1) establish a nationally recognized cultural environment that attracts visitors and tourists to the City of Houston; and
- (2) meet the needs of the culturally diverse residents and visitors of Houston.



# General Operating Support Program Goal

- The overall goal of the *General Operating Support Grant Program* is to increase visibility of arts organizations in Houston and therein positively impact tourism revenues.
- Houston Arts Alliance offers two types of general operating grants that are open strictly to arts/cultural organizations physically based within the city limits of Houston:
- **General Operating Support:** provides operating support for arts and cultural organizations that present regular seasons of arts or cultural programs that serve residents, visitors and tourists to Houston. While the grants are awarded for operating support, grantees are required to spend the grant funds only for the allowed purposes of the Hotel Occupancy Tax.
- **General Operating Support Expansion:** provides operating support for multicultural arts organizations as defined below that present a regular season of arts or cultural programs that serve residents, visitors and tourists to Houston. While the grants are awarded for operating support, grantees are required to spend the grant funds only for the allowed purposes of the Hotel Occupancy Tax.



# Program Eligibility

## General Operating Support Grant applicants must meet all the following criteria:

- The organization's primary mission, as described in its mission statement and approved by its board of directors and reflected in its annual scope of programs, is the production or presentation of a regular season of arts and cultural programming through the year.
- 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 three years prior to the grant application deadline. Organizations with lapsed IRS 501(c)(3) status are not eligible to apply.
- The organization has produced or presented arts or cultural programming during the 12 months prior to the grant application deadline.
- The organization is physically based within the incorporated limits of the City of Houston.
- The organization is governed by a local board of directors that meets regularly.
- The majority of the organization's programs and events are advertised and open to the general public.
- The majority of the organization's programs and events attract visitors and tourists to Houston.
- The organization has successfully managed at least two Houston Arts Alliance organization grants.
- The organization does not have any outstanding final reports due in any grant programs to Houston Arts Alliance.
- The majority of programming takes place in the City of Houston.



# Program Ineligibility

- We do not accept fiscal agent applications or umbrella organization applications. If an organization is an umbrella organization of a national chapter, then the applying organization must have 501(c)(3) status one full year prior to applying and must be based within the City of Houston.
- Nonprofit organizations whose primary mission is other than presenting or producing arts and cultural programs are not eligible for the General Operating Support/General Operating Support Expansion category. This includes social service agencies, units of local government, community organizations, university /college or educational departments or agencies and other nonprofits.
- Organizations that are less than three years old or that have not been funded through the Grants for Organizations peer panel process by Houston Arts Alliance in the past two consecutive years are ineligible. These organizations may be eligible for Arts Project Grants (APG); please refer to the APG guidelines for additional information.
- Nonprofit organizations (arts/cultural and others) whose physical administrative offices (or main place of business) are outside of the City of Houston are not eligible for Hotel Occupancy Tax support from Houston Arts Alliance.
- Organizations that receive Hotel Occupancy Tax funds through the group agreements with the Houston Museum District or Theatre District Association are not eligible to apply for additional General Operating Support Grants from Houston Arts Alliance.
- Arts/cultural organizations with activities that have no measurable impact on the promotion of tourism and the convention and hotel industry are not eligible to receive Hotel Occupancy Tax funded General Operating Support Grants. Grant funds may not be used for activities that take place outside of the City of Houston or that do not comply with the intended use of Hotel Occupancy Tax funds as defined in state law.
- General Operating Support Grants may not go to university/college or other education agencies or departments.



# FY15 Artistic Disciplines to Participate in Panels:

- Dance
- Literature
- Music Choral
- Music Non-Choral
- General
- All Service Organizations



# Application Category

## ○ New & Full Applicant

- Is for arts organizations that receive General Operating Support or General Operating Support Expansion funding.
- If you are categorized as a “Full Applicant” for FY15, your application process will include attendance at a panel interview in which the grants staff will invite you by way of formal invitation with date, time and location of the panel date.

## ○ Continuation Applicant

- Houston Arts Alliance convenes the peer review panels on an alternate-year basis (every other year), reducing the paperwork burden on organizations who receive funding from HAA from year to year.
- If you are a categorized a “continuation” applicant for FY15, your application process is shorter, and you will not be required to attend a panel interview, **UNLESS** *you are a Service Organization.*
- *All Service Organizations are required to attend a panel interview this year.*



# Application designation of “full” or “continuation- GOS

Award	Grant Program	Organization	Applicant	Fiscal Year	Request	Fiscal Year	Request
142900	General Operating Support 201	American Festival for the Arts	Michael Remson	14	GOS Continuation	15	GOS Full Applicant
142938	General Operating Support 201	Ars Lyrica Houston	Kinga Ferguson	14	GOS Continuation	15	GOS Full Applicant
142911	General Operating Support 201	Art Colony Association, Inc.	Kelly Kindred	14	GOS Continuation	15	GOS Full Applicant
142939	General Operating Support 201	Art League Houston	Michael Peranteau	14	GOS Full Applicant	15	GOS Continuation
142941	General Operating Support 201	Aurora Picture Show	Sarah Stauder	14	GOS Full Applicant	15	GOS Continuation
142912	General Operating Support 201	Bach Society Houston	Albert LeDoux	14	GOS Continuation	15	GOS Full Applicant
142943	General Operating Support 201	Bay Area Chorus	Paul Boeder	14	GOS Continuation	15	GOS Full Applicant
142901	General Operating Support 201	Bayou City Concert Musicals	Sharon Williams	14	GOS Continuation	15	GOS Full Applicant
142982	General Operating Support 201	Bayou City Performing Arts	Dennis Williams	14	GOS Full Applicant	15	GOS Continuation
142913	General Operating Support 201	Box 13 Artspace	Elaine Bradford	14	GOS Continuation	15	GOS Full Applicant
142905	General Operating Support 201	Brilliant Lecture Series	Susan Truax	14	GOS Continuation	15	GOS Full Applicant
142917	General Operating Support 201	CANTARE Houston	Kari Perkins	14	GOS Continuation	15	GOS Full Applicant
142919	General Operating Support 201	City Ballet of Houston	Jennifer Novak	14	GOS Continuation	15	GOS Full Applicant
142947	General Operating Support 201	CLASSICAL THEATRE COMPANY	John Johnston	14	GOS Full Applicant	15	GOS Continuation
142920	General Operating Support 201	Czech Cultural and Community Center	Bill Rosene	14	GOS Continuation	15	GOS Full Applicant
142921	General Operating Support 201	Dance Houston	Andrea Cody	14	GOS Continuation	15	GOS Full Applicant
142922	General Operating Support 201	DANCE SOURCE HOUSTON	Stephanie Wong	14	GOS Continuation	15	GOS Full Applicant
142948	General Operating Support 201	DISCOVERY GREEN CONSERVANCY	Susanne Theis	14	GOS Full Applicant	15	GOS Continuation
142949	General Operating Support 201	DIVERSE WORKS INC	Jennifer Gardner	14	GOS Full Applicant	15	GOS Continuation
142923	General Operating Support 201	Dominic Walsh Dance Theater	Ashley Dennis	14	GOS Continuation	15	GOS Full Applicant

# Application designation of “full” or “continuation- GOS

Award	Grant Program	Organization	Applicant	Fiscal Year	Request	Fiscal Year	Request
142952	General Operating Support 201	FOTOFEST INC	Wendy Watriss	14	GOS Full Applicant	15	GOS Continuation
142902	General Operating Support 201	Foundation for Modern Music	Gary Chamness	14	GOS Continuation	15	GOS Full Applicant
142954	General Operating Support 201	FRENETICORE	Rebecca French	14	GOS Full Applicant	15	GOS Continuation
142957	General Operating Support 201	GLASSTIRE	Rainey Knudson	14	GOS Full Applicant	15	GOS Continuation
142958	General Operating Support 201	GREATER HOUSTON PRESERVATION ALLIANCE INC	David Bush	14	GOS Full Applicant	15	GOS Continuation
142924	General Operating Support 201	Gulf Coast: A Journal of Literature and Fine Arts	Zachary Martin	14	GOS Continuation	15	GOS Full Applicant
142964	General Operating Support 201	HITS Theatre	Sheroo Mukhtiar	14	GOS Full Applicant	15	GOS Continuation
142926	General Operating Support 201	HOPE STONE INC	Bonnie Collins	14	GOS Continuation	15	GOS Full Applicant
142925	General Operating Support 201	HOUSTON BOYCHOIR INC	Carole Nelson	14	GOS Continuation	15	GOS Full Applicant
142903	General Operating Support 201	HOUSTON CENTER FOR CONTEMPORARY CRAFT	Julie Farr	14	GOS Full Applicant	15	GOS Continuation
142906	General Operating Support 201	Houston Center for Photography	Rebecca Rossmann	14	GOS Full Applicant	15	GOS Continuation
142908	General Operating Support 201	Houston Chamber Choir	Becky Tobin	14	GOS Continuation	15	GOS Full Applicant
142914	General Operating Support 201	Houston Children's Chorus	Stephen Roddy	14	GOS Continuation	15	GOS Full Applicant
142915	General Operating Support 201	Houston Cinema Arts Society	Trish Rigdon	14	GOS Full Applicant	15	GOS Continuation
142916	General Operating Support 201	HOUSTON EARLY MUSIC	Nancy Ellis	14	GOS Continuation	15	GOS Full Applicant
142918	General Operating Support 201	HOUSTON FESTIVAL FOUNDATION INC	Kim Stolis	14	GOS Full Applicant	15	GOS Continuation
142929	General Operating Support 201	Houston Friends of Chamber Music	Kirk Weinert	14	GOS Continuation	15	GOS Full Applicant
142930	General Operating Support 201	Houston Institute for Culture	Mark Lacy	14	GOS Full Applicant	15	GOS Continuation
142931	General Operating Support 201	HOUSTON INTERNATIONAL DANCE COALITION	Nancy Henderik	14	GOS Continuation	15	GOS Full Applicant
142932	General Operating Support 201	HOUSTON INTERNATIONAL FILM FESTIVAL, INC.	Hunter Todd	14	GOS Full Applicant	15	GOS Continuation
142933	General Operating Support 201	HOUSTON METROPOLITAN DANCE CENTER INC	Michelle Smith	14	GOS Continuation	15	GOS Full Applicant
142935	General Operating Support 201	HOUSTON YOUTH SYMPHONY & BALLET	Sarah Loudermilk	14	GOS Continuation	15	GOS Full Applicant

# Application designation of “full” or “continuation- GOS

Award	Grant Program	Organization	Applicant	Fiscal Year	Request	Fiscal Year	Request
142936	General Operating Support 201	Indian Film Festival of Houston, Inc.	Sutapa Ghosh	14	GOS Full Applicant	15	GOS Continuation
142937	General Operating Support 201	Inprint, Inc.	Rich Levy	14	GOS Continuation	15	GOS Full Applicant
142940	General Operating Support 201	InterActive Theater Company	Robb Brunson	14	GOS Full Applicant	15	GOS Continuation
142942	General Operating Support 201	Jazz Education Inc.	Denise Kennedy	14	GOS Full Applicant	15	GOS Continuation
142910	General Operating Support 201	Karen Stokes Dance	Karen Stokes	14	GOS Continuation	15	GOS Full Applicant
142944	General Operating Support 201	KINGWOOD DANCE THEATRE	Glenna Peterson	14	GOS Full Applicant	15	GOS Continuation
142946	General Operating Support 201	Main Street Theater at Autry House	Shannon Emerick	14	GOS Full Applicant	15	GOS Continuation
142950	General Operating Support 201	Mercury Baroque Ensemble	Jordan Witherspoon	14	GOS Continuation	15	GOS Full Applicant
142953	General Operating Support 201	MUSIQA	Elizabeth Klemm	14	GOS Continuation	15	GOS Full Applicant
142955	General Operating Support 201	NAMELESS SOUND	David Dove	14	GOS Continuation	15	GOS Full Applicant
142909	General Operating Support 201	Opera in the Heights	Midge Claiborne	14	GOS Continuation	15	GOS Full Applicant
142968	General Operating Support 201	REVELS HOUSTON INC	Michael Schmid	14	GOS Full Applicant	15	GOS Continuation
142961	General Operating Support 201	Rice Design Alliance	Linda Sylvan	14	GOS Full Applicant	15	GOS Continuation
142962	General Operating Support 201	River Oaks Chamber Orchestra	Terri Golas	14	GOS Continuation	15	GOS Full Applicant
142963	General Operating Support 201	Rothko Chapel	Emilee Whitehurst	14	GOS Full Applicant	15	GOS Continuation
142965	General Operating Support 201	Russian Cultural Center "Our Texas"	Sophia Grinblat	14	GOS Full Applicant	15	GOS Continuation
142966	General Operating Support 201	SEVERAL DANCERS CORE	Virginia Lang	14	GOS Continuation	15	GOS Full Applicant
142967	General Operating Support 201	Southwest Alternate Media Project	Mary Lampe	14	GOS Full Applicant	15	GOS Continuation
142956	General Operating Support 201	Spacetaker	Jenni Stephenson	14	GOS Full Applicant	15	GOS Continuation
142976	General Operating Support 201	Stages Repertory Theatre	Dwight Clark	14	GOS Full Applicant	15	GOS Continuation
142927	General Operating Support 201	Suchu, Inc.	Jennifer Wood	14	GOS Continuation	15	GOS Full Applicant

# Application designation of “full” or “continuation- GOS

Award	Grant Program	Organization	Applicant	Fiscal Year	Request	Fiscal Year	Request
142985	General Operating Support 201	Texas Dragon Boat Association	Eve Ruhlman	14	GOS Full Applicant	15	GOS Continuation
142928	General Operating Support 201	Texas Medical Center Orchestra	Daniel Musher	14	GOS Continuation	15	GOS Full Applicant
142945	General Operating Support 201	The Catastrophic Theatre	Kirk Markley	14	GOS Full Applicant	15	GOS Continuation
142960	General Operating Support 201	The Heritage Society	Carol Watson	14	GOS Full Applicant	15	GOS Continuation
142951	General Operating Support 201	The Museum of Printing History	Ann Stool Kasman	14	GOS Full Applicant	15	GOS Continuation
142959	General Operating Support 201	The Orange Show Center for Visionary Art	Lynette Wallace	14	GOS Full Applicant	15	GOS Continuation
142907	General Operating Support 201	THEATER LAB HOUSTON	Mimi Holloway	14	GOS Continuation	15	GOS Full Applicant
142983	General Operating Support 201	THEATRE SOUTHWEST INC	Mimi Holloway	14	GOS Continuation	15	GOS Continuation
142981	General Operating Support 201	University of Houston - Blaffer Art Museum	Emily Church	14	GOS Full Applicant	15	GOS Continuation
142934	General Operating Support 201	Virtuosi of Houston	Zarine Boyce	14	GOS Continuation	15	GOS Full Applicant
142979	General Operating Support 201	Weather Research Center - The Weather Museum	Jill Hasling	14	GOS Full Applicant	15	GOS Continuation
142904	General Operating Support 201	Writers in the Schools	Kate Rybka Brennan	14	GOS Continuation	15	GOS Full Applicant
142978	General Operating Support 201	YOUNG AUDIENCES INC OF HOUSTON	Mary Mettenbrink	14	GOS Full Applicant	15	GOS Continuation

# Application designation of “full” or “continuation- GOSE

Award	Grant Program	Organization	Applicant	Fiscal Year	Request	Fiscal Year	Request
142878	General Operating Support Expansion 2014	Ambassadors International Ballet Folklorico	Maria Garcia	14	GOSE Continuation	15	GOSE Full Applicant
142877	General Operating Support Expansion 2014	Asia Society Texas Center	Jordan Dupuis	14	GOSE Full Applicant	15	GOSE Continuation
142879	General Operating Support Expansion 2014	BHARATHI KALAI MANRAM	Giyarpuram Prasad	14	GOSE Full Applicant	15	GOSE Continuation
142880	General Operating Support Expansion 2014	Brazilian Arts Foundation	Sara Kellner	14	GOSE Full Applicant	15	GOSE Continuation
142881	General Operating Support Expansion 2014	Center for African American Military History	Paul Matthews	14	GOSE Full Applicant	15	GOSE Continuation
142882	General Operating Support Expansion 2014	CHILDREN'S PRISON ARTS PROJECT	Birgit Walker	14	GOSE Full Applicant	15	GOSE Continuation
142883	General Operating Support Expansion 2014	City Dance	Sherese Campbell	14	GOSE Full Applicant	15	GOSE Continuation
142884	General Operating Support Expansion 2014	Community Artists' Collective	Michelle Barnes	14	GOSE Full Applicant	15	GOSE Continuation
142885	General Operating Support Expansion 2014	Dance of Asian America	Janie Yao	14	GOSE Continuation	15	GOSE Full Applicant
142886	General Operating Support Expansion 2014	DIAZ MUSIC INSTITUTE	Elizabeth Flores	14	GOSE Continuation	15	GOSE Full Applicant
142896	General Operating Support Expansion 2014	Earthen Vessels (The Sandra Organ Dance Company)	Sandra Organ Solis	14	GOSE Continuation	15	GOSE Full Applicant
142889	General Operating Support Expansion 2014	Express Children's Theatre	Patricia Silver	14	GOSE Full Applicant	15	GOSE Continuation
142890	General Operating Support Expansion 2014	INDO-AMERICAN ASSOCIATION	Hari Dayal	14	GOSE Full Applicant	15	GOSE Continuation
142891	General Operating Support Expansion 2014	Institute of Hispanic Culture of Houston	Gloria Yampey-Jorg	14	GOSE Full Applicant	15	GOSE Continuation
142892	General Operating Support Expansion 2014	Korean American Society of Houston	Robert E. Oum	14	GOSE Full Applicant	15	GOSE Continuation
142893	General Operating Support Expansion 2014	Multicultural Education and Counseling Through the Arts	Alice Valdez	14	GOSE Full Applicant	15	GOSE Continuation
142894	General Operating Support Expansion 2014	OCA-Greater Houston Chapter	Deborah Chen	14	GOSE Full Applicant	15	GOSE Continuation
142895	General Operating Support Expansion 2014	PROJECT ROW HOUSES	Gayle Waden	14	GOSE Full Applicant	15	GOSE Continuation
142897	General Operating Support Expansion 2014	Talento Bilingue de Houston	Cristy Jennings	14	GOSE Full Applicant	15	GOSE Continuation
142887	General Operating Support Expansion 2014	The Ensemble Theatre	Janette Cosley	14	GOSE Full Applicant	15	GOSE Continuation
142899	General Operating Support Expansion 2014	University of Houston-Arte Público Press	Marina Tristán	14	GOSE Continuation	15	GOSE Full Applicant
142898	General Operating Support Expansion 2014	Voices Breaking Boundaries	Ana Laurel	14	GOSE Full Applicant	15	GOSE Continuation



# Application & Review Process

## ○ Review Criteria

**All General Operating Support Grant applications are reviewed using the criteria weighted on a rating scale as follows:**

- Artistic/Cultural Merit (40%)
- Administrative Ability (20%)
- Cultural Tourism Impact (20%)
- Audience Development & Community Outreach (20%)

## ○ Staff Review

- Staff reviews applications for completeness
- Eligibility and verification of the 501(c)(3) status

## ○ Panel Review

- **Objective and knowledgeable local national & regional arts professionals, marketing professionals, and community members, evaluate each application.**
  - Review based on guidelines.
  - Uses a 100 point score system.

## ○ Committee and Board Approval

- Review, finalize and approve funding recommendations of the Panel.



# Award Determination

Requests for General Operating Support Grant awards from Houston Arts Alliance far exceed the available resources. Therefore, an applicant rarely, if ever, receives 100 percent of its maximum eligible award. An organization's maximum possible award is based on:

- (1) two-year average cash operating income, with any capital campaign or City of Houston HOT funding deducted,
- (2) multiplier or percentage range based on budget size,
- (3) the amount of funds available for the grant program,
- (4) quantity of applications received, and
- (5) number of awards recommended.



# Maximum Eligible Award Process

- Year 1 = 2012
  - Year 2 = 2013
  - Year 3 = 2014 \* approved
- Calculated as :*
- + 2 year cash income
  - Any Capital Campaign
  - Any District Monies

The board will determine what the multiplier or % range will be based on your organizational budget size.





# Budgets

In reporting revenues for purposes of calculating the Maximum Eligible Award, organizations cannot include revenues that are:

- In-kind donations,
- Used for debt reduction,
- Used for capital campaigns,
- Derived from for profit school(s) or academies,
- Received from Houston Arts Alliance (all grant categories), the Theater or Museum District, Miller Theatre Advisory Board or other City of Houston sources,
- Revenue from one-time large sources of income (such as bequest or one-time special grants that are greater than 10% of total revenue), or earned revenue from touring activities outside of Texas.

**Organizations are required to post their most recent 990s on Guidestar.org and if HAA cannot verify the 990s on Guidestar.org it will have an impact on the accuracy of the award. Do not submit paper copies of your 990s**



# Budget Worksheet

## Budget Worksheet

<b>Expense Type</b>	<b>Projected HAA Funds Allotted</b>	<b>Paid with Other Funds</b>
Personnel - Administrative		
Personnel - Artistic		
Personnel - Fringe Benefits		
Personnel - Technical		
Production - Exhibit Rental Fees		
Production - Other Production Costs		
Production - Shipping and Transportation		
Professional - Administrative (Contracted)		
Professional - Artistic		
Professional - Technical		
Professional - Travel		
Misc - Equipment Rental		
Misc - Insurance		
Misc - Marketing/Promotion		
Misc - Postage		
Misc - Printing		
Misc - Space Rental		
Misc - Supplies and Materials		
Other Expenses		
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>



# Important Dates

- **Grant Term:**

FY2015 ( July 1, 2014 – June 30, 2015)

- **Application is available on Online:**

February 14th

<http://www.houstonartsalliance.com/grants/FY14/GOSApplication>

- **Application & Support Materials Due Online:**

\*Support Materials are required.



# How to Apply

- **Online Grants Application Portal!**

- The application portal will be open February 14, 2014, and closes on March 14, 2014, at 5:30 P.M
- You will be able to access the Grants Portal by visiting the Houston Arts Alliance Website under the Grants for Organization's link to locate access to the online application porta

*If you have an existing username and login from you may login using those credentials.*

*If you need to reset your password; please email: [Grants@haatx.com](mailto:Grants@haatx.com)*

Please fill out the application in it's entirety including uploading of required support documents. As a convenience the ability to upload support documents are included in the grants portal. *Support documents are required for submission.*

We encourage you to review the instructions for using the online application portal before beginning the application process. If you have any questions, please feel free to contact a grants staff member by emailing [Grants@haatx.com](mailto:Grants@haatx.com) or calling 713-527-9330



# Required Documents

REQUIRED DOCUMENTS FOR UPLOAD	
<ol style="list-style-type: none"> <li>1. <b>Signed Assurance Page</b></li> <li>2. <b>Board of Directors List</b>- including name, professional title, ethnicity, address, email &amp; phone number for each member</li> <li>3. <b>Brief Description Page</b> - of the artistic materials submitted to include date of performance, location, title and/or performers, and please provide the list chronologically based on the order you uploaded the submission.</li> <li>4. <b>Artistic Support Materials</b> - these should be uploaded in the appropriate format as indicated below. (<i>Examples of support materials are printed materials including: programs, flyers, press clippings, posters etc.</i>), as applicable to your artistic discipline or project. Please make sure you provide the proper scale and clarity for your electronic submissions.</li> </ol>	PDF format
FORMAT SUBMISSION	
Movies or Clips	3-5 minute video of supplemental examples MOV format , Vimeo.com
Music or Audio Clips	3-5 minute recording MP3 or MP4 format
Other visual aids, such as brochures, pictures programs, flyers, press clippings, posters etc.	5 – 10 images JPEG format



# Award Notification

- Notification of Award will be provided in June.
- You will be invited to an Award Workshop, where we review the contracts and award process.
- Before a payment is processed, you are required to complete the following:

- **Payment 1:**

An executed signed copy of the Grant Agreement, confirmed insurance and required 990 documentation have been verified by our staff.

- **Payment 2 and 3:**

Completed quarterly reports submitted and approved by staff

- **Final Payment**

A Final Report – due within 45 days after the completion of the program or project \*If the Final Report is not submitted within 45 days of **Project Completion**; the final payment can be forfeited.



# Anticipated FY15 Payment Schedule

- 2Q Payment
  - For activities between 7/1-12/31/14
  - HAA releases payments beginning 1/31/15
- 3Q Payment
  - For activities between 1/1- 3/31/15
  - HAA releases payments beginning 4/30/15
- Final Payment
  - Depending upon your organization's submittal and approval of Final report.
  - HAA releases payments beginning 7/31/15



# Texas Cultural Data Project

- The **Texas Cultural Data Project** (Texas CDP) offers a powerful online management tool that strengthens the arts and cultural sector.
- Visit <http://www.txculturaldata.org> to complete your profile





# Contacting Staff

**SHOULD YOU HAVE ANY QUESTIONS ABOUT THE APPLICATION PROCESS,  
PLEASE EMAIL STAFF AT: [Grants@haatx.com](mailto:Grants@haatx.com) or call 713.527.9330**

Thank you for creating and supporting the presentation  
of arts and cultural programs in Houston!

