

# TOURING & NEIGHBORHOOD ARTS PROGRAM

## FY2016 Guidelines

Application will be available in December 2015  
Submission is an Online Application and will be opened for one month.  
Link will be posted on HAA website.

**Houston Arts Alliance**  
3201 Allen Parkway, Suite 250 • Houston, TX 77019  
Phone 713.527.9330 • Fax 713.630.5210 • Website: [www.houstonartsalliance.com](http://www.houstonartsalliance.com)

# Table of Contents

<b>HAA Board and Staff</b>	3
<b>Important Dates &amp; Overview of Grant Program</b>	4
<b>Touring Neighborhood Arts Program: Eligibility Requirements</b>	5
<b>Matching Funds Requirement</b>	5
<b>Ineligible Organizations</b>	6
<b>Funding Criteria</b>	7
<b>Receiving a Grant</b>	7
<b>Application + Support Material Information</b>	8

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### Partner Liaisons:

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**Cissy Segall Davis** - Miller Outdoor Theatre

**Kathryn Chase McNeil** – Houston Theater District

**Dawn Ullrich** – Houston First Corporation

**\*Mayoral Appointees**

## Houston Arts Alliance Staff

### Administration

**Jonathon Glus**, President + CEO

**Dean McGee**, Chief Operating Officer

**Kathryn Lanning**, Executive Assistant to Jonathon Glus,  
President + CEO

**Jenna Whyte**, Administrative Coordinator

**Mary Shropshire**, Staff Accountant

**Vicki Rosborough**, Finance Manager

**Debbie Kam-Belhaj**, Staff Accountant

**June O'Neill**, Special Project Manager

### Civic Art & Design

**Sara Kellner**, Director of Civic Art + Design

**Jimmy Castillo**, Civic Art + Design Collection/Project Manager

**Alex Irrera**, Civic Art + Design Assistant

**Mat Kubo**, Civic Art + Design Project Manager

### Advancement

**Kate Ostrow Yadan**, Director of Development

**Marie Jacinto**, Director of Communications

**Karen Ross**, Communications Manager

**Kenneth Franco**, Advancement + Digital Marketing Manager

**Catherine Gonzalez**, Communications + Outreach  
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### Folklife + Traditional Arts

**Pat Jasper**, Director of Folklife + Traditional Arts

**Angel Quesada**, Folklife + Traditional Arts Manager

### Grants, Programs & Services

**Richard Graber**, Director of Grants, Programs + Services

**Dominique Estevez**, Grant, Programs + Services  
Coordinator

**Carolyn Hays**, Manager, Arts & Business Council of Greater  
Houston

**Amy Gibbs**, Manager, Capacity Building Initiatives

**Deidre Thomas**, Grants Coordinator

## Overview of the Program

The Touring & Neighborhood Arts Program (TNAP) is designed to provide broad access to arts projects in neighborhoods and communities. **PRIORITY will be given to organizations outside of Houston within Harris County with budgets under \$300,000 that are not currently receiving FY2016 funding from HAA.** The objective of the grant category is to increase the number of quality arts programs and performances available throughout all areas of Harris County in a variety of public venues. This category funds activities in all artistic disciplines, including but not limited to visual arts, music, theater, dance, literature, media and folk arts. *\*Funding for the Touring & Neighborhood Arts Program is provided by the Texas Commission on the Arts for granting through the Houston Arts Alliance.*

### GRANT TERM

**March 1, 2016 – June 30, 2016**

**(All programming must take place between within the grant term)**

Dates	Program Calendar
October 2015	TNAP Guidelines Published onto HAA Website
November 2015	TNAP Application Workshop
December 2015	TNAP Online Application Portal Open
30 days from application release	TNAP Online Application & Support Material Due
January 2016	TNAP Panel Review
February 2016	Grants Committee, Board Approval & Award Letters
March, 2016	Grantee Award Orientation Workshop
August 15, 2016	Final Report due no later than 45 days after project completion date. *All Projects and Final Reports must be closed out no later than August 15, 2016.

## Eligibility

1. **Priority will be given to organizations outside of Houston within Harris County with budgets under \$300,000 that are not currently receiving FY2016 funding from HAA.**
2. The organization has had tax-exempt status under Section 501(c)(3) (or equivalent) with the Internal Revenue Service for one full year prior to the application deadline.
3. The organization has history of touring or presenting public arts and cultural programs and is able to submit documentation to demonstrate its public arts/cultural programming.
4. The organization provides arts programs and events that are open to the general public.
5. The organization does not have outstanding final reports.

## Eligible Programming

- This program is open to Houston and Harris County-based nonprofit organizations who offer a variety of artistic programming to locations within Harris County (unincorporated and municipalities).
- TNAP will give priority to applications from organizations with operating budgets under \$300,000 and organizations that are based in Harris County outside the City of Houston. Non-arts nonprofit organizations are eligible to apply for presenting professional artists in any art form for activities such as performances, workshops, exhibitions, readings, and residencies designed for community audiences.
- Eligible program and performance sites include but are not limited to: community centers, senior centers, public libraries, public parks, theaters and civic auditoriums.
- All programming must take place within the grant term.
- This grant category provides funding to nonprofit organizations to hire artists, artists' groups or arts organizations to engage audiences in their communities for performance series, community-based residencies, exhibitions and other types of touring and presenting programming centered on arts and culture.
- An organization may apply for a program or performance for a pre or K–12 school provided that the organization is also planning at least one other program or performance outside of the classroom setting and open to the general public as part of the grant term.

## Request Amount

The maximum request per application is \$5,000, and requires a match of the grant request.

Houston Arts Alliance encourages organizations to seek funding from a variety of sources—both unearned (contributed) and earned.

## REQUIRED: Matching Funds

Touring & Neighborhood Arts Project grants must be matched dollar-for-dollar (100 percent) and shown in actual cash expenses.

**Example:**

Houston Arts Alliance Request	Match Funds/In-kind or Cash	Total Project Cost
\$3,000	\$3,000	\$6,000
\$5,000	\$5,000	\$10,000

*\*Project Budget should reflect both the HAA Request and the Matching Funds to equal a Total Project Budget.*

**Example:** If the total cash expense for the project is \$10,000 then the organization's request for funding through this program cannot exceed \$5,000. Please note these funds must be spent during the grant term and must come from sources other than HAA. The project budget can exceed \$10,000 however; the grant award will not exceed the maximum allowable award of \$5,000.

### Multiple Applications ( Not Eligible)

- Only one application per organization may be submitted by the application deadline.
- Projects that are already included or funded in other grant awards should not be submitted for consideration.

**Example:** If you have been awarded an Arts Project or General Operating support grant and the project or event is included in the scope of work for the award, the Houston Arts Alliance will deem the application ineligible.

### Ineligible Organizations, Programs & Items

- For-profit organizations or businesses
- Organizations based outside of Harris County
- Presenting and touring activities outside of Harris County.
- Capital improvements (construction, renovation, the purchase of permanent (or non expendable) equipment or real property).
- Funding prior deficits or non-project related expenses
- Tuition costs or costs of instructional workshops and programs that have primary impact on individuals or small groups.
- Organizations whose administrative offices are outside of Harris County.
- Scholarships, purchase of awards or cash prizes.
- Benefits, galas and projects planned primarily for fundraising.
- Licensing fees, other than standard performance royalties of any kind.
- Loans, interest on loans, fines, penalties or costs of litigation.
- Food, beverages, social functions, parties or receptions.
- Individuals or projects by individuals (these are funded through Houston Arts Alliance's Individual Artist Program).
- Religious projects or activities. Religious organizations or groups closely affiliated with religious organizations may receive funding if all the following conditions are met: Funds may not be used for a direct religious purpose, funds may be used to support programming of a secular purpose, the primary effect of the funding does not advance or inhibit any one religion or faith and the activity must be open to the general public.
- Projects, productions, workshops and/or programs that include obscene material as defined in Section 43.21, Penal Code of Texas.
- Non-direct project costs or items such as staff salaries or ongoing operating expenses, etc.
- Programs or activities that take place outside of the grant cycle. This includes expenses incurred before or after the project period..
- Programs, projects and staff currently funded by other Houston Arts Alliance grant programs.
- Organizations delinquent in their reporting to the Houston Arts Alliance or that have defaulted on a previous grant

## Funding Criteria

The Touring & Neighborhood Arts Program applications are evaluated based on the following criteria:

### 1. Artistic Merit (40 points)

- Overall artistic quality of the project as presented in the narrative section of the application.
- Degree of involvement of professional artists, recognized for their knowledge and expertise in the particular artistic discipline. Evidence of artistic merit to be evaluated by review of the artist's bios, resumes and artistic support materials.

### 2. Program Design & Implementation (30 points)

- Evidence of planning that incorporates both the artist and the presenting organization.
- Feasibility of the program or event to occur.
- Realistic and appropriate budget for the project; budget categories are and match requirement are diversified.
- Project or even to be presented has a strong impact on the public.
- Organization's experience in delivering similar projects (as evident in the support materials).

### 3. Audience Development & Community Outreach (30 points)

- Impact of the project on the community. Show demonstration of how you will develop new or expand audience outreach.
- Plan of a marketing and outreach to a wide audience.
- Programming addresses the needs and interests of a culturally diverse audience.

### 4. Bonus points: HAA offers bonus points to applicant organizations that meet the following criteria:

- Arts/cultural organizations with budgets under \$300,000 will receive an additional (5) bonus points.
- Arts/cultural organizations based outside the City of Houston within Harris County will receive an additional (10) bonus points.
- Arts/cultural organizations has not been awarded funding from HAA in the FY15 grant year (5) bonus points.
- Arts/cultural organizations that promote cultural/heritage tourism (5) bonus points.

## After Receiving a Grant

- Organizations that are awarded grants by Houston Arts Alliance are required to electronically sign a grant agreement that outlines the requirements of the grant. The Grant Agreement states the scope of services which is based on the application, and cannot be amended after awarded. The Grant Agreement also outlines the terms of the grant, reporting requirements and other responsibilities of the Grantee.
- Grant payments are made in two installments; the initial payment (50%) will be made upon HAA receiving the signed grant agreements. The last payment will be due upon submission and approval of the Final Report.
- A Final Report is due no later than forty-five days after the end of the grant term and no later than August 15, 2016, or the grant funds will be reverted and you will forfeit any remaining grant funds. The Final Report requires financial and project documentation associated with the funded project. All financial documentation must be dated during the grant term.

## Crediting Support of Funders and Houston Arts Alliance

Grantees are required to acknowledge the support of Houston Arts Alliance, and the Texas Commission on the Arts using the credit line. Logos available for download on the HAA website ([www.houstonartsalliance.com](http://www.houstonartsalliance.com)).

Credit Line: *"(This project) is funded in part by a grant from the Texas Commission on the Arts through the Houston Arts Alliance."*

## Application + Support Material

Complete the electronic grant application and include all required attachments per the application instructions.

### Required Attachments: Add in the Uploads Section of the application

- Current Board List (indicating names, addresses, gender and ethnicity)
- IRS 501(c)(3) Determination Letter .

### Supplemental Attachments

- Confirmation Letters from the venue/location where the event will take place
- Partnership Agreement specifying roles and responsibility in the project. All agreements or letters must have each organization representative's signature.
- Artist materials such as biographies or examples of artistic merit relative to the project or event
- Videos, JPEG and other links to performances.

## Need Assistance?

Contact the Houston Arts Alliance Grants Department at:

[Grants@haatx.com](mailto:Grants@haatx.com) or call 713-527-9330



