

TOURING & NEIGHBORHOOD ARTS PROGRAM

FY2017 Guidelines



Houston Arts Alliance
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Houston Arts Alliance Staff

Administration

Jonathon Glus, President + CEO

Dean McGee, Chief Operating Officer

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

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Vicki Rosborough, Finance Manager

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Sara Kellner, Director of Civic Art + Design

Alex Irrera, Civic Art + Design Collections Coordinator

Mat Kubo, Civic Art + Design Project Manager

Advancement

Kate Ostrow Yadan, Director of Development

Marie Jacinto, Director of Communications

Karen Ross, Communications Manager

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Catherine Gonzalez, Communications + Outreach Coordinator

Folklife + Civic Engagement

Pat Jasper, Director of Folklife + Traditional Arts

Angel Quesada, Folklife + Traditional Arts Manager

Grants + Capacity Building

Richard Graber, Director of Grants + Capacity Building

Dominique Estevez, Grants + Capacity Building Coordinator

Amy Gibbs, Manager, Capacity Building

Deidre Thomas, Grants Coordinator

Gulara Alakbarova, 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 FY2017 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. The intent of state dollars that help support this program is to advance the creative economy of Texas by investing in arts organizations.*

GRANT TERM March 1, 2017 – June 30, 2017 (All programming must take place within the grant term)

Dates	Program Calendar
October 2016	TNAP Guidelines Published on HAA Website
November 17, 2016	TNAP Application Workshop at 12pm
December 5, 2016	TNAP Online Application Portal Opens at 8:30am
January 5, 2017	TNAP Application Deadline at 5:30pm
January 2017	TNAP Panel Review by Grants Committee
February 2017	Board Approval & Award Letters
March 2017	Grantee Award Orientation Workshop
August 15, 2017	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, 2017.

Eligibility

- **Priority will be given to organizations outside of Houston within Harris County with budgets under \$300,000 that are not currently receiving FY2017 funding from HAA.** *HAA will verify the physical address of the applying organizations. Please check your address using My City Houston application here <http://mycity.houstontx.gov/public/>.
- The organization has had tax-exempt status under Section 501(c)(3) with the Internal Revenue Service for one full year prior to the application deadline.
- 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.
- Project support is not designed to support any one organization's entire annual expenses, but rather a specific event, series of events or component of a season.
- The organization provides arts programs and events that are open to the general public.
- The organization does not have outstanding final reports due from any grant programs to Houston Arts Alliance.

Eligible Programming

- This program is open to Houston and Harris County-based nonprofit organizations that offer a variety of artistic programming 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.
- 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 amount.

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).
- Projects or activities which have a primary purpose that is religious. Religious organizations or groups closely affiliated with religious organizations may receive funding if all the following conditions are met:
 - a. The funded program has a secular purpose
 - b. The primary effect of the funded program does not advance or inhibit any religion
 - c. The activity is open and advertised 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

How to Apply

Online Grants Application Portal is accessible on at <http://houstonartsalliance.com/grants/organizations/tnap/>

The application portal will open on **Monday, December 5th, 2016 at 8:30 am and close on Thursday, January 5th, 2017 at 5:30 p.m.**

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

Application and Support Materials

The online application will include required support materials that must be uploaded into the Grants Application Portal.

Required attachments	
<p>1. Board of Directors List (<i>organizations only</i>) - including name, professional title, ethnicity, address, email & phone number for each member (adhere to the format as requested).</p> <p>2. IRS determination letter justifying 501(c)(3) status or fiscal sponsorship agreement;</p>	<p>Word or PDF format</p> <p>Word or PDF format</p>
Supplemental attachments	
<p>3. Brief Description Page - 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.</p> <p>4. Confirmation Letters from the venue/location where the event will take place</p> <p>5. Partnership Agreement specifying roles and responsibility in the project. All agreements or letters must have each organization representative's signature.</p> <p>6. Artistic Support Materials –documents should be uploaded in the appropriate format as indicated below. (<i>Examples of support materials are printed materials including: programs, flyers, press clippings, posters, videos, pictures etc.</i>), as applicable to your artistic discipline or project. Please make sure you provide the proper scale and clarity for your electronic submissions.</p>	<p>Word or PDF format</p>
Submission Format	
<p>Movies or Clips (Please upload the best format possible to allow panelists the ease of viewing. Any unnecessary narrative that does not depict artistic merit should not be included, as the panelist will have limited time to review your material).</p>	<p>3-5 minute video of supplemental examples. We highly recommend uploading your videos to vimeo.com, youtube.com or other video hosting platform, and provide the links in Word or PDF file.</p>
<p>Public Broadcasting or Marketing Music Clips (Please upload the best format possible to allow panelists the ease of viewing.)</p>	<p>3-5 minute recording MP3 or MP4 format</p>
<p>Other visual aids, such as brochures, pictures, programs, flyers, press clippings, posters, etc.</p>	<p>5 – 10 images JPEG format</p>

Funding Criteria

The TNAP 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 and match requirement are diversified.
- Project or event 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 FY16 grant year (5) bonus points.
- Arts/cultural organizations that promote cultural/heritage tourism (5) bonus points.

Receiving a Grant

Orientation Workshop: Organizations and individuals that are awarded grants by Houston Arts Alliance are required to attend a new grant applicant workshop.

Signing the Grant Agreement: Houston Arts Alliance requires an electronic signature from the official representing the organization. One of these officials must be the CEO, executive director, president or board chair of the organization. The grant agreement will outline the terms of the grant, scope of services, reporting requirements and legal issues applicable to the funding. Houston Arts Alliance reserves the right to make changes to the grant program policies, schedule or guidelines. If any changes are made, grantees will be notified in writing within 30 days of the change.

Grant Payment: Grant payments are made in two installments. The initial payment (50%) will be made after execution of the grant agreement. The final payment is disbursed after submission and approval of the Final Report. (Please see the reporting requirements section below.)

Grantees with outstanding reports from previous years are not eligible to receive any payments until the previous grants are closed out. Grantees are ineligible for any future grants if they are in default of a previous grant.

Final Report is required after the completion of the scope of services and activities specified within the grant agreement. The Final Report includes information and documentation on completed activities, income and expenses for the grant. Documentation for how grant funds were used **must** include copies of every invoice/receipt and check written for grant expenses paid for with Houston Arts Alliance funds as well as documentation of the cash match to include copies of cancelled checks or other detailed documentation verifying the required match. Every check copy and receipt or invoice copy provided to Houston Arts Alliance should be dated during the grant term (between March 1, 2017 and June 30, 2017.)

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 <http://houstonartsalliance.com/grants/resources/>.

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

Need Assistance?

Applicants are encouraged to become familiar with the program requirements and criteria before beginning the application process. To speak with grants staff at Houston Arts Alliance or to make an appointment, 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.

