

Texas City Cultural Arts Foundation, Inc.
Policies and Procedures

I. PURPOSE

- A. Promulgate policies and procedures for submitting, approving and administering Texas City Cultural Arts Foundation Grants.

II. BACKGROUND

- A. The Texas City Cultural Arts Foundation was chartered to advance, encourage and promote cultural arts in Texas City by sponsoring cultural arts events, activities and programs and providing opportunities for individuals and organizations to promote the cultural arts in the city through Foundation Grants.
- B. The Foundation is funded by proceeds from special events, grants, endowments, donations and allocations of Hotel/Motel tax revenues from the City.
- C. The Foundation's Board of Directors is responsible for generating and managing these funds and for awarding grants in compliance with these policies and procedures.

III. GRANT APPLICATIONS

- A. Must be submitted with a profile of the applicant, an explanation of the intended use of the grant funds and the expected benefits to the cultural arts of Texas City. The Foundation considers cultural arts to include: instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution and exhibition of these major art forms.
- B. Must be received on or before July 15th of each year for expenditure during the Foundation's next fiscal year, which begins October 1st and ends September 30th of the following year.
- C. The Foundation's Board may in its discretion consider an application filed during the budget year. However, said application shall be submitted not less than sixty (60) days prior to the event for any Board action.

IV. APPLICANT

- A. Must prove to the satisfaction of the Foundation's Board to be a non-profit organization or an individual with a non-profit pursuit based in Texas City.
- B. Must be requesting funds for a cultural arts event, program or endeavor, as defined in III. (A).
- C. Must be available for a personal presentation to the Foundation's Board if they so desire.
- D. Applicant must provide the information set forth in item VI. (D).

V. USE OF GRANT FUNDS

- A. Must be specifically for the advancement, promotion, education or appreciation of the cultural arts in the city and not for the expenses of an event or entertainment unrelated to cultural arts.
- B. Must be used for events, programs or projects open to the public.
- C. Must be specifically identifies and fully described in the application.

- D. Must be expended during the Foundation's fiscal year following the grant award.
- E. Must not be used to fund the total cost of an event, program or project but only to supplement funds received from other sources.

VI. GRANTS

- A. Must be approved by a majority of the Foundation's Board.
- B. Must be included in the Foundation's annual budget and submitted to the City Commission for approval prior to October 1st of each year. The Foundation's Board may consider an application during the budget year but an award that requires a budget amendment must be approved by the City Commission.
- C. May include Hotel/Motel Tax funds. Grants funded by Hotel/Motel Tax funds must be awarded in accordance with Texas Tax Code Chapter 351.
- D. Must be awarded utilizing the following criteria:
 - (1) Program quality; i.e., artistic value, innovation, creativity, vision, marketability and probability of achieving the applicant's goals and objectives.
 - (2) Public appeal: i.e., ability to attract the public and the access and availability to the public.
 - (3) Administrative ability; i.e., long and short range plans, organizational structure, ability to deliver as described in application, realistic budget and reporting system, diverse funding sources and effective use of the funding, diverse ethnic involvement, collaboration with other groups, responsiveness to culturally under-served audiences and community contributions to the organization.

VII. GRANTEEES

- A. Must submit, within thirty (30) days after the event, a written report on the results of the event, program or project, including the attendance figures and general public response.
- B. Must submit, with the report, a written declaration or show proof that the funds granted by the Foundation were expended as specified in the grant application.
- C. Must refund to the Foundation, within forty-five (45) days after the event, program or project, any funds that were not expended as specified in the grant application, for whatever reason, including but not limited to surplus, misuse, loss, theft, etc.
- D. Must indemnify and hold the Foundation, its Board of Directors and officers and the City of Texas City harmless against any claim arising from the use of the Grants funds.