

CITY OF HUNTSVILLE  
**HUNTSVILLE ARTS COMMISSION**

1428 ELEVENTH STREET - HUNTSVILLE, TX 77340

936-291-5424 - FAX 936-436-1363

**PROJECT FUNDING APPLICATION**  
**PLEASE TYPE OR NEATLY PRINT DIRECTLY ONTO THIS FORM**

*USE NO LESS THAN 12 POINT FONT*

<p>I. Applicant/Organization (<b>legal name &amp; address</b>). Include official status of organization, ie: 501(C)3 or other:</p> <p>II. Project Title:</p>	<p><b>FOR STAFF USE:</b>      FY _____</p> <p>Request: \$ _____</p> <p>Approval: _____</p> <p>Date Received: _____</p> <p>Program: _____</p> <p>Project #: _____</p>
<p>III. Project Director:</p> <p>Email: _____</p> <p>Work Phone: _____</p> <p>Home Phone: _____</p> <p>Signature: _____</p>	<p>IV. Starting Date: _____</p> <p>Date Funding Needed: _____</p> <p>Completion Date: _____</p> <p>Facility(ies): _____</p>
<p>VI. <b>PROJECT DESCRIPTION:</b> State clearly the need in the Huntsville community, the content of the project, who will do the work, how the project will contribute to tourism and the convention and hotel industry, and how it will be implemented and evaluated. <i>(Use only this space.) PLEASE ALSO LIST THE NUMBER OF EVENTS, ACTIVITIES OR PERFORMANCES.</i></p> <p>We request \$ _____ for _____</p> <p>_____</p> <p>Please provide a description of your project according to the requirements listed:</p>           	

# PROJECT FUNDING APPLICATION

Project #:

**NOTE: The Arts Commission wishes to exclude the following items from consideration as part of any application to the "Subgranting Program": (1) funds for space rental, (2) scholarships for individuals, and (3) receptions/food for projects.**

VII. Estimated number of persons expected to benefit from this project.

Participants:

Audiences:

VIII. Total amount requested from the Huntsville Arts Commission, City of Huntsville (from column A, Section X. A.)

\$

IXa. Huntsville 2020: The Cultural Plan calls for "direct hotel/motel tax grant recipients to appear on the Square during an on-going series of scheduled public performances that occur throughout the year. Schedule weekend events, especially on slow Sunday afternoons or long summer evenings that will bring families and pedestrians back Downtown".

In compliance with this directive, will your project include an event, exhibit or promotional activity in the Downtown?  yes  no Within the Huntsville Cultural District?  yes  no

*Please describe:*

In response to the City efforts to bring out-of-town visitors to the Wynne Home Arts Center, will your project include an event, exhibit or promotional activity designed to attract tourism visitors to spend the night in a local hotel?

yes  no

*Please describe:*

IXb. Marketing Plan for Project: Describe plans for publicizing your program to the diverse community, to hotels and motels, and to the out-of-town media.

IXc. Will any of your projects be held in any of the schools in the Huntsville Independent School District?  
Please circle one: Yes No

IXd. Please list a minimum of two (2) DEVELOPMENTAL ASSETS that pertain to your project and ways your project will enhance the assets. A list of assets is in the back of the packet.

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Project #:

X. Financial Information (round to nearest 5 dollars). Attach (mandatory) a complete Budget Detail of Project Expenditures A1 through A8 and Source of Funds 1, 2, and 3. (*Add all columns and rows.*)

<b>A. EXPENDITURES</b>	Applicant's request from City (a)	Cash from all other sources (b)	In-kind, <b>no cash paid</b> (Value of volunteered service or goods) (c)	TOTAL OF (a), (b) AND (c) = (d)
1. Personnel:           Administrative				
Artistic				
Technical				
Other Personnel				
2. Fees for outside professional services: Administrative				
Artistic				
Technical, Other				
3. Space Rental	////////////////////			
4. Equipment Rental				
5. Travel/Transportation				
6. Promotion/Printing				
7. Costumes/Royalties				
8. Other (Supplies, postage, etc.)				
<b>9. TOTALS</b>	(A)+	(B)+	(C)	=(D)
<b>10. TOTAL CASH EXPENDITURES</b>	(A)+	(B)	= \$	
<b>B. SOURCE OF FUNDS / KNOWN AND ANTICIPATED</b>				
1. Huntsville Arts Commission				
2. Organizational Funds Available				
3. Project Income:    a. Admission charges				
b. Registration fees				
c. Contributions				
d. Grants (Texas Commission on the Arts, others)				
e. Other				

<b>4. TOTAL Funds</b>	
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**PROJECT FUNDING APPLICATION**

**Project #:**

Total Cash Expenditures (should also equal total funds in Section X. B, Line 4.)	
Total In-Kind (should equal total in section X.A., column C.)	
Total Project Costs (total of cash expenditures (X.A.10) + in-kind; should equal total in Section X.A., column D.)	

**PLEASE ATTACH TO APPLICATION:**

1. Résumé for key personnel working with the project - limit two (2) pages per person; maximum of six pages total.
2. One page history of your organization.
3. Representative examples of past publicity - limit five (5).
4. SUPPORT LETTER (OR OTHER DOCUMENTATION) FROM ANY PROJECT PARTNER THAT PROVIDES, OR MAY PROVIDE, FUNDING OR OTHER SUPPORT.
5. Checklist - A copy will be returned to applicant upon receipt of application.
6. Visual Arts Attachment (Installation/Maintenance Plan Form).

<b>XI. Certification:</b> We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.	
<b>A. Authorizing Official:</b> <span style="float: right;"><b>(Contract must be signed by an authorized signatory for the organization)</b></span>	
Signature:	Date Signed:
Name & Title (print or type):	Phone: (____) _____ - c (____) _____ - h or w
Mailing Address:	
E-Mail Address:	
<b>B. Project Director:</b>	
Signature:	Date Signed:
Name & Title (print or type):	Phone:(____) _____ - c (____) _____ - h or w
Mailing Address:	
E-Mail Address:	
<b>C. Payee (to whom funds will be sent if other than authorizing official)</b>	
Signature:	Date Signed:
Name & Title (print or type):	Phone:(____) _____ - c (____) _____ - h or w
Mailing Address:	
E-Mail Address:	