



## Arts Grant Program Overview 2009-2010

### **PURPOSE:**

The Arlington Arts Alliance Grant Program\* is designed to support and enhance the capacity of Arlington's artists and arts organizations to advance our reputation as a vibrant creative hub, and to promote the arts as a destination for cultural tourism.

### **ELIGIBLE APPLICANTS:**

Applicants should be residents within the geographic boundaries of Arlington which meet the stated guidelines. Private organizations, public or private schools, college or universities, non-profit organizations and individual artists are welcome to apply.

### **AWARD OF FUNDS:**

Projects must be designed to begin after October 1, 2009, and conclude no later than September 30, 2010. Any amount requested must be fully matched by other sources. Note: matching funds can be in the form of cash and/or properly documented in-kind donations. The number of grants awarded is dependent upon available funds. The awards committee of the Alliance coordinates the selection process. Grant awards are made annually at the discretion of the Arlington Arts Alliance. Applications will be accepted between November 1 and January 15, 2010. Awards will be announced February 3, 2010.

### **GRANT SELECTION CRITERIA:**

Funding will be considered for: new projects and performances, equipment directly associated with performances, costumes, and technology. Funding will not be considered for: salaries or daily operational expenses

### **APPLICATION PROCESS:**

Grant application forms are available on the AAA website, [www.arlingtonarts.net](http://www.arlingtonarts.net), under Grant Applications or at the Chamber office at 505 East Border Street, Arlington, Texas 76010.

1. Using MSWord, download the document from the website and enter your proposal. Complete application, limiting your narrative to maximum word count allowed.

2. Submit a printed copy of your completed Arlington Arts Grant Application and a Cover Page with a signature to the **Chamber Office by noon on the last business day of the grant cycle.**
3. Forward an electronic version of the application to: [jjackson@arlingtontx.com](mailto:jjackson@arlingtontx.com).

**FINANCIAL GUIDELINES FOR SUBMITTING GRANT FUNDING REQUESTS BY APPROVED GRANTEES:**

1. Submitted expenses need to be related to the grant project purpose approved by the Alliance.
2. Submitted expenses need to have been incurred and paid during the period of October 1, 2009 to September 30, 2010.
3. Expenses need to be incurred and paid first by the grantee in order to receive reimbursement from the Alliance
4. Copies of paid expenses (invoices, receipts, etc) need to be submitted with the funding request.
5. Copies to substantiate payment of these expenses (cancelled checks, credit card statements, bank account statements) need to be submitted with the funding request.
6. Submitted expenses need to at least total double the grant amount due to the required 1 to 1 match stipulated by the City contract.

**GRANT APPLICATIONS THAT DO NOT COMPLY WITH THESE SUBMISSION REGULATIONS WILL NOT BE CONSIDERED.**

\*Source of funding provided by the City of Arlington's Hotel Occupancy Tax revenue.