

2023 Seguin Arts and Cultural Grant: Information and Policy Overview

The Seguin Commission on the Arts has received funding to award grants for arts and cultural activities that promote or enhance the arts in Seguin. Funds may be requested to initiate cultural activities; supplement existing arts programming, or to provide enrichment or education in the arts.

Awardees will receive **80 percent** of their grant after the official notification and execution of a grant contract; the final **20 percent** will be released after the funded event upon completion of a final report to the Arts Commission.

Maximum request

The maximum request for a project cannot be greater than **50%** of the total project cost. The applicant's match may include cash match and in-kind donations of goods and services.

Who is eligible

- Non-profit, tax-exempt organization registered with the Internal Revenue Service.
- For-profit organizations
- Individual artist projects
- Applicants must have fulfilled all requirements of any previously funded projects with the City of Seguin, **including final reports.**
- Applicants may not receive funding from any other city board or commission who distributes Hotel Occupancy Tax funds for the project in this application.

Project eligibility and restrictions

To be eligible, projects must:

- **Promote the arts.** This may 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, execution, and exhibition of these major art forms
- **Be within the City limits** or extraterritorial jurisdiction (ETJ) of Seguin
- **Be publicly viewable.**
- **Be completed by September 15, 2023.**

Applications for assistance will not be accepted for review if:

- Applicant has a report overdue from a previously funded grant project
- The activity is not open to the public
- The project has been completed prior to the application date
- Funds are for non-fine arts portions of festivals or art fairs, including humanities and historical portions
- The application is incomplete
- Funds are requested to reduce/eliminate a deficit of a recent project
- The project takes place outside of the City of Seguin

Certain costs are **ineligible** for funding within a program. These include:

- Food for receptions
- Scholarships
- Rental of hotel/motel rooms
- Items purchased for resale, use as prizes or gifts, or awards
- Transportation to exhibits/field trips
- Building space, supplies and equipment that are owned by, or could be used by, the applicant
- Long-life items and permanent fixtures (excluding permanent public art)
- Monthly/seasonal/annual operational costs
- Political activity – including any activity supporting the election or defeat of any candidate for public office; or to influence the passage, defeat or final content of legislation.

Evaluation criteria

The Seguin Commission on the Arts will review all submitted grant applications. Project type, arts impact, and organization will be taken into consideration when reviewing grants.

Timeline

Application window opens: February 1, 2023

Application deadline: First Friday of the month

Application Review: Second Wednesday of the month

Project Completion Deadline: September 15, 2023

Reporting

Grantees must submit a final Project Evaluation Report to the Arts Commission within 30 days after completion of the project. Failure to submit the report may result in forfeiture of remaining funds allocated for the project and eligibility for future Arts Commission funding.

Changes and refunds

Grantees must notify the City of Seguin IN WRITING at any point if the program or project is changed from the way in which it was described in the grant application. This includes, but is not limited to, substitutions in personnel, change of project dates, change in number of performances, change of event location, change of the event from in-person to virtual, and cancellation.

Changes in the project are subject to review by the Arts Commission and may result in a revision or revocation of the grant award.

If the grantee fails to inform the Arts Commission of changes before the project dates, the commission will reserve the right to withhold the final payment for the project and may require a refund.

Other supporting materials

In addition to the grant application, please provide the following documents if applicable:

- Project Budget (REQUIRED)
- Project manager/artist resume
- List of board members/paid staff
- Financial Statement
- IRS letter of determination proving nonprofit status
- Final report from previous year's event (if applicable)
- Examples of past publicity
- Any other supporting materials

Amendment

The Seguin Commission on the Arts reserves unto itself the right to amend these Guidelines and Criteria as it may from time to time find desirable.

I have read the Policy and Information Overview and understand the information presented.

Name: _____

Title: _____

Date: _____

Signature: _____

2023 Seguin Arts Grant Application

Fill out the following application using the spaces provided.

You may submit your grant application by email to mainstreet@seguintexas.gov or by mail addressed to:

Seguin Commission on the Arts
PO Box 591
Seguin, TX 78156

Applications will be reviewed at the next regularly scheduled Arts Commission meeting after the application has been received. Project must be completed by Sept 15, 2023.

Part 1: Application at a Glance

Title of your project: _____

Total Project Budget: _____

Grant Request: _____

Part 2: Applicant Information

Name of applicant or organization: _____

Mailing Address: _____

Website: _____

Main Contact for the project: _____

Title: _____

Email: _____ Phone: _____

Mission statement of Organization:

Part 4: Impact to Community

Please explain how your project supports and/or promotes arts to the local community:

How will you or your organization promote your event or project to the local community?

Attendance Projections (for events)

Number of participants: _____

Attendance or number in audience: _____

Part 5: Final checklist, signatures, and submission instructions

Please submit your grant application by email to mainstreet@seguintexas.gov or by mail addressed to:

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Applications are due by 5:00 pm on the first Friday of the month.

Submission Checklist:

- Signed Grant Guidelines (required)
- Completed Application (required)
- Project Budget (required)
- Other applicable supporting materials

Applicant Signature

Name: _____

Title: _____

Signature: _____

Date: _____