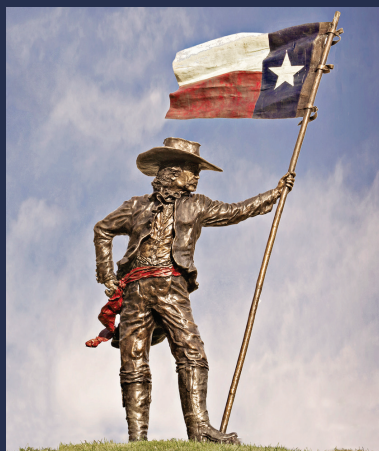




CITY OF CONROE

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Arts & Culture Grant 2022-2023



Arts & Culture Grant

The City of Conroe is aware and supportive of the contribution that Art & Culture Programs make to the well-being, quality of life, and economy of the City.

The **Arts & Culture Grant** provides financial assistance to the arts community related to presentation, performance, execution and exhibition of various art form programming. Application for the **Arts & Culture Grant** is available by request at Admin@CityofConroe.org or online at www.CityofConroe.org/CulturalDistrict **Deadline for Submission: Friday, September 23, 2022 4:00 PM.**

Qualifying Criteria for Applicants for City of Conroe Arts & Culture Grant:

- Arts/Culture Related Organization with a 501c3 Determination for at least one year
- First time applicants are not eligible for the maximum allowable amount.
- Mailing address within the Greater Conroe Area
- Present majority of programming in the City of Conroe if a venue is available
- Programs/Events open to the public
- Other revenue resources that match or exceed the "supplemental" City of Conroe Arts & Culture Grant. In-kind documented support should be counted as revenue.

Applicant Information

Submit completed application with required attachments before/by **September 23, 2022 4:00 PM.** The preferred method of submission is emailing to Admin@CityofConroe.org with the necessary file(s) attached. You may also bring your completed application to City Tower, 1st Floor Reception or mail to City of Conroe, PO Box 3066, Conroe TX 77305. Please mark all envelopes "Attn: Karin Lincoln-Bishop". Once reviewed for criteria completion, you will receive an emailed confirmation of receipt. Your questions may be addressed at above email or by phone at (936) 522-3001.

Agreement

Qualifying organizations may be eligible to receive grant funding of up to \$15,000

- Funding period – **November 1, 2022-August 31, 2023**
- Publications, advertisements, media releases, articles, announcements, appearances, and social media platforms will display a City of Conroe Arts & Culture logo and indicate partial funding by the City of Conroe.
- Awarded grant funding will be issued as reimbursement when verified receipts/proof of payment is submitted in one of the same three ways that applications were received, as noted above in the "Applicant Information" section.
- Requests for reimbursement may be made immediately after an expenditure, monthly, or in entirety. Reimbursements will be paid within one month of the request.
- Final reimbursement requests will be allowed up to, and including, the 10th working day after the close of the described funding period.
- The City of Conroe will not be responsible for any claim arising from the use of the Arts & Culture Grant funds.
- Funding may be used for a single performance/event/or for expenses over the period of a program or event.
- A review committee of 5 will evaluate the applications. An organization representative must be present for this verbal interview. Failure to attend the review could affect the requested amount being approved. If the funded amount for the previous year was not utilized, the unused amount may be deducted from the current year's request.
- Only one application for the City of Conroe Grants (City of Conroe Arts & Culture Grant or Hotel Occupancy Tax (HOT) Grant) may be submitted.

Application and Attachments

- Completed Application
- Copy of 501c3 Designation Letter
- Most recent bank account statement
- List other grants applied for and received. The City of Conroe Arts & Culture Grant funding is not intended to be an organization's primary funding.
- Copy/Copies of 2021-2022 Grant Reimbursement Requests. Please include only the summary page(s) and not supporting receipts/proof of payments.
- Submit a digital copy of a media advertisement or bring 5 printed copies to interview

Qualifying Expenses for Reimbursement	Expenses Not Qualifying for Reimbursement
Venue Rental/Leasing, Copyright Expenses, Costume Rental, Leasing of Technical Equipment, Guest Artists, Printing of Marketing Material, Humidity control costs that are necessary for the preservation of historical documents, Security Monitoring costs, Reasonable Expenses pertaining to the production and execution of programming	Reimbursement of any expenses owed to the City of Conroe; or expenses pertaining to Salaries, Food, Permanent Fixtures, Travel, Improvement/Replacing of Fixtures, Renovations, Recognition Awards, Fundraiser Expenses, Incentives, Promotional items that produce revenue, Existing Debt Payments

For Information, Contact:

Marsha Porter – portermarsha4475@gmail.com – 936-446-7050

Annette Spikes – aspikes123@consolidated.net -936-539-8879

Important Dates:

August 26, 2022	2022-2023 Grant Applications available
September 23, 2022, 4:00 PM	Last date to submit City of Conroe Arts & Cultural Grant Application to Karin Lincoln-Bishop
October 6, 2022--- 9:30	Application Review Panel, Council Chambers, 300 W. Davis
October 12-13, 2022	Application Recommendations Presented to Council - Workshop & Council Meeting
November 1, 2022-August 31, 2023	Term of Grant
September 15, 2023	Last Day to submit Reimbursement Requests

Upon award of the grant, recipients will be required to complete a City of Conroe Vendor Set Up Packet. Payments are sent via ACH.

2022-2023 City of Conroe Arts & Cultural Grant Application Form

Organization Name: _____

Mailing Address: _____

Phone: _____

Email Address: _____

Website Address: _____

EIN Number: _____

Mission Statement

Interview Representative: *(Representative must attend panel review as part of grant application)*

Name: _____

Phone: _____ Email: _____

Person Responsible for Submitting Reimbursements:

Name: _____

Phone: _____ Email: _____

Board	Name	Email	Phone Number
Pres.			
Sec.			
Treas.			

Give a Brief Description of Anticipated Use of Funding

Grant Amount Requested: _____ *Requests may not be fully funded.*

Authorized Representative Submitting Application:

Printed Name: _____ Date: _____

Signature: _____ Title: _____

City of Conroe Arts & Culture Reimbursement Request Form

Reimbursement requests may be made as expenses are incurred, monthly, or end of the grant award cycle. Make copies of this form to attach to receipt/invoice and proof of payment when submitting requests. Reimbursement requests may be made by email to **Admin@CityofConroe.org**, or mailed to City of Conroe, Administration Dept, PO Box 3066, Conroe TX 77305. Please mark all correspondence: Attn: Karin Lincoln-Bishop.

Organization Name: _____

Requestor's Contact:

Name: _____

Phone: _____ Email: _____

Project/Description: _____

Date Paid	Vendor	Qualifying Expense Description (See below)	Amount
Total Reimbursement Request			

Requestor's Signature: _____ Date: _____

Per the City's Grant Application:

Qualifying Expenses for Reimbursement:

Venue Rental, Copyright Expenses, Costume Rental, Leasing of Technical Equipment (lighting, sound equipment) Guest Artists, Printing of Marketing Material, Humidity control costs that are necessary for the preservation of historical documents, Security Monitoring costs for securing historical documents, Reasonable Expenses that pertain to the production and execution of programming

Expenses Not Qualifying for Reimbursement:

Reimbursement of any expenses owed to the City of Conroe; or expenses pertaining to Salaries, Food, Permanent Fixtures, Travel, Improvement/Replacing of Fixtures, Renovations, Recognition Awards, Fundraiser Expenses, Incentives, Promotional items that produce revenue, Existing Debt Payments