



MID-AMERICA ARTS ALLIANCE



MAYOR'S OFFICE OF
**CULTURAL
AFFAIRS**

Houston Arts and Cultural Stabilization Grant Program - Application At-A-Glance

Deadline EXTENDED: 11:59 p.m. CST, ~~Friday, June 30, 2023~~ July 10, 2023

HOW TO APPLY

The following is the Houston ACSG and M-AAA Application At-A-Glance. Use it to prepare your responses in Microsoft Word, Google Docs, or a similar note taking application to ensure you have a backup for reference as you proceed. While draft applications can be saved online, technology is not flawlessly reliable. We strongly recommend you prepare your narrative responses before working in the online application form.

Data entered into the online form can be saved for editing later by clicking "Save my progress and resume later" at the top or bottom of the application form webpage. Each time you save your application you will be asked for an email address and a password. And each time you save your application you will be sent an email with new instructions on how to resume your draft application. To resume the most recent version of your application refer to the most recent email in your inbox or bookmark the "thank you for saving/resume your application" webpage.

If you have accessibility needs for an alternate format or process for completing the application please contact: Angelette Severt, Operations and Accessibility Coordinator at angelette@maaa.org or (816) 421-1388 ext. #216.

Applications are due by 11:59 p.m. CDT on ~~Friday, June 30, 2023~~ Monday, July 10, 2023 through M-AAA's online application form found here:

<https://www.tfaforms.com/5064179>

We urge you to submit your application early to ensure your materials are properly received. The application platform may experience slower processing times when user traffic is higher as the deadline nears. The form will close promptly at midnight.

Questions? Concerns? Contact: Christine Bial, Director of Arts and Humanities Grant Programs
(816) 421-1388, ext. #227 or grants@maaa.org.

I. APPLICANT ORGANIZATION INFORMATION

1. Provide the applicant organization's legal name.
 - This is the Organization's name as it appears on its Federal IRS 501(c)3 Determination Letter. *Search the organization's name on the IRS Charities and Nonprofits website:*
<https://www.irs.gov/charities-and-nonprofits>
2. Provide the applicant organization's contact information (street address, phone, email, website address, social media profiles, and a promotional photo). Note: *P.O. Boxes are not accepted.*
 - *Eligible organization's must be located in the City of Houston as defined by the 2020-2024 Council District Maps:* <https://www.houstontx.gov/council/whoismycm.html>;
3. Provide the organization's U.S. Congressional District Number.
 - *For more information about federal and state legislative districts search the organization's street address on the Open States website here:*
https://openstates.org/find_your_legislator/
4. Provide the organization's State House Legislative District Number.
 - *Search the Open States website and look for the lower chamber here:*
https://openstates.org/find_your_legislator/
5. Provide the organization's State Senate Legislative District Number.
 - *Search the Open States website and look for the upper chamber here:*
https://openstates.org/find_your_legislator/
6. Provide the organization's Houston City Council District.
 - *Search the organization's address in the Houston City Council District Map:*
<https://www.houstontx.gov/council/maps.html>
 - *Note: If the organization's address is not found in the Houston City Council District Map, the organization is not eligible for grant consideration.*
7. Is the organization located in a Houston Complete Community? (yes/no/don't know)
 - If yes, in which complete community is the organization located? (pick one)
 - *Refer to the Houston Complete Communities website for more information:*
<https://www.houstoncc.org/>
8. Is the organization located in a State Certified Cultural District? (yes/no/don't know)
 - If yes, in which State Certified Cultural District is the organization located? (pick one)
 - *Refer to the Houston Cultural Affairs Office website for more information:*
<https://www.houstontx.gov/culturalaffairs/>
9. What is the organization's legal status?
 - *Note: The organization must be incorporated as a 501(c) 3 to be eligible for grant consideration.*
10. What kind of institution is the organization? (pick one)
11. What is the organization's Federal Employer Identification Number (EIN)?

- *Numbers only. No dashes or hyphens. This is a nine-digit number assigned by the IRS at the time of incorporation.*
 - *Search the organization's name on the IRS Charities and Nonprofits website: <https://www.irs.gov/charities-and-nonprofits>*
12. Does the organization have a Universal Entity Identification number (UEI) assigned by [SAM.gov](https://sam.gov)? (yes/no)
- If yes, provide the organization's twelve-character alphanumeric UEI number.
 - If no, register for a UEI by visiting [SAM.gov](https://sam.gov). It is a free process and Grantees are required to have a UEI at the time of award should the organization's application be selected for funding. Provide proof of registration for UEI. Acceptable formats of proof include but is not limited to: a screenshot of registration or an email confirmation of registration.
13. Is the organization registered with the Texas (TX) Secretary of State's Office? (yes/no/don't know)
- If yes, provide the organization's State Tax Identification Number.
14. Does the organization have a complete up to date Cultural Data Profile (CDP) with [SMU DataArts](https://dataarts.org)? (yes/no/don't know)
15. What is the primary artistic discipline exhibited, performed, presented or produced by the organization? (pick one)
16. What is the mission of the organization? (250-word limit)
17. Describe the organization's unique purpose and the community/communities it serves. Summarize how the organization celebrates diverse cultural practice, fulfills its mission, and supports the arts and artists. (250-word limit)
18. Does the organization have at least a three-year history of arts programming prior to the application deadline? Programming is not required to have taken place during consecutive years. (yes/no/don't know)
- If yes, provide a short inventory of the organization's programs and methods used to serve its target audience. Include examples that represent the organization's commitment to cultural equity, accessibility, and social justice. (250-word limit)

II. ORGANIZATION PROFILE: REQUIRED DOCUMENTS

Upload the following documents in PDF or Microsoft Word:

- a. Organization Corporate Formation Documents (e.g. Articles of Incorporation, Business License, DBA Certificate, etc.)
- b. Fully executed Form W-9 [<https://www.irs.gov/pub/irs-pdf/fw9.pdf>]
- c. Organization proof of headquarters/primary business location in the City of Houston. Accepted documents include scanned copy or image of recently canceled mailed envelope, a utility bill, or lease agreement in the name of the organization.
- d. Most recently filed IRS Form 990/990-EZ tax filing (or latest financial statement)
 - Gross receipts of \$50,000 or more, submit IRS 990/990 EZ (only first page);
 - Gross receipts of \$50,000 or less, submit a copy of the latest financial statement as reported to the Board of Directors.

III. ORGANIZATION OPERATIONS

19. Organization's Authorizing Official Information. This is the President/CEO/Executive Director or the equivalent.
- Choose all that describes the organization's authorizing official (age, gender, education, other identifiers, select all that apply).
 - Is the organization's authorizing official full-time, part-time, contractual or volunteer? (drop-down)
 - What is the pay range for the organization's Authorizing Official position? (drop-down)
20. Organization's Primary Grant Contact Person Information (or Additional Contact Person)
- Choose all demographics that describe the organization's Primary Grant Person or Additional Contact Person (age, gender, education, other identifiers, select all that apply).
 - Is the organization's Primary Grant Contact Person or Additional Contact Person full-time, part-time, contractual or volunteer? (drop-down)
 - What is the pay range for the organization's Primary Grant Contact Person position? (drop-down)
21. Organization's Board of Directors Leadership Position Information. *This is the President/Chairperson or the equivalent.* (select all that apply)
- Choose all demographics that describe the Board of Directors' leadership position.
22. Choose all that describe the organization's Board of Directors demographics at the time of application.
23. Choose all that describe the organization's full-time and part-time staff demographics at the time of application. (select all that apply)
24. How many Board of Director members, full-time staff, part-time staff, contracted Houston-based artists, and volunteer personnel does the organization have at the time of application?
25. What is the median pay range for all full-time staff? (drop-down)
- This is not the average. To find the median, list all full-time staff personnel and their pay, then sort that list by pay amount. The median is the pay amount in the middle of the list.
26. What is the median pay range for all part-time staff? (drop-down)
- This is not the average. To find the median, list all part-time staff personnel and their pay, then sort that list by pay amount. The median is the pay amount in the middle of the list.

IV. ORGANIZATION ACCESSIBILITY

For each of the following statements, select yes, no, or not applicable.

If no or not applicable is selected, please briefly explain why.

- a. The organization has a stated policy or mission statement regarding accessibility.
- b. The organization has accessible information/accommodations with appropriate disability symbols included in all publicity.
- c. The organization has an accessible website, including alt tags and captioned audio.

- d. The organization has a designated staff member responsible for overseeing accessibility and Section 504/ADA compliance.
- e. The organization has an access committee or comparable advisory group that includes people with various disabilities to advise on access issues.
- f. The organization provides translation services for its public programming (e.g., bilingual, sign language, braille, and other auditory or visual services).
- g. The organization provides sensory adjusted options for its public programming.
- h. The organization has or uses venues for its public programming that have ground-level entry, ramped access, and/or elevators.
- i. The organization has or uses venues for its public programming that have a wheelchair-accessible toilet stall, including a 60" diameter or T-turn clear floor space, free of the door swing.
- j. The organization has or uses venues for its public programming that have accessible emergency exits and audio/visual emergency alarms.
- k. The organization has or uses venues with designated accessible parking spaces with adjoining curb cuts and an accessible route from parking to the entrance for its public programming.
- l. The organization has or uses venues that have integrated and dispersed wheelchair seating in assembly areas with companion seating for its public programming.

V. COVID-19 IMPACT AND RESPONSE

27. Describe how COVID-19 affected the work of the organization and the steps the organization has taken to sustain itself. (250-word limit)
28. Has the organization received other relief funding since July 1, 2021? (yes/no/don't know)
 - If yes, which ones? Select all that apply:
 - Paycheck Protection Program (PPP) from the Small Business Administration
 - Economic Injury Disaster Loan (EIDL) from the Small Business Administration
 - Employee Retention Credit
 - Payroll Tax Deferral
 - CARES Act grant directly from the National Endowment for the Arts
 - M-AAA CARES Funding
 - CARES funding from Houston Arts Alliance
 - CARES funding from other institutions
 - State Arts Agency CARES Funding
 - Shuttered Venue Operators Grant (SVOG) from the Small Business Administration
 - None of the Above

Note: If your organization received COVID-19 relief from a Federal Agency, your State Arts Agency, or the Small Business, you may not use this grant for the same purpose(s) during the same period of time.

29. What is the organization's estimated percentage of lost income from July 1, 2021 – December 31, 2023 due to COVID-19? (pick one)

30. What is the organization's total estimated dollar amount of lost income from July 1, 2021 – December 31, 2023 due to COVID-19?
31. Choose the organization's average operating budget range over the last three-years (2021, 2022, 2023: IRS 990 tax line 18). (pick one)
32. What was the gross receipts/revenue for the organization's most recently completed fiscal year.
 - Gross receipts are the total amount the organization received from all sources during its accounting period, without subtracting any costs or expenses.
33. Did the organization expend \$750,000 or more in federal funding in its most recent fiscal year? (yes/no)
 - *If yes, upload Single Audit or Subpart F Audit.*
34. What is the organization's operating budget for the current fiscal year?
 - Is the organization making a reimbursement request for losses due to COVID-19 incurred before June 1, 2023? If you select Yes, you will proceed with section VI. If you select No, you will automatically skip #35-47.
 - Is the organization making a grant request for allocated expenses incurred for activities planned between June 1, 2023 and December 31, 2023? If you select Yes, you will proceed with section VII. If you select No, you will automatically skip #48-58 and proceed to #59.

VI. GRANT REQUEST DETAILS: REIMBURSEMENT FOR LOSSES DUE TO COVID-19 BEFORE JUNE 1, 2023

35. What dollar amount is the organization requesting as reimbursement for losses prior to June 1, 2023?
36. Provide a reimbursement budget table for activities that were paid in full or in part following their cancellation/termination due to COVID-19 that were scheduled to take place on or prior to June 1, 2023. Format as follows and include the following information:

Reimbursement Budget Request Table

Artists (Required Section)				
Position Title	Start Date	End Date	Amount of Request	Description
<i>i.e., Teaching artists</i>	08/02/21	12/17/21	\$ 10,800	3 artists: 2 virtual workshops/week
<i>i.e., Musicians</i>	06/01/22	10/07/22	\$ 5,000	trio to perform during exhibition openings
<i>i.e., Visual Artists</i>	08/01/22	10/07/22	\$ 15,000	3 artists: hybrid solo exhibitions series
		Total	\$ 30,800	
Full-Time Positions				
Position Title	Start Date	End Date	Amount of Request	Description
<i>i.e., Development Dir.</i>	07/01/21	06/30/22	\$ 60,000	100% salary
<i>i.e., Administrative Asst.</i>	07/01/21	06/30/22	\$ 40,000	100% salary
		Total	\$ 100,000	
Part-Time Hourly Positions				
Position Title	Start Date	End Date	Amount of Request	Description
<i>i.e., Gallery Manager</i>	08/01/21	06/30/22	\$ 25,000	1000 hours @ \$25/hr
<i>i.e., Marketing Manager</i>	07/01/21	06/30/22	\$ 15,000	1000 hours @ \$15/hr
		Total	\$ 40,000	
Marketing				
Activity	Start Date	End Date	Amount of Request	Description
Exhibition	07/01/22	09/16/22	\$ 200	Postcards sent by mail
Artist Workshops	09/01/22	11/30/22	\$ 100	Flyers through grocery delivery service
		Total	\$ 300	
REIMBURSEMENT BUDGET TOTAL			\$ 171,100	

How to use the Reimbursement Budget Table

Use the table to reflect the reimbursement documentation submitted with this application that is covered in part or in full by this grant request.

- In the "Position Title" column, list the full-time salaried and part-time hourly position(s) paid.
- In the "Start Date" column, list the beginning of the pay period in which the person(s) is paid.
- In the "End Date" column, list the end date of payments.
- In the "Amount of Request" column, list the amount paid to that person(s) between the designated start and end dates.
- In the "Description" column, list details about the line item.

Budget Table must be uploaded as a Microsoft Word, Excel, or PDF document.

Be sure the totals in the Budget Table match those in Section VI. #38-41 of the application form.

37. Briefly describe the administrative activities or projects and events that were canceled or affected by COVID-19 that are reflected in the budget. (250-word limit)
38. What is the total Houston-based artist amount reimbursed in the Budget Table?
39. What is the total full-time salary amount reimbursed in the Budget Table?
40. What is the total part-time or hourly amount reimbursed in the Budget Table?
41. What is the total marketing amount requested in the Reimbursement Budget Table?
42. How many Houston-based artists are paid for their services through the reimbursement request?
43. How many full-time employees are supported through the reimbursement request?
44. How many part-time or hourly employees are supported through the reimbursement request?
45. Provide supporting documentation including payroll register, contracts of events or residencies that were paid in full or in part following their cancellation/termination due to COVID-19 that were scheduled to take place on or prior to June 1, 2023 that are part of this grant request. (upload, limit 10 documents)
 - Include the applicant's name in the title of the document. Each document should prove a unique financial loss—only one loss per uploaded document. This can include emails, contracts, invoices, notification of cancellation, contributed income year over year comparison, and/or text message screenshots.If the applicant has more than 10 supporting documents, provide a URL web link to a online folder (Dropbox or equivalent) where the additional documents can be referenced. Include the password if one is required for access.
46. What is the total dollar amount of all uploaded documents in #45?
47. Does the organization self-attest that all artists paid in the provided reimbursement documentation (#45) are Houston-based? [yes/no]

VII. GRANT REQUEST DETAILS: ALLOCATED ON OR AFTER JUNE 1, 2023

48. What dollar amount is the organization requesting as allocated?
49. Briefly describe the activities that are planned between June 1, 2023 and December 31, 2023 for which this grant request is allocated? (250-word limit)
50. Provide an allocated budget table. Format as follows and include the following information:

Allocated Budget Request Table

Artists (Required Section)				
Position Title	Start Date	End Date	Amount of Request	Description
<i>i.e., Stage Manager</i>	09/01/23	09/30/23	\$ 1,000	rehearsal and performances
<i>i.e., Actors</i>	09/01/23	09/30/23	\$ 3,000	4 actors @ \$750 each for one production
<i>i.e., Musicians</i>	07/03/23	12/31/23	\$ 20,000	10 concerts, \$2,000 per
		Total	\$ 24,000	
Full-Time Salaried Positions				
Position Title	Start Date	End Date	Amount of Request	Description
<i>i.e., Artistic Director</i>	07/01/23	12/31/23	\$ 22,000	half of position salary
<i>Bookkeeper/Admin Asst.</i>	07/01/23	12/31/23	\$ 14,000	half of position salary
		Total	\$ 36,000	
Part-Time Hourly Positions				
Position Title	Start Date	End Date	Amount of Request	Description
<i>Box Office Manager</i>	07/01/23	12/31/23	\$ 15,000	2 ppl *1000 hours @ \$15/hour
<i>House Manager</i>	07/01/23	12/31/23	\$ 15,000	2 ppl*1000 hours @ \$15/hour
<i>Sound/Light Board Operator</i>	07/01/23	12/31/23	\$ 10,000	2 ppl *50 hours@ \$20/hour
		Total	\$ 40,000	
Marketing				
Activity	Start Date	End Date	Amount of Request	Description
Social Media Advertising	09/01/23	09/30/23	\$ 200	targeted facebook groups
Radio sponsorship spots	09/01/23	09/30/23	\$ 500	30 and 60 second spots weekdays
		Total	\$ 700	
ALLOCATED BUDGET TOTAL			\$ 100,700	

How to use the Allocated Budget Table

Use the table to reflect the allocated budget documentation submitted with this application that is covered in part or in full by this grant request.

- In the "Position Title" column, list the full-time salaried and part-time hourly position(s) paid.
- In the "Start Date" column, list the beginning of the pay period in which the person(s) is paid.
- In the "End Date" column, list the end date of payments.
- In the "Amount of Request" column, list the amount paid to that person(s) between the designated start and end dates.
- In the "Description" column, list details about the line item.

Budget Table must be uploaded as a Microsoft Word, Excel, or PDF document.

Be sure the totals in the Budget Table match those in Section VII. #51-54 of the application form.

51. What is the total Houston-based artist dollar amount allocated in the Budget Table?
52. What is the total full-time salary dollar amount allocated in the Budget Table?
53. What is the total part-time or hourly dollar amount allocated in the Budget Table?
54. What is the total marketing dollar amount requested in the Allocated Budget Table?
55. How many Houston-based artists are paid for their services through the allocated request?
56. How many full-time employees are supported through this request?
57. How many part-time or hourly employees are supported through the allocated request?
 - Supporting documentation including payroll register, contracts for events or residencies that take place between June 1, 2023 and December 31, 2023 will be required as part of the Final Report. Funds awarded but not spent or not documented during the eligible grant period (July 1, 2021-December 31, 2023) must be returned to M-AAA on or before January 30, 2024
58. Does the organization self-attest that all artists accounted for in the allocated budget provided in #50 are Houston-based? (yes/no/don't know)
59. What is the total dollar amount the organization is requesting.
 - This should be equal to the total of #35 (reimbursement for losses) and #48 (allocated funding).
60. Is there anything else the applicant would like to share? If yes, please share. (250-word limit)
61. Does the organization self-attest that, barring unforeseen circumstances, it will remain in operation through calendar year 2023? (yes/no)

DOCUMENT CHECKLIST

Refer to the following checklist to ensure you have all required documents ready for upload in the application. Be sure to upload PDF or Microsoft Word or Excel formatted documents.

If you have difficulty saving documents such as PDF, Microsoft Word or Microsoft Excel, please contact M-AAA staff at grants@maa.org.

- Promotional Photo (#2)
- Proof of registration for UEI (#12, if applicable)
- Organization Corporate Formation Documents (II.a.)
- Form W-9 (II.b)
- Organization Proof of headquarters in Houston (II.c)
- Most recently filed IRS Form 990/990-EZ or latest financial statement (II.d)
- Single Audit or Subpart F Audit (#33, if applicable)
- Reimbursement Budget Table (#36, if applicable)
- Reimbursement Supporting Documentation (#45, if applicable)
- Allocated Budget Table (#50, if applicable)

*Questions? Concerns? Contact: Christine Bial, Director of Arts and Humanities Grant Programs
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