

McAllen Arts Council Grants Program



Grant Application Guidelines

Welcome

Thank you for your interest in the McAllen Arts Council's Grants Program. The program is designed to benefit people in McAllen, or to help artists and arts organizations from McAllen carry out their work. Grants are given annually.

The McAllen Chamber of Commerce and Texas Commission on the Arts fund the McAllen Arts Council's Grants Program.

Our goal is to achieve the following goals for the arts.

- Supporting artists
- Enabling organizations to thrive, not just survive
- Championing cultural diversity
- Offering opportunities for young people. Encouraging growth.

By 'cultural diversity' we mean the full range and diversity of the culture of this country. In some cases our focus will be on race and ethnic background and in others on disability. By 'encouraging growth' we mean finding ways for more people to access the arts and creating new opportunities for artist and arts organizations to work in different settings.

Before you begin - helpful tips that may save you time and effort

- Please read the guidelines carefully before you write your proposal or fill in the form. They will tell you who can apply, what you can apply for, and how to make your application eligible.
- If you have questions that the application materials do not answer, or if you need advice about your application or the activity you are applying for, we strongly advise you to speak to us before you apply. Please read the application materials and be ready to describe your activity clearly to us. This will help us give you good advice and will save time.

- We want to make our funding go further and you should make the most of other sources of income where they are available to you. We expect you to have at least 10% of the total cost of your activity from other income sources.

Making your application eligible to be assessed

We cannot assess applications that are not eligible. You can help avoid this by doing the following.

- Fill in all relevant parts of the application form.
- Fill in the budget section of the form, giving as much information as possible so we can see how you have reached your subtotals and totals.
- Make sure your budget balances. In section E of the application form, the total income should be the same as the total expenditure.
- Include your written proposal and follow the six headings we give, numbering each heading. See the 'writing your proposal' section of these guidelines.
- Send us a resume if you are applying as an individual. • Enclose everything we ask for –see the checklist in section G of the application form.

There is a high demand for our grants and we cannot fund all the eligible applications we receive. As a result, we advise you to think about what you would do if we cannot fund your activity.

We wish you success with your application.

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Introduction

Welcome to McAllen Arts Council's Grants Program for individuals and organizations. These guidelines provide instructions and information about applying for the grant, including writing your proposal, preparing a budget and filling out the McAllen Arts Council Grant Application.

How to apply

You are required to write a proposal about the activity you want us to support. This is a very important part of your application. The 'Writing your proposal' section in this document gives detailed instructions that you should follow carefully.

Also, you are required to fill out an application form. This gives us information about you, what you are applying for and your budget. The form also gives us important information that we must include in reports to our board and that we use for monitoring our grants. The application form is appended to the end of these guidelines.

Depending on the type of activity you want us to support, you may also need to include extra information, and find out what we may require in the section **Extra information to include**. We will assess your application using the form, your written proposal and any other information we ask you to send.

Send your complete application to the Grants Management Unit at The McAllen Chamber of Commerce, PO Box 790, 1200 Ash Ave. McAllen TX, 78505.

Getting advice

Our enquiry team provides general information about making an application. If you need advice about your application or the activity you are applying for, we strongly recommend that you get advice. Contact Nancy Millar at the McAllen Chamber of Commerce.

- Phone 956-682-2871

Before contacting us, please read the application materials and be ready to describe your activity clearly to us. This will help us to give you good advice and will save time.

Other income for your activity

We want to make our funding go further and you should make the most of other sources of funding if they are available to you. We expect you to find at least 10% of the total cost of your activity from other income sources. This can include:

- Earned income from your activity
- Funding from public organizations
- Grants from trusts and foundations, and
- A contribution from you or your organization.

Eligibility

Who can apply

Our grants are for individuals, arts organizations and other people who use the arts in their work. They are for time-limited activities that benefit people in McAllen or that help artists and arts organizations in McAllen to carry out their work. Your activity must take place in McAllen between June of the year the grant is given and February of the following year.

Grants to individuals

Grants for – individuals are available to:

- Artists
- Performers
- Writers
- Promoters
- Presenters
- Curators
- Producers
- Groups of individuals (one of the individuals involved will need to take the lead and have the main responsibility for managing the application and any grants),
- Other individuals working in the arts.

Grants to individuals normally range from \$200 up to \$1,000.

Grants to organizations

Grants for - organizations are available to:

- Arts organizations
- Public organizations

By organization we mean a single group of people working towards a shared or common goal. This can take many forms, for example, a limited company, a charity or an unincorporated group. If you are applying for a grant as an organization, you should have a bank account with two people who can sign in the organization's name.

Grants to organizations normally range from \$200 up to \$1,000.

Applications we ask for

We may occasionally ask for specific applications to help us achieve our ambitions for the arts. However, we will assess these applications in the same way as any other.

Who cannot apply

The following individuals or organizations cannot apply for a grant. If you fall into one of these categories, your application will not be eligible to be assessed.

- Deficit budgets, purchases of major equipment, fundraising events, and administrative expenses not related to the specific project for which funds are requested.
- Students, for activities related to their course of study or their tuition fees (by student we mean a person following a course of study in a school, a college or a university).
- Projects serving only the organization's members and/or exclude the public's participation
- Individuals or organizations based (living) outside the region.

What you can apply for

The types of activity we fund

We have designed McAllen Arts Council Grants Program to encourage you to develop your ideas related to your artistic needs and future plans. It aims to be flexible and to encourage new ideas. We support activities that benefit people in McAllen or that help artists and arts organizations in McAllen to carry out their work.

You can apply for grants for time-limited arts-related activities, such as the following:

- Projects and events
- Commissions and productions
- Research and development
- Activities for people to take part in
- Education activities
- Buying assets such as equipment, and instruments.
- Public art
- Marketing activities
- Audience development (activity carried out specifically to meet the needs of audiences and to help arts organizations develop ongoing relationships with audiences)
- Organizational development to improve the long-term stability of arts organizations
- Residencies

What you cannot apply for

You cannot apply for the following activities.

- Activities that are not arts-related
- Activities that provide no potential benefits to the public, either in the short or long term
- Activities, including buying goods or services, which take place or start before we made a decision on your application
- Costs that are already covered by other funding
- General running costs and overheads that are paid for by other income, including your own funds
- Ongoing overheads related to equipment or buildings, such as insurance and maintenance costs
- Fundraising events, such as charity galas, that do not benefit the arts
- Second-hand equipment (apart from certain musical instruments and specialist equipment)
- Activities or events taking place outside McAllen
- Activities that do not benefit people in McAllen or that do not help artists and arts organizations in McAllen to carry out their work
- Buying equipment and instruments which do not provide public benefit, either immediately or in the longer term, or where the person applying does not have an artistic track record
- Self-promotional activities which do not provide public benefit, either immediately or in the longer term, or where the person applying does not have an artistic track record

Deadline for application

The deadline for the application is on the Application Form.

Remember that we do not fund goods or services that you have already bought or ordered, or activities that have already taken place. We may not be able to assess your application if we do not have enough time to make a decision before your activity starts. Also, there is a high demand for our grants and we cannot fund all the eligible applications we receive. As a result, we advise you to think about what you would do if we cannot fund your activity.

How to make your application eligible

An application to the McAllen Arts Council Grants Program must include a number of items to be eligible to be assessed, including a written proposal and a filled-in application form. You must use the application form we provide in this pack.

To be eligible to be assessed, your application must include:

- A signed and dated application form with all the questions answered.
- A filled-in summary budget in section F of the application form (you may also include a more detailed budget on a separate sheet if necessary)
- A balanced budget (that is, your income and expenditure must be the same, including how much you are asking for from us)
- A written proposal following the headings we ask for in the guidelines (you must use these headings or your application will not be eligible to be assessed)
- A resume (if you are applying as an individual)

If your application does not contain the necessary information in the format we ask for, it will not be eligible to be assessed. Also, we will not be able to process your application if it does not contain enough information to assess it.

Sending us your application

These guidelines should help you provide all the information we need to assess your application (see the 'Eligibility' section for details of what your application must include).

We want to assess your application knowing about your work and recognizing your future potential. There are a number of ways we can do this, including:

- From the information you give us in your application
- Seeing or experiencing your work at the time it is produced, and
- Seeing evidence of your work if you asked us for advice before applying.

We hope you understand that it is not always possible to see or experience your work first-hand. As a result you may want to include some supporting evidence with your application. Please do not send originals, as we will not return them to you. Your supporting evidence should fit into a standard sized envelope. Some examples include:

- An evaluation of your work
- Views on the quality of your work by other people, such as audiences, people taking part, readers, critics or other artists

- Links to other sources of information about your work, such as a website
- A small sample of or images of your previous work or work in progress, and
- Other evidence of your past work.

Please send your application to the **Grants Management Unit at The McAllen Chamber of Commerce PO Box 790, 1200 Ash Ave., McAllen TX, 78505**. Make sure you have signed the declaration at the end of the application form, and check that you have sent everything we ask for. If we need more information, we will contact you and ask for it. We cannot accept faxed or emailed application forms, or applications on disk.

Keep a copy of this application for your own records.

Please tell us immediately if anything changes while we are assessing your application.

What happens next

We may contact you by phone, email or letter, so please make sure your contact details are correct and that we are able to contact you easily. If you are an organization, please make sure that the person you give as the main contact is easy to contact and has a full understanding of the application.

We may contact you for more information during the assessment. This might include asking for a copy of your business plan, examples of your work, your most recent account or quotes for goods or services. Please do not take this an indication of the outcome of your application. We will usually give you two weeks to provide any extra information. If you take longer than this, or miss any other deadlines we give you, the decision on your application could be delayed.

How we assess your application

We have designed our grants in a way that allows us to make fair and unbiased decisions. We will assess your application form and any other information we ask you to send.

We assess and score each eligible application against our five assessment criteria, which are:

- The artistic quality of the activity or its ongoing effect on your artistic practice (or both)
- How the activity will be managed and its ongoing effect
- How practical the activity is financially, and its future effect
- How the public will benefit from the activity, immediately or in the longer term, and
- The contribution of the activity to meeting our ambitions (these are listed in the 'welcome' section on page 1).

How well your activity meets the assessment criteria is one of the important things we consider.

Priorities

There is a high demand for our grants. We have to make difficult choices about which applications to support. Our priorities are one of the tools, which help us do this.

We will look at whether your application:

- Is from an individual or organization that has not received funding from us before
- We will benefit areas of the McAllen with social deprivation (social and economic problems) or communities at risk of social exclusion (not being able to take part fully in society because of, for example, poverty, prejudice or isolation)
- Will benefit areas of the community that have limited cultural opportunities, and
- Will contribute to arts development, in McAllen.

Although we consider each application against our priorities, these are not a checklist for you to follow. We will fund activities that do not meet our priorities.

How we make a decision

At our decision meetings we want to fund a balanced range of applications. We do this by considering how well applications have met the assessment criteria and our priorities.

When we will reach a decision

If you provide all the information we have asked for, we will reach a decision by the end of May of the year you apply. We will let you know as soon as possible if your application is not eligible to be assessed.

What happens if you are offered a grant

You will receive a letter explaining any special conditions and how we will pay the grant. We will normally invite you to attend a small photo shoot where you will be issued a check. We will also explain how you should acknowledge funding from us and from the Texas Commission on the Arts. We will also at times request a progress report in person or via letter.

If you receive a grant offer but no longer want to accept it, please let us know in writing.

What happens if your application is unsuccessful

We will write to you explaining the main reason why your application was unsuccessful and tell you whom to contact if you would like more detailed feedback. We encourage you to reapply for the next round of grants. Before you do so, we strongly recommend that you get advice and more detailed feedback on why your application was unsuccessful.

Writing your proposal

Our experience has shown that people who apply for a grant prefer to write a proposal rather than answer a lot of detailed questions. So, we are asking you to write a proposal about the activity you want us to support. This is a very important part of the application process. We will use it with the application form when we assess your application.

The amount of information you provide in your proposal depends on how complicated your proposed activity is and how much money you are applying for. Your proposal, not including headings and any extra information, should preferably be no more than:

- 400 words

The six headings below tell you the information we need. Please use the headings in the order they appear below when writing your proposal and number each heading. If you do not follow this guidance, your application will not be eligible to be assessed. Not all the details under each heading will be relevant to every application. If appropriate, you can put more emphasis on some than others, and add further points of your own.

1. You and your work

You must describe, for this activity:

- What you want to do
- The idea behind the activity, and how you plan to do the activity
- What you want to achieve through the activity, how it fits in with your current work and its future development, and
- Why it is important to you or your organization

Please also describe, where relevant:

- The names, skills and experience of artists and the other main people involved
- What you will do to achieve high quality work through this activity or how the activity will help in developing the quality of your work in the future, and
- How you will involve other artists or skills

If you are applying as an individual, you must include a resume with you application. This will help us to learn more about what you have done in the past. If you are applying as an organization, please include a resume or information about the main people involved in the activity.

2. Making it happen

You must describe, for this activity:

- Any plans you have already made, and
- How you will manage and carry out the activity and what each stage contains and
- The long – term effect of this activity on how you will manage your work.

Please also describe, where relevant:

- Evidence of support from any partners for your work, including funders
- Your past experience of successful managing similar activities
- How you will manage the main stages of the activity and what each stage contains, and
- The long-term effect of this activity on how you will manage your work.

3. Your budget

In many cases, the budget section of the application form will give us the information we need to carry out our financial assessment.

Please describe, where relevant:

- How the budget is suited to the activity you are planning, including details of major items of expenditure
- How your activity represents good value for money
- Your approach to raising as much money as you can from other sources for this activity
- Any effect the activity will have on your long-term financial position
- The financial control system you have in place to make sure you spend the money wisely, and
- What your special circumstances are if you are applying to us for the total cost of your activity.

4. Benefit to you and the public

You must describe, for this activity:

- The benefit it will bring to you or your organization, and
- How the public will benefit from the activity, or your work in general. Either immediately or in the longer term.

Please describe, where relevant:

- Details about the people the activity will reach (including those who may not normally be reached by the arts) – for example, the audiences or the people taking part
- How you will reach them, including marketing activity, and
- Any evidence you have that there is demand for the activity or your work in general.

5. Meeting our ambitions for the arts

Our five ambitions for the arts are:

- Supporting the artist
- Enabling organization to thrive, not just survive
- Championing cultural diversity
- Offering opportunities for young people, and
- Encouraging growth.

By 'cultural diversity' we mean the full range and diversity of the culture of this city. In some cases our focus will be on race and ethnic background and in others on disability. By 'encouraging growth' we mean finding ways for more people to access the arts and creating new opportunities for artists and arts organizations to work in different settings.

You must describe, for this activity:

- Which of our ambitions it will meet, and
- How you think it will do so.

You need to meet only one ambition well. You will not increase your chances of success by trying to meet more than one.

6. Evaluation

You must describe, for this activity:

- How you propose to evaluate it.

Evaluation is a structured way of thinking about what happened during your activity and why. Evaluation can help you to:

- Take decisions during the activities
- Shape future activities
- Improve practice, and
- Show what happened as a result of the activity.

If we give you a grant, we will ask you to evaluate your work. We will also ask you to fill in an activity report form. Your evaluation will help you with this.

Extra information to include

We need extra information for certain activities (see the sections below).

Application for organizational development

You must:

- Describe your current financial position and send us your latest set of audited accounts and management accounts (if you produce them)
- Describe how you currently manage your work, and include your business plan (if you have one)
- Describe what you are planning to improve in your organization and why
- Describe the steps you plan to take to develop your organization
- Describe how your board or management committee is showing its commitment to the activity, and
- Give a clear outline of the work, including details of any plan or consultancy brief.

Application for buying equipment and instruments

You should get competitive quotes from more than one business or supplier. While we do not ask you to send quotes with your application, we may ask for them at a later stage so please keep them safe.

You must, for this activity:

- Explain how it is the appropriate purchase for your needs
- Explain how we will achieve good value for money, including what process you followed to choose a business or supplier.

Application for marketing and audience development activity

You must:

- Include a marketing or audience development plan.

Filling in the budget

Before you fill in the budget in the application form you should read this guidance carefully. You must fill in the budget section; otherwise your application will not be eligible to be assessed. Only fill in those sections that are relevant to your application. The budget should be for the total cost of the activity you are applying to do.

Income for activity

You should break down the income for your activity under the headings provided in the application form. Where relevant, check one box to show whether you are expecting this income or whether it has been confirmed. We want our money to go further and should make the most of other sources for funding if they available to you. We expect you to have a least 10% of the total cost of the activity from other sources.

Earned income

Include any income you earn from this activity – for example, from ticket sales, workshop fees or selling publications. You should be realistic about the level of income you are likely to earn for your activity.

Please provide a breakdown to show us how you have reached your figures. For example, four performances at a venue with 600 seats and a 70% full audience is four times 420 tickets at \$6= \$10,080.

City funding

Include all grants from city authorities. Please give us the name of each funder and the amount.

Other public funding

Include grants from any other public organization. Please give us the name of each funder and the amount.

Private income

Include any income from private sources – for example, from you or your organization, or donations or grants from trusts and foundations. If you are an individual and you are providing some income towards the activity, Please include it in this section. If your organization is providing income towards the activity, please include it in this section. Please give us the details and the amounts.

Support in kind

Support in kind can make a valuable contribution to your activity. You can include support in kind from volunteers who have given their time for free and other goods and services given to you that you would otherwise have to pay for. Please estimate the costs and give us the details and amounts. For example, 'Hiring a hall for eight days at \$100 a day = \$800'

This total should be the same as the total value of support in kind in your expenditure budget. Amount you are applying for from us Include the amount you are asking for from us in the income section of your budget.

Remember, we expect you to find at least 10% of the total cost of your activity from other income sources.

Expenditure for your activity

Give details of all the items you will be paying for as part of your activity, under the headings given in the application form. Use the form to provide a breakdown showing us how you have reached your figures.

Artistic expenditure

We are committed to making sure that artists are paid appropriately for activities we support. The amount is likely to depend on a number of things, including the experience and skills of the artist, the type of work and the length of the contract. Show the fees and wages of, for example, actors, musicians, dancers, visual artists, stage designers, directors, producers, composers, writers, choreographers, stage managers, lighting designers, curators and workshop leaders.

Show the costs of projects, events, commissions, research and development, preparation, productions and residencies, including any materials or equipment you hire to carry out these things.

We are committed to making sure that the work we fund is accessible. As a result, we encourage you to include access costs as part of your artistic expenditure. Access costs include for example, cost of signed performances, materials in other formats such as Braille or audio CD, and technical support for artists who have disabilities.

You can include the cost of evaluation. Evaluation is explained in the 'Writing your proposal' section of the application.

Organization and professional development

Show the costs of organizational development activity, including business planning, artistic development, relocation, feasibility studies (studies to test the potential of a business plan), support from consultants and dealing with debts.

Show the costs of training, travel or other professional development such as bursaries and fellowships.

Marketing and audience development

Include marketing and audience development costs that are a direct result of your activity (for example, design and print costs, direct mailing, website design, photography, research, and fees to people supporting press and marketing activity).

Overheads

There are some overheads or running costs that we do not fund – see the ‘What you cannot apply for’ section of these guidelines.

You can apply for extra time-limited overhead costs that are directly related to the activity you are asking us to support. For example, payments to staff, phone bills, postage and insurance. You can apply for a contribution to your ongoing overheads where these are not covered by other funding. The amount you apply for must relate directly to the amount of time spent on the activity you are asking us to support, so please explain how you are asking us to support, so please explain how you have worked this out.

Assets-equipment and instruments

Include the costs of buying assets including equipment and instruments. You should normally get competitive quotes from more than one business or supplier. While we do not ask you to send quotes with application, we may ask for them at a later stage so please keep them safe.

Value of support in kind

This should total the same as support in kind in the income section of your budget.

Other expenditure

Include any other expenditure for your activity that is not included elsewhere. This can include an amount for unexpected costs (contingency).

Total income and expenditure

Your total income and total expenditure must be the same. If they are not, we will not be able to assess your application. So please check that your figures match and confirm this in the checklist at the end of the form. You may want to get someone else to check your figures for you.



2011

McAllen Arts Council Grant Application

This Grant Application is due on May 13 by 5 p.m at the McAllen Arts Council Grants Management Unit, McAllen Chamber of Commerce, 1200 Ash St., McAllen, TX 78505. Please carefully answer all the questions. If you complete the application by hand, please print legibly. Questions can be addressed to Nancy Millar at the McAllen Chamber of Commerce, 956-682-2871

Section A –about you

Individuals or organizations may apply for a McAllen Arts Council grant. If you are an individual please complete number 1. If you are an organization please complete number 2.

1. If you are applying as an individual please provide the following information:

Name	
Street Address	
City	
State	
Zip Code	
Home Phone	()
Cell Phone	()
Email	
Website	

2. If you are applying on behalf of an organization, please provide the following information.

Company Name	
Contact Person	
Position	
Street Address	
City	
State	
Zip Code	
Company Phone	()
Contact Phone	()
Contact Email	
Company Website	

3. Please check one of the lines below to describe your status.

- Individual
 Corporation
 Partnership
 Non-profit
 Other (please give details below in no more than 10 words.)

4. Please tell us (in no more than 50 words) what you do if you are applying as an individual, or what your organization does. If you are applying as an individual tell us about your artistic practice. If you are applying as an individual, you must include your resume when you send us your application. Please fill out a separate page and attach it to this page.

Section B - organizations

Section B is for organizations only. Individuals should now go to section C.

5. Please check the category that most closely describes your organization.

- Arts organization-amateur or voluntary
- Arts organization-professional
- Community or voluntary organization
- Educational establishment
- Youth Group
- Other (Please describe your type of organization in no more than 10 words.)

6. What year was your organization formed?

Year:

7. What was your organization's income in the last full financial year?

\$_____ Actual

If you are a new organization, please estimate your income for first year.

\$_____ Estimate

8. At the time of applying, how many members does your management committee, board, governing body or council have?

Total number _____

Section C – the activity you are applying to do

All questions in section C relate to the activity you are asking us to support.

9. What is the name of the activity you are applying to do?
(Please give the name or working title.)

10. Which of the following does this activity involve?

If it involves more than one type, please choose no more than three, numbering them 1 to 3 (1 being the most important). We use this and other information in your application to decide who will assess and comment on your application.

- _____ Combined arts (includes carnivals and festivals)
- _____ Dance
- _____ Theatre and Drama (includes street arts)
- _____ Literature
- _____ Music
- _____ Visual arts
- _____ Other (Please give details below in no more than 10 words).

11. Please give us a description (in no more than 50 words) of the activity you are asking us to support. This helps us to decide who will assess and comment on your application, and also to identify examples of activities we have funded for use in reports and publications.

12. When will your activity start and end? Allow enough time for planning and for us to process your application.

You must take account of the time we need to assess your application before your activity starts. The start date for your activity should also include the planning and preparation time you need, for example, if an activity needs marketing, you should include enough time to do this.

Month / Day / Year

Start Date: _____

End Date: _____

We will not fund any goods or services that have been bought or ordered before you receive an offer letter.

13. How many people do you estimate will benefit from the activity?

Please give an estimate for this activity. If possible, please also estimate how many people benefited from your last 12 months' activity. If no one applies, write "Not applicable" or 'N/A'

'Taking part' means doing the activity. 'Audience' includes people going to an exhibition or performance, and people getting access to work that is printed, recorded, broadcast or on the internet

This activity	Number
Artists	
Others taking Part	
Audience	
Total	
Last 12 Months' activity	
Artists	
Others taking Part	
Audience	
Total	

14. What are the age ranges of the people who will benefit from your activity?

Please check appropriately.

- Children under five
- Children (five to 11)
- Youth (12 to 19)
- Youth Adults (20 to 24)
- Adults (25 to 64)
- Adults (65 and over)
- All age ranges

15. Is the activity you are planning directed at, or particularly relevant to, any of the following groups of people?

Ethnicity	Number
American Indian/Alaskan Native	
Asian	
Black	
Hispanic	
White (not Hispanic)	
Native Hawaiian/Pacific Islander	
Multi-Ethnic	
Disabled People	
Any other ethnic group (Please describe below in no more than 10 words.)	

16. Please give details (in no more than 10 words) if your proposed activities have any particular focus that we should know about, for example, 'My work is in a hospital setting' or 'This activity includes working with young offenders'. This helps us to decide who will assess and comment on your application, and also to identify examples of activities we have funded for use in reports and publications.

17. Please give the expected results of your activity. We understand that your activity may change through the planning stages. However, please estimate what could happen because of your activity based on your current plans.

If none applies, write 'Not applicable' or 'N/A'.

Number

Number of performance or exhibition days	
Number of new products or commissions	
Period of employment for artists (in days)	

Number of performance or exhibition days	
Number of sessions for education, training or taking part. Taking part means doing the activity (Divide the day into three sessions: morning, afternoon and evening. A “session” is any one of, or part of, one of these. For example, a half-day education workshop would be one session.)	

Section D- other information

18. If you have discussed your activity with an employee of the Chamber of Commerce, or a MAC board member, please tell us their name (or names), if you know.

19. Have you received funding from us before?

- Yes
- No

Section E- Budget

You must fill in this budget section, particularly ‘Total income from other sources’, ‘Amount you would like from us’. Total income, ‘Total expenditure’ and ‘Balanced budget’.

We strongly advise you to read the budget section of the guidance notes before filling in section F. If you do not fill in his budget section correctly, we cannot assess your application.

This budget should be for the total cost of the activity you are applying to do. The income and ‘expenditure’ (costs) for your activity should match. Please use full dollars only and no pennies (for example \$1,100). Please check your figures carefully.

BUDGET INFORMATION

Project Income	Expected	Confirmed	Amount
Earned Income			
Public Funding			
Private income			
Support in kind			
⇒ Total income from other sources (a) - add subtotals			
⇒ Amount you would like from us (b)			
⇒ TOTAL income (a + b)			

Project Expenses	Amount
Artistic expenditure	
Organizational and professional	
Marketing and audience development	
Overhead	
Assets (equipment, instruments and vehicles)	
Value of support in kind	
Other expenditure	
⇒ TOTAL expenditure (add subtotals)	

Balanced budget

____ Please check here to confirm that your total income and total expenditure are the same.

Section F - Declaration

You must sign & date this form before you send it to us.

By signing this application form, you agree to the following.

1. We will use this application form and the other documents you give us, including any personal information, for the following purposes.
 - To decide whether to give you a grant.
 - To provide copies to other individuals or organizations who are helping us assess and monitor grants. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you a grant.
 - To hold in our database and use for statistical purposes.
 - If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press release, publications, on our website and any partner organizations who have funded the activity with us.

2. You have read and understood our guidance notes McAllen Arts Grants. You accept how we generally plan to treat your application and other related information if someone asks to see it. You accept that the guidance notes does not cover all cases, as we have to consider each request for information based on the situation when we get the request.

Checklist

We can assess only complete applications. If your application is not complete, we will not assess it. Before you sign your application and send it to us, please check the following to make sure your application is complete.

____ Have you filled in all the questions?

____ Have you filled in the budget section of the application form and checked that your budget balances?

____ Have you included your written proposal and followed the headings we provide in the guidance notes?

____ Have you included a resume (if you are applying as an individual)?

Please make sure you keep a copy of your application for your records.

Remember to sign and date this form. Individuals should use page 10 and organizations should use page 11.

Individuals

I confirm that, as far as I know, the information in this application is true and correct.

Your signature

Name
(Use CAPITAL LETTERS)

Month / Day / Year

Date: _____

Please send your application to:

McAllen Arts Council
Grants Management Unit
McAllen Chamber of Commerce
1200 Ash Ave.
PO Box 790
McAllen TX 78505

956-682-2871

Organizations

I confirm that the organization named on this application has given me the authority to sign this application on their behalf.

I confirm that the activity in the application falls within the powers of the organization's constitution or memorandum and articles of association.

I confirm that, as far as I know, the information in this application is true and correct.

Your signature

Name

(Use CAPITAL LETTERS)

Month / Day / Year

Date: _____

Please send your application to the grants management unit.

McAllen Arts Council
Grants Management Unit
McAllen Chamber of Commerce
1200 Ash Ave.
PO Box 790
McAllen TX 78505

956-682-2871

www.mcallenartscouncil.com

Revised 2/2011 by LLewis