



**ROWLETT ARTS & HUMANITIES COMMISSION
FY2022 Cultural Arts Grant Application Form**

It is the desire of the Arts & Humanities Commission to award monetary grants to support the activities of Rowlett based cultural arts groups. The last date for grant consideration is **Friday, December 17, 2021.**

Please allow at least three months post-submission for processing of requests.

Please note: The total amount of funds available for FY2022 is \$2,500.

ORGANIZATION (APPLICANT):

Legal Name of Organization: _____
 Corporation Association Other

(Describe): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Representative completing application: _____

Title: _____ Email: _____

Phone: _____ Fax: _____

Are you a Texas non-profit organization? Yes No

If yes, title of organization: _____

Are you a 501(c)(3)?: _____

Website URL of organization, if one exists:

Please provide the names and addresses of your officers/directors/members:

Amount of funds being requested: _____

Purpose of funds requested and when they will be expended:

Please list additional sources and amounts of grant funding received: _____

Who is your target audience? _____

How will this benefit the Cultural Arts in Rowlett? _____

If awarded grant funds, how will your organization acknowledge the Arts and Humanities Commission? (For example, a promotional statement such as, "This organization is funded in part by the City of Rowlett Arts and Humanities Commission.")

Please include with this application:

1. A short history of your organization including purpose of group; number of members and number of Rowlett resident members
2. Schedule of season events (will be posted on the Rowlett Arts & Humanities Commission Face Book Page)
3. Current fiscal year budget or event budget
4. Assurance Page

ASSURANCES:

If the grant is awarded, the applicant gives assurances to the Rowlett Arts & Humanities Commission that:

- The expenditures for which financial assistance is sought will be administered by or under the supervision of the applicant organization.
- All funds received will be used solely for the expenditures described herein and will not be sub-granted to other

organizations.

- The officials signing the application have been authorized by the applicant organization to submit this application.
- All funds received, and all benefits derived must remain with the applying organization.
- Arts and Humanities Commission grant recipients agree to **provide one program or exhibit** for the benefit of the citizens of the City of Rowlett during the grant year. Program or exhibit will be provided at **no cost to the City or to event attendees**. Failure to comply will be cause for disqualification for future grants.
- The organization’s applicants, Board and its members may not use grant funds for personal gain. (For example, for travel, lodging, or for expense accounts.)
- Since grant funds may derive from hotel occupancy taxes, and since state law imposes strict controls on the use and accounting of expenditures, the following conditions must be met, and the applicant agrees to insure full compliance:
 - The applicant shall maintain and furnish the City a record on or before **December 31st** that accurately identifies the receipt and expenditure of all grant proceeds;
 - The applicant shall furnish the City a list of each scheduled activity, program or event that is directly funded by the grant or has its administrative costs funded in whole or in part by the grant;
 - The applicant shall maintain complete and accurate financial records of all expenditures of grant proceeds made by the applicant and, on request of the City, shall make the records available for inspection and review by the City or its designated representative.

We hereby certify that all figures, facts and representation made in this report, including any attachments, are true and correct to the best of our knowledge.

Chief Administrative Officer

Representative completing application

Signature

Signature

Printed or typed name

Printed or typed name

Date

Date

Please return **one paper copy** of the completed application to:

Laura Tschoerner, Library Services Director/
Arts & Humanities Commission Staff Liaison
3900 Main Street, Suite 200
Rowlett, TX 75088



Closing date for receipt of grant requests is 5:00 p.m. on Friday, December 17, 2021.

If mailing, entries must be postmarked by Friday, December 17, 2021. Late submittals will not be considered.

REMINDER: To be considered for future grants, the following FY2022 Grant Report must be completed and returned to the below address by Friday, December 31, 2022.

ROWLETT ARTS & HUMANITIES COMMISSION
FY2022 Cultural Arts Grant Report

PLEASE NOTE: To be considered for future grants, the following Grant Report must be completed and returned to the below address by Friday, December 31, 2022.

Date: _____

Name of Organization: _____

Contact Person: _____

Phone #: _____ E-Mail: _____

Amount of Grant: _____

Please detail how the grant was spent. Be specific (names, dates, amounts). Use the back of this form if needed.

Will you be applying for future grants with us? _____

How can the Commission be of additional help to your organization?

Please return completed form to Commission on or before **Friday, December 31, 2022**.

Thank you for advancing the arts and humanities in this community.

Please return to:

Laura Tschoerner, Library Services Director
and Arts & Humanities Commission Staff Liaison
3900 Main Street, Suite 200
Rowlett, TX 75088
Phone: 972-412-6159
Email: Itschoerner@rowlett.com

