



Quick Grant Guidelines & Procedures

Funded in part by the *Hotel Occupancy Tax Fund* in the *City of Mesquite*, the *Mesquite Arts Council* and the *Texas Commission on the Arts*.



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The following is a summary of the weighted voting system to be used by the Peer Panel Review Committee when making recommendations. The system is based on three criteria, each of which has been assigned a point value. The criteria and values are as follows:

Artistic Quality 1-40 Points:

- Artistic significance
- Quality of works of art
- Quality of artists
- Impact on artists
- Quality of services

Capability 1-30 Points:

- Administrative capability
- Personnel
- Demonstrated history
- Budget
- Planning, implementation, evaluation

Impact 1-30 Points:

- Public service
- Audience or participants
- Education
- Outreach
- Economic impact



MISSION: The Quick Grant application is for arts groups new to the grants process with budgets under \$35,000

ELIGIBILITY:

To be eligible for a MAC grant, an organization must hold a letter from the Internal Revenue Service confirming its 501c3 nonprofit status.

INTENT:

To invest in small and emerging arts organizations presenting in the Mesquite Community. This program provides project support for arts activities. Priority will be given to organizations where no current grants have been awarded or in which no funding has been received previously.

INELIGIBLE REQUESTS:

Funded project/activity must take place in Mesquite, and benefit residents and visitors to the area. Funds will generally not be awarded for the following:

1. Maintenance or repair of facilities
2. Purchase of permanent equipment or other capital expenditures
3. Receptions, social functions or parties
4. Personal expenses
5. Fundraising events or activities
6. Underwriting past deficits
7. Organizations Staff Salaries
8. Projects Underway or completed prior to application
9. Travel or programming outside of Mesquite
10. Tuition for college/university study

MATCHING REQUIREMENTS:

Money awarded will require a 1:1 match from the applicant organization:
Minimum grant request of \$500 with a maximum of \$3,000 within a twelve month period.
No more than two Quick Grants can be submitted in a calendar year from the same organization.

DEADLINE:

Application deadlines are as follow:
February 1 For projects beginning March – August
August 1 For projects beginning September – February

REVIEW PROCESS:

- A) MAC staff receives applications and reviews them for completeness, accuracy, etc;
- B) The Grants Review Committee meets within six-weeks of the application deadline.

PAYMENT DATE:

The quick grant payment is normally no more than 14 days before the starting date of the project/activity.
The MAC must be made aware of any changes in project/activity dates.

EVALUATION:

A follow-up report is required within 45 days.

CREDIT LINE:

The Mesquite Arts Council must be acknowledged in all **promotion and publicity** of the project/activity which receives grant support as follows: “Funded in part by a grant from the Mesquite Arts Council and the Texas Commission on the Arts.”



READ THESE INSTRUCTIONS and the grant guidelines carefully before filling out your TYPED application.

- Answer all questions in the space provided on the form; incomplete information may invalidate your application.
- Do not extend to supplemental pages unless specified; please, no special binders or folders.
- Double check your addition on budget pages to make sure it is correct.
- Sign and date the Legal Assurances form.
- Make a copy of the application for your records

Quick Grants office use:

Number: _____

Date Received: _____

Amount Requested: _____

Recommendation: _____

Payment Date: _____

Organization Name: _____

Mailing Address/City/State/Zip: _____

Authorized Official: _____

Home Phone _____ Work Phone _____

IRS Tax Exempt 501c3 Provide copy

Program Title (if applicable): _____

Program Beginning Date: _____ Program Ending Date: _____

Project Location/: _____

If applicant maintains a *current* website, please indicate address: www. _____

Amount requested: _____

Project/Program Director Name _____

Project/Program Director Home Phone _____ Work Phone _____

Federal Employee Identification #: _____ Date of incorporation: _____

Organization Name: _____

Describe your organization and the services it provides: (Individual artists: give a brief biographical sketch and a statement describing your work.)

Schedule of Project Activities: *Identify all activities that require Council funds.*

Date/Time	Name of Activity	Description

3. Estimate the number of individuals to benefit directly from your project; i.e., the total audience, participants, students, volunteers etc. (excluding employees and/or participating artists). If programs are also presented outside Mesquite, include only individuals served in the city limits. *A single specific number is required. Do not say “hundreds” or “thousands” and do not use a range such as 100-300:* _____

4. Estimate the number of artists participating; i.e., the total number of artists directly involved in providing art or artistic services specifically identified with the project. A single specific number is required: _____

5. Budget
Expenses

Income

	Proposed	Actual		Proposed	Actual
A. Printing			A. Cash		
B. Postage			B. Admission		
C. Telephone			C. Concessions		
D. Supplies/Materials			D. Advertising		
E. Rental Costs			E. Sponsor fees		
F. Contract Labor/other			F. Interest		
G. Other (specify)			G. Other		
TOTAL PROJECT COSTS			TOTAL PROJECT CASH		

6. Please list organizations and or persons with business and managerial skills who will assist in administering this project/program. Please include telephone numbers

Assurances

If a grant is awarded, the applicant gives assurances to the Grants Program that:

1. The activities and services for which financial assistance is sought will be administered by or under the supervision of the applying organization.
2. Any funds received as a result of this application will be used solely for the project described.
3. The officials signing the application form and subsequent contract have been authorized by the applying organization to submit this application.
4. The applicant shall retain a copy of the Mesquite Arts Council and City of Mesquite Quick Grants Program Guidelines and Procedures and shall execute the grant by the rules and regulations stated therein.
5. The applicant hereby agrees to indemnify the Mesquite Arts Council from any liability rising out of the disbursement and use of grant funds, including, but not limited to any cause of accidents or claims arising at events made possible or partially possible by the funds. Insofar as the Constitution and Laws of the State of Texas permit.

We hereby certify that all figures, facts and representations made in this application, including any attachments, are true and correct to the best of our knowledge. *Please print, sign and mail or deliver to 1527 N. Galloway; Mesquite, TX 75149 or fax this page to 972-216-8110.*

Authorized Official:

Project Director:

Signature: _____

Signature: _____

Typed Name: _____

Typed Name: _____

Date Signed: _____

Date Signed: _____

CHECKLIST

- Have you matched requested Mesquite Arts Council funding with cash from other sources?
- Did you check your addition to make sure it's correct?
- If you are a nonprofit organization, have you included a copy of your IRS letter granting federal tax-exempt status?
- Has your application been signed? Did you respond to all of the questions? Do not simply leave a question blank.

If it does not apply to your organization, please indicate "Not Applicable," or if you're uncertain as to how to respond, contact the Grants Officer at 972-216-8132.