



## **ARTIST MICROGRANT PROGRAM 2017-2018 GUIDELINES**

### **HISTORY OF ARTS FUNDING IN THE CITY OF LEWISVILLE**

Since the early 1990s, the City of Lewisville has awarded Arts Support Grants to local nonprofit arts organizations using Hotel Occupancy Tax money. State law allows this use, up to 15 percent of gross revenue, as promotion of tourism. Art Support Grants applications are submitted to, and reviewed by, the Arts Advisory Board each spring. A recommendation is included in the annual proposed budget for City Council consideration, and grant awards are made on an annual basis.

In 2012, Council approved creating a new program to supplement the annual grant program. The Arts Project Grants are not bound by a once-a-year application schedule and are intended to serve as one-time or first-time funding for programs being produced by a nonprofit that were not considered during the Arts Support Grants review process. Applications for these grants also reviewed by the Arts Advisory Board, recommended to council and are paid out based on project timing.

### **ARTIST MICROGRANT PROGRAM DESCRIPTION**

The Artist Microgrant program launched in the spring of 2018, in connection to the adoption of the Public Art Master Plan adopted by City Council in January 2018. The Artist Microgrant program is open to individual artists to apply for funding for a specific project or program they are wanting to produce or hold within the City of Lewisville. Artist Microgrants are available year-round until funding in the category is depleted for the fiscal year. Projects must be open or available to the public, must benefit the residents of the City of Lewisville and help drive tourism. Each Artist Microgrant awarded will be in the amount of \$1000.00.



## ARTIST MICROGRANT PROGRAM 2017-2018 GUIDELINES

### **Application and Guidelines**

The application can be downloaded from the City of Lewisville’s website, available in a Microsoft Word version: [CityofLewisville.com/art-related-grants](http://CityofLewisville.com/art-related-grants)

Applications must be emailed to [dhelbing@cityoflewisville.com](mailto:dhelbing@cityoflewisville.com). Please do not send hard copies of your application.

Applications will be reviewed by the Arts Advisory Board at their next scheduled meeting after the application is received. The Arts Center Manger will advise applicant of the next scheduled meeting and timeline for review.

### **Artistic Documentation**

Artistic documentation must be submitted along with your application. Documentation can be from a similar past project, sketches or technical drawing of the upcoming project, or work samples that relate to the project. An artist statement explaining the piece also may be included. Only one file can be sent in. This file can include multiple images, text and links to videos.

### **Disqualifying Omissions**

Any omission of a required component of the application may be grounds for disqualifying an application. If an application is not complete or does not meet eligibility requirements, it will NOT be taken to the Arts Advisory Board.

### **Acknowledgment Form and Final Report**

Once funding is approved, Grantee will be responsible for signing a grant funding contract if funds are awarded, and will be responsible for completing a project completion report by stated deadlines. Failure to do so will affect future funding opportunities from the City of Lewisville. Final Report Form is available from the Arts Center Manager.

### **Funding**

Applicants may request a maximum of \$1,000.00 per project.

### **Questions**

Email: [dhelbing@cityoflewisville.com](mailto:dhelbing@cityoflewisville.com)  
Phone: 972.219.8478



## ARTIST MICROGRANT PROGRAM 2017-2018 GUIDELINES

### CRITERIA FOR MICROGRANT PROJECT EVALUATION

Each Microgrant Project proposal will be evaluated, scored, and ranked based on the following criteria:

Artistic Merit as demonstrated by:

- ❖ High artistic quality of the proposed project (as evidenced by provided artistic documentation materials and artistic evaluation)
- ❖ Proposed project shows a high degree of creativity, uniqueness, and originality

Feasibility of the Project:

- ❖ Applicant has thought about all aspects of the project and planned accordingly
- ❖ Budget information is complete, correct, and fully disclosed
- ❖ Quality grantsmanship (follows guidelines, application and accompanying materials are correct, neat, legible, and appropriate; has fulfilled all requirements of previous Lewisville Arts Grants, if applicable.)

Community Impact as demonstrated by:

- ❖ Benefit of the project to targeted audience and other Lewisville residents and tourists
- ❖ Identified impact of the project on the intended community/target audience
- ❖ If visual art, projects that are of a permanent or semi-permanent but long-term nature
- ❖ If performance art, inclusion of multiple and varied performance opportunities for public viewing
- ❖ Public engagement with the project, including projects that are created partly or completely in a public space, or that include public engagement with or contribution to project development and creation

### ELIGIBILITY

#### Eligibility Requirements:

- Artist/Applicant must be an individual, not a group, company, or nonprofit.
- Project venue must be located in the City of Lewisville, or project must be available for viewing for an agreed upon length of time within the City of Lewisville
- Projects must not have happened before the date of submission
- Project must benefit the City of Lewisville Arts and Tourism

#### Who is **NOT** Eligible to Apply

- Art Groups, companies, or nonprofit organizations
- Current City of Lewisville Staff, City Council, Arts Advisory Board members, and their immediate family members
- Applicants with incomplete grant contracts funded by the City of Lewisville in previous years
- Applicants who have already received an artist microgrant within the current fiscal year



## **ARTIST MICROGRANT PROGRAM 2017-2018 GUIDELINES**

### **What City of Lewisville Artist Microgrants may fund:**

- Publicly accessible artistic projects, in any art form, by individual artists living or working in Lewisville, or for artistic projects that will be displayed or performed in Lewisville.
- Public art that will benefit the residents of Lewisville and Lewisville tourism.
- Priority consideration will be given to projects that include permanent, or semi-permanent but long-term installation, in Lewisville, have elements of the creative process that will take place in the public or includes public contribution to the project.

### **What Artist Microgrants do NOT Fund:**

- Travel expenses for professional development
- Purchase of works of art, or purchase of permanent equipment, land, buildings, or construction services (capital expenditures)
- Fundraising events
- Trusts or endowments
- Debt reduction efforts or ongoing deficit operations
- Programs with religious or sectarian purposes or that are part of scheduled religious services
- Expenses incurred before the start date of the grant contract
- Programs that aid or service political campaigns or political groups

### **APPLICATION CYCLE**

Applications the microgrant can be submitted at any time throughout the fiscal year (October 1- September 30). Applications will be reviewed by the Arts Advisory Board at their next scheduled meeting after the completed application is received. The Arts Advisory Board meets 5-6 times annually. Arts Center Manager will advise applicant of next scheduled meeting time available.

### **GRANT PAYMENT PROCESS**

Once approved, grant recipients will be sent an acknowledgement form followed by a funding contract that requires dual signature of both the Artist and the City Manager. Once that is returned, your grant will be processed within 30 days of approval.

### **ACKNOWLEDGEMENT FORM AND FINAL REPORT**

Acknowledgement forms will be sent to Artist Microgrant grantees after funding is approved. This form requires grantees to acknowledge the City of Lewisville by using designated logos and by publishing "Supported in part by City of Lewisville" on all publications and press releases associated with the funded project. One month after the project's scheduled completion date, grantee will turn in a final report. Failure to do so will affect future funding opportunities from the City of Lewisville. Final Report Form is available from the Arts Center Manager.

**QUESTIONS-** Please email Arts Center Manager, Denise Helbing, [DHelbing@cityoflewisville.com](mailto:DHelbing@cityoflewisville.com)