

Texas Commission on the Arts

A GUIDE TO PROGRAMS AND SERVICES

Revised September 2016

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## GLOSSARY

## PREFACE

The policies in this plan are for the use of the Texas Commission on the Arts (TCA) in the administration of its programs and services. These policies are used to fulfill the Commission's legislative mandate. The Commission may expand, abolish, suspend, or change any part of these policies in the operation of its activities subject to the statutory authority granted to the Commission, under Texas Government Code Chapter 444 {link}.

## GENERAL GUIDELINES AND POLICIES

### Applicant Eligibility

To be eligible for TCA grants, an organization must:

- be a tax-exempt nonprofit organization as designated by the Internal Revenue Service and/or must be an entity of government
- have their eligibility status established with the TCA prior to the deadline day; know that it can take two weeks or more to get confirmation from the IRS of nonprofit status and 990 financial information which may be required for categorization
- inform TCA if they believe their eligibility status has changed
- be incorporated in Texas
- have fulfilled all its outstanding contractual obligations to the State of Texas (i.e. taxes, etc.)
- comply with regulations pertaining to federal grant recipients including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and the Drug Free Workplace Act of 1988.

### Ineligible Requests

The Commission will not fund the following:

- Grants that exceed 25% of the organization's previous year's cash operating revenues
- Social functions, parties, receptions, fundraisers, or galas
- Operating expenses for home offices
- Operating expenses for state operated facilities including, but not limited to, salary support and facility costs
- Activities for which college or university students receive academic credit
- Projects at colleges and universities that serve mostly students and faculty, with minimal or no community involvement
- Projects by privately owned for-profit corporations
- Financing of political activities
- Retroactive funding

- Debt reduction
- Projects, productions, workshops and/or programs that include obscene material as defined in Section 43.21, Penal Code of Texas {link}.

Note: The Commission will only fund capital improvements, bricks and mortar, and permanent (depreciable) equipment through the Arts Respond Cultural Districts or Commission Initiative/Designated Funding grant programs.

#### Application Review Criteria

Applications are reviewed and evaluated using the criteria listed below.

ARTISTIC QUALITY	50 POINTS
CAPABILITY	25 POINTS
<u>IMPACT</u>	<u>25 POINTS</u>
TOTAL	100 POINTS

General Consideration: Does the application reflect the intent of the grant program?

Artistic Quality: 1-50 points

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

Capability: 1-25 points

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

Impact: 1-25 points

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

## Getting Help

Staff members are available to answer questions and provide information on the Commission's services.

TCA staff will accept draft applications for review and comment up to two weeks before the deadline. To submit a draft, send an e-mail to [draft@arts.texas.gov](mailto:draft@arts.texas.gov) and request a draft review. Include your organization name and the name of the proposal you want reviewed. Commission staff are also available to consult with applicants by telephone at 512/463-5535 or 800/252-9415 (message line), or in person by appointment at 920 Colorado, 5th floor, Austin, Texas. The staff's role is to assist the applicant in making the best presentation for funding. Staff will not write the application or determine funding request.

## Access Policy

For people who are Deaf or have a hearing disability, the Commission may be reached by contacting Relay Texas at 800/735-2989 or 711.

The Texas Commission on the Arts places a high priority on overcoming physical and communication barriers in the delivery of its services. Reasonable modifications and equal access to communications will be provided on request. If you have a disability that requires access accommodations, please contact the Commission ADA Coordinator at least 72 hours prior to the date accommodations are needed: 512/936-6575. This publication is available in alternative formats.

## Complaint Policy

Complaints are taken very seriously. TCA maintains a complaint procedure to ensure constituents are assisted in the most efficient manner possible. All complaints are directed to the office of the Deputy Director. If the complaint cannot be handled over the phone, TCA encourages constituents to submit the complaint in writing. A response will be forthcoming within 3 days.

## OVERVIEW OF GRANT PROGRAMS

### Getting Ready to Apply

The Commission classifies all applicants into categories that determine eligibility for specific grant programs. TCA has automated this process in the online web grant system via the TCA Type Wizard. The Wizard is a series of questions that profiles your organization and then presents a customized list of TCA programs for which your organization is eligible. The basic characteristics the Commission uses to determine the appropriate category and level determination are:

- whether the applicant is an individual artist or a nonprofit organization
- the type of organization (i.e., arts, educational, government)
- the annual operating budget of the organization

#### First-time Applicants:

Nonprofit organizations should email or fax a copy of their IRS letter of determination to [webapp@arts.texas.gov](mailto:webapp@arts.texas.gov) or 512/475-2699. Be sure to include a phone number and contact name so TCA staff can call to set up a user name and password. Know that DUNS numbers [{link}](#) are required for all applicant organizations. Any other type of organization or individual should call our offices at 512/463-5535.

#### Verification of TCA Cultural District Organizations:

Established Arts Organizations, College Arts Institutions, Government Local Arts Agencies, Local Arts Agencies, and Rural Arts Providers located within a TCA Designated Cultural District must be verified by TCA staff before applying; this process must be completed no later than two weeks preceding the deadline. To be considered for verification:

1. The organization must be included in the comprehensive list provided by the Cultural District's Lead Organization of all organizations currently located within that TCA Designated Cultural District. Resident companies of theaters located in a TCA Designated Cultural District may be considered for inclusion.
2. TCA staff will then determine if the organization qualifies as an arts organization. Staff will consider the organization's mission, past and current programs, NTEE code, budget allocations, and professional staff. Organizations that are predominantly non-arts based (i.e., history museum, children's museum, zoo, botanical garden, science museum), but do some arts programming, are not eligible. Conducting programs, even regularly, in a TCA Designated Cultural District is not sufficient for inclusion in this program.

All applicants must apply online through the TCA grant system. For research purposes only, hard copies of all TCA blank application forms are available.

## GRANT PROGRAMS

### Arts Create-1

**Eligibility:** Established Arts Organizations with a budget between \$50,000 and \$1 million, College Arts Institutions

**Intent:** To advance the creative economy of Texas by investing in arts organizations.

This program provides multi-year operational support. Applicants write their grant for a one year period, and if funded, will provide an update for the second year. Depending on the availability of funds, the organization's award amount will be the same for two fiscal years. New organizations may only apply in odd numbered years.

Grant Type: Multi-year

Application Limit: One application per organization for this program

Minimum Request: \$3,000

Maximum Request: 25% of organization's last completed year's cash operating budget

Match Requirement: dollar for dollar (1:1)

Application Deadline: March 1 of odd numbered years

Attachments Deadline: Postmarked March 1 of odd numbered years

Criteria: see Application Review Criteria

[Click here for ineligible requests](#)

[Click here for attachments checklist](#)

### Arts Create-2

Eligibility: Established Minority Arts Organizations with a budget over \$50,000

Intent: To advance the creative economy of Texas by investing in arts organizations.

This program provides multi-year operational support. Applicants write their grant for a one year period, and if funded, will provide an update for the second year. Depending on the availability of funds, the organization's award amount will be the same for two fiscal years. New organizations may only apply in odd numbered years.

Grant Type: Multi-year

Application Limit: One application per organization for this program

Minimum Request: \$3,000

Maximum Request: 25% of organization's last completed year's cash operating budget

Match Requirement: dollar for dollar (1:1)

Application Deadline: March 15 of odd numbered years

Attachments Deadline: Postmarked March 15 of odd numbered years

Criteria: see Application Review Criteria

[Click here for ineligible requests](#)

[Click here for attachments checklist](#)

### Arts Create-3

Eligibility: Established Arts Organizations with a budget between \$1 million and \$5 million

Intent: To advance the creative economy of Texas by investing in arts organizations.

This program provides multi-year operational support. Applicants write their grant for a one year period, and if funded, will provide an update for the second year. Depending on the availability of funds, the organization's award amount will be the same for two fiscal years. New organizations may only apply in odd numbered years.

Grant Type: Multi-year

Application Limit: One application per organization for this program

Minimum Request: \$3,000

Maximum Request: 25% of organization's last completed year's cash operating budget

Match Requirement: dollar for dollar (1:1)

Application Deadline: March 15 of odd numbered years

Attachments Deadline: Postmarked March 15 of odd numbered years

Criteria: see Application Review Criteria

[Click here for ineligible requests](#)

[Click here for attachments checklist](#)

#### Arts Create-4

Eligibility: Established Arts Organizations with a budget over \$5 million

Intent: To advance the creative economy of Texas by investing in arts organizations.

This program provides multi-year operational support. Applicants write their grant for a one year period, and if funded, will provide an update for the second year. Depending on the availability of funds, the organization's award amount will be the same for two fiscal years. New organizations may only apply in odd numbered years.

Grant Type: Multi-year

Application Limit: One application per organization for this program

Minimum Request: \$3,000

Maximum Request: 25% of organization's last completed year's cash operating budget

Match Requirement: dollar for dollar (1:1)

Application Deadline: March 15 of odd numbered years

Attachments Deadline: Postmarked March 15 of odd numbered years

Criteria: see Application Review Criteria

[Click here for ineligible requests](#)

[Click here for attachments checklist](#)

#### Arts Create-5

Eligibility: Government Local Arts Agencies and Local Arts Agencies

Intent: To advance the creative economy of Texas by investing in arts organizations.

This program provides multi-year operational support. Applicants write their grant for a one year period, and if funded, will provide an update for the second year. Depending on the availability of funds, the organization's award amount will be the same for two fiscal years. New organizations may only apply in odd numbered years.

Grant Type: Multi-year

Application Limit: One application per organization for this program

Minimum Request: \$3,000

Maximum Request: 25% of organization's last completed year's cash operating budget

Match Requirement: dollar for dollar (1:1)

Application Deadline: March 15 of odd numbered years

Attachments Deadline: Postmarked March 15 of odd numbered years

Criteria: see Application Review Criteria

[Click here for ineligible requests](#)

[Click here for attachments checklist](#)

### Arts Respond Performance Support

Eligibility: All Texas nonprofits, schools, colleges, and units of government

Intent: To advance the creative economy of Texas by investing in arts activities.

This program provides professional artist fees to schools, libraries, and nonprofit organizations for hiring an artist from the TCA Touring Roster to do a performance. These applications are funded based on a percentage of contracted fees. Please read the FAQ for more information.

Grant Type: Quarterly

Application Limit: Multiple applications can be submitted, but only \$12,000 cumulatively will be awarded to an organization per fiscal year (Sept.-Aug.)

Minimum Request: \$75

Maximum Request: \$8,000

Match Requirement: dollar for dollar (1:1)

Application Deadline: Varies.

<b>Quarterly deadline:</b>	<b>For activities occurring:</b>
August 1	September 1-December 14
November 1	December 15-March 14
February 1	March 15-June 14
May 1	June 15-August 31

All applications are approved through the Quarterly Review Process.

Attachments Deadline: Same date as application deadline

Criteria: see Application Review Criteria

[Click here for ineligible requests](#)

[Click here for attachments checklist](#)

## Arts Respond Project

Eligibility: Arts Organizations, College Arts Institutions, Established Arts Organizations, Minority Arts Organizations, Rural Arts Providers, TCA Cultural District [Effective FY2018, TCA will require VERIFIED budgets for organizations with a budget under \$50,000]

Intent: See individual priority areas

This program provides project assistance grants on a short-term basis and may include administrative costs directly related to the project.

Projects must address ONE of the following priority areas:

### EDUCATION

Intent: Projects that use art to promote innovations in K-12 public education.

Designed for projects that impact K-12 public school students during the school day.

Projects must be aligned with the TEKS and conducted in conjunction with school officials.

Projects may occur in a school setting or off-site (field trip). Before and after-school projects are not eligible.

### HEALTH & HUMAN SERVICES

Intent: Projects that use art to improve human health or functioning.

Designed for projects that focus on health related topics, serve specific populations, or occur in a health care or human service setting (hospital, clinic, senior activity center, women's shelter, homeless shelter, etc).

### ECONOMIC DEVELOPMENT

Intent: Projects that use art to diversify local economies, generate revenue, and attract visitors and investment.

Designed for projects that focus on job growth or cultural tourism (festivals, gallery walks, art fairs, etc).

### PUBLIC SAFETY & CRIMINAL JUSTICE

Intent: Projects that use art to prevent delinquency and recidivism in youth and adults.

Designed for projects that focus on at-risk youth or incarcerated populations (after school program, juvenile detention center, adult prison, alternative learning center).

### NATURAL RESOURCES & AGRICULTURE

Intent: Projects that use art to understand and/or improve the ecological and agricultural environment.

Designed for projects that occur in rural counties (festivals, fairs, exhibitions, performances) or focus on natural resources (oil, water, green art, ecological issues).

Grant Type: Semi-annual

Application Limit:

FY2017: Organizations may submit up to two applications per deadline. Over the course of TCA's fiscal year, organizations may address up to four of the priority areas through Arts Respond.

FY2018 & Beyond: Organizations may submit one application per deadline. Over the course of TCA's fiscal year, organizations may address two different priority areas through Arts Respond.

Organizations should not submit more than one application addressing the same priority area per fiscal year.

Minimum Request: \$1,000

Maximum Request: 50% of project budget

Match Requirement: dollar for dollar (1:1)

Application Deadline: July 15 for projects beginning Sept. 1 through March 31; January 15 for projects beginning April 1 through Aug. 31

Attachments Deadline: Postmarked July 15 for projects beginning Sept. 1 through March 31; January 15 for projects beginning April 1 through Aug. 31

Criteria: see Application Review Criteria

[Click here for ineligible requests](#)

[Click here for attachments checklist](#)

#### Arts Respond - Cultural District Project

Eligibility: TCA Cultural District; VERIFIED College Arts Institution, Established Arts Organizations, Government Local Arts Agencies, Local Arts Agencies, Rural Arts Providers located within a TCA Designated Cultural District

Intent: Projects that use the arts to diversify local economies, generate revenue, and attract visitors and investment.

This program provides project assistance grants on a short-term basis and may include administrative costs directly related to the project.

This program is designed for projects that focus on significant cultural tourism projects. These projects should serve at least one of the following:

- High quality arts programming that will attract a significant number of visitors from 50 miles or more outside the community (i.e., blockbuster art exhibitions, national or regional premieres, major festivals)
- Enhancements to the cultural district to make it more accessible, attractive, cohesive-looking, and safe for visitors
- Improved signage and wayfinding for the district
- Promotion of the district; this may include the district's website, branding, and marketing

- Organizational support for the management and operations of the district (TCA Cultural District only)

These grants may include capital improvements.

Grant Type: Annual

Application Limit: Organizations may submit one application per deadline.

Minimum Request: \$3,000

Maximum Request: 50% of project budget, not to exceed \$250,000

Match Requirement: dollar for dollar (1:1)

Application Deadline: June 15 for projects beginning September 1 through Aug. 31

Attachments Deadline: Postmarked on deadline day

Criteria: see Application Review Criteria

[Click here for ineligible requests](#)

[Click here for attachments checklist](#)

#### Cultural Districts Designation Program

Eligibility: Established Arts Organizations, Local Arts Agencies, Government Local Arts Agencies, Established Minority Arts Organizations, Government Agency or Department, College Arts Institutions

Intent: To designate special zones in cities and Texas communities that harness the power of cultural resources to stimulate economic development and community revitalization.

As authorized by H.B. 2208 of the 79th Legislature, the Texas Commission on the Arts can designate cultural districts in Texas. In this program, an organization by itself or representing a collaborative effort will file an application to recognize their cultural district. Applicants must schedule an orientation meeting and work closely with Commission staff in the development of their application. Interested applicants must submit a letter of intent by email that includes a one-page description of the plans for the cultural district to: [culturaldistricts@arts.texas.gov](mailto:culturaldistricts@arts.texas.gov). Successful applicants will have access to Arts Respond Projects and Arts Respond Cultural District Projects. When a cultural district is designated by the Texas Commission on the Arts, a recertification will be required every ten (10) years. Annual reports on activities are required to maintain Designation status. Please read this [link](#) for more information.

Grant Type: Multi-year

Application Limit: One application per organization for this program

Request Limit: NA-- this is a designation program

Match Requirement: NA

Application Deadline: Letter of Intent due January 30; application due June 15

Attachments Deadline: June 15

Criteria: see Application Review Criteria

[Click here for ineligible requests](#)

[Click here for attachments checklist](#)

#### Designated Funding/Commission Initiatives

Eligibility: Nonprofits, schools, colleges, individuals, unincorporated/for-profit groups, and units of government

Intent: To advance the creative economy of Texas by investing in arts activities.

This program is for designated dollars received from an external funder for specified purposes. From time to time, the Commission may designate funds for agency initiatives.

Grant Type: Quarterly

Application Limit: Application by invitation only

Request Limit: To be determined on case-by-case basis

Match Requirement: To be determined on case-by-case basis

Attachments: To be determined on case-by-case basis

Application Deadline: Varies. All applications are approved through the Quarterly Review Process.

Attachments Deadline: Same date as application deadline

Criteria: see Application Review Criteria

[Click here for ineligible requests](#)

#### Touring Roster Inclusion

Eligibility: Texas-based nonprofits, individuals, universities, and unincorporated/for-profit groups providing arts performances

Intent: To ensure that every Texas community has access to high quality arts programming at an affordable price.

The Texas Commission on the Arts maintains an approved Touring Roster of Texas-based touring companies and artists. In this program, the artist or artist's management sets the fee and negotiates the booking. Applicants must have a history of touring and maintain a reasonable fee range. Roster artists are required to perform outside their community regularly. Touring artists offer single performances as well as optional services that may include workshops, master classes, lecture-demonstrations, arts education components, residencies, or short performances. The fact that an artist is approved to the roster does not imply or guarantee that the artist will receive bookings in the coming year. Please read the FAQ for more information. This program is available every other year. The TCA Touring Roster is available online: [TCA Touring Roster {link}](#).

Grant Type: Multi-year

Application Limit: One application per organization for this program

Request Limit: NA-- this is a designation program

Match Requirement: NA

Application Deadline: January 31; accepted even-numbered years only

Attachments Deadline: Postmarked by January 31; accepted even-numbered years only

Criteria: see Application Review Criteria

[Click here for ineligible requests](#)

[Click here for attachments](#)

### Young Masters

Eligibility: Texas 8th to 11th grade students (or homeschooled students who have achieved a comparable status towards high school graduation) who are legal US and Texas residents

Intent: To advance the creative economy of Texas by investing in the future of the arts.

This program awards grants to talented young artists to further their studies in their chosen field. This grant is not a college scholarship. The most talented young artists will receive the title of Young Master and will be awarded grants of up to \$5,000 per year to further their studies in their chosen arts disciplines. Students are eligible to receive the grant for up to two years, but not beyond their senior year in high school, and they must reapply annually. Students must be participating in a school-based arts program, summer institute, a specialized course of study, or receiving private lessons from a qualified instructor. Students must maintain passing grades in all academic areas. Applications will be from the student, his or her parent/guardian, and his or her arts instructor. This program is available every other year.

Grant Type: Multi-year

Application Limit: One

Request Limit: \$5,000 per year, up to two years

Match Requirement: NA

Application Deadline: November 15 of odd-numbered years postmark deadline

Attachments Deadline: November 15 of odd-numbered years postmark deadline

Criteria: see Application Review Criteria

[Click here for ineligible requests](#)

### REGIONAL PARTNERSHIP

Mid-America Arts Alliance

Texas Commission on the Arts pays an annual subscription fee to enable Texas to participate in Mid-America Arts Alliance (M-AAA) programs. Arts and cultural organizations in Texas reap the benefit through a variety of discounted programs listed below:

Regional Touring Program supports performing artist fees for presenters of all sizes and types. Presentations of any professional performing artist or company will be considered, as long as the artist comes from outside the presenter's state. Special incentives are provided for engaging performing artists from the region. The M-AAA Registry contains information about select performing artists and companies. It offers a range of artists from the Mid-America region, making it a useful tool for presenters. Although the M-AAA recommends artists represented in the catalog, presenters have the option of seeking support for any professional performing artist.

ExhibitsUSA, a national division of Mid-America Arts Alliance, organizes and circulates exhibitions for a broad range of institutions: art museums, historical societies, art centers, libraries, and many other traditional and non-traditional exhibitors. ExhibitsUSA has a wide range of exhibitions, varying in subject, size, media, security requirements, and rental fee. Texas exhibitors receive a 25% discount on all ExhibitsUSA exhibitions. Shipping subsidies are available for many organizations. For information contact:

ExhibitsUSA  
2018 Baltimore Avenue  
Kansas City, MO 64108  
800/473-EUSA (3872)  
e-mail: [info@eusa.org](mailto:info@eusa.org)  
website: <http://www.eusa.org/>

M-AAA also provides technical assistance and professional development opportunities to artists and arts organizations. For information contact:

Mid-America Arts Alliance  
2018 Baltimore Avenue  
Kansas City, MO 64108  
816/421-1388  
e-mail: [info@maaa.org](mailto:info@maaa.org)  
website: <http://www.maaa.org>

## HOW GRANTS ARE PROCESSED

### Overview

TCA staff are available year-round to assist with the application process and provide feedback on draft proposals in advance of the deadline. TCA staff reviews all applications for completeness and compliance with eligibility criteria. Eligible applications are reviewed during an evaluation panel meeting. Based on the rankings of the evaluators and available funds, staff makes award recommendations to the Commissioners at their meetings. Applicants not recommended for funding will be notified prior to the Commission Meeting and may appeal using the TCA appeal form. The Commission makes final funding decisions on applications. Applicants are notified of Commission action by mail and through their online account.

#### Prior to the Panel Evaluation

Once grant applications are submitted online to TCA, they are reviewed for completeness and eligibility. Supporting attachments are received in the mail and matched with the online applications. Applications are assigned to TCA program staff members by artistic discipline and/or grant program. The assigned TCA staff member reviews the application in depth and notifies applicants if additional information is needed in advance of the evaluation panel meeting.

At the evaluation panel meeting, staff members participate in the discussion about each application only by providing objective information and clarifying Texas Commission on the Arts policies.

#### Role of Evaluation Panels

Evaluation panels provide expert guidance so that the Commission can make objective decisions in awarding grants. Evaluation panels do not make dollar recommendations or funding decisions. The purpose of each panel is to provide qualitative and professional evaluations of applications based on the application review criteria. Applications may be assigned to each evaluator for in-depth review and presentation at the evaluation panel meeting. For some evaluation panels, evaluators will be able to review required attachments submitted with the applications. Evaluators also provide advice to the Commission and staff on matters of policy.

#### Types and Composition of Evaluation Panels

Evaluation panels are based on discipline and grant program. The number of evaluators and composition of the panels varies according to the number of applications received in the discipline and grant program. Evaluators must be residents of Texas. TCA builds evaluation panels based on:

- Professional qualifications
- Broad-based knowledge of the arts field
- Representation of a variety of genres within each artistic discipline
- Geographic distribution
- Representation of gender, race, and disability populations
- Experience in organizations of different sizes

- Individual artists
- Variety of roles in arts administration

#### Nominations for Evaluators

Nominations may be made by any interested individual or organization in Texas. Nominations are accepted year-round, and can include self-nominations.

Nominations can be submitted on the TCA Evaluation Panel Nomination Form and include:

- A statement of the nominee's qualifications, specifically addressing panel membership
- A copy of the nominee's resume

The proposed slate of evaluators will be presented to the TCA Commissioners, who modify or adopt the slate. Nomination to TCA's evaluation panels does not guarantee selection.

- Length of Term  
Evaluation panel members are asked to serve a one-year term. Evaluators may be asked to serve consecutive terms to take advantage of their experience.
- Vacancies  
With the Commission's approval, TCA staff may appoint substitute evaluators in the case of unexpected vacancies. Evaluators who move out of state during their term are no longer eligible to serve.

#### Evaluation Panel Process

TCA has 4 grants processes: Multi-year, Annual, Semi-annual, and Quarterly.

##### MULTI-YEAR

Before the meeting, packets are mailed to evaluators. Packets include meeting logistics, copies of all applications to be reviewed, and information on evaluation/scoring.

When the meeting convenes, staff will conduct an orientation session with evaluators to answer any questions about the process and funding policies.

For each application, evaluators discuss strengths and weaknesses, give constructive comments, and maintain a high level of professionalism. A TCA staff moderator will run the panel meeting, and will keep discussions moving and consistent with review criteria. Moderators do not take part in the review and do not score applications. If an evaluator has a conflict of interest with an application, they must remove themselves from the discussion and will not be allowed to score that application.

Staff will collect all ballots, calculate the average score for each application, and prepare a list of all applications ranked from the highest to lowest score.

Based on the final scores and ranking of all applications and available funds, staff will develop funding recommendations. This is a competitive process, so generally not all applications will receive funding. As scores decrease, the percentage of recommended grant funds also will decrease. All funding recommendations are presented to the TCA Commissioners for final approval.

#### ANNUAL

Before the meeting, packets are mailed to evaluators. Packets include meeting logistics, copies of all applications to be reviewed, and information on evaluation/scoring.

When the meeting convenes, staff will conduct an orientation session with evaluators to answer any questions about the process and funding policies.

For each application, evaluators discuss strengths and weaknesses, give constructive comments, and maintain a high level of professionalism. A TCA staff moderator will run the panel meeting, and will keep discussions moving and consistent with review criteria. Moderators do not take part in the review and do not score applications. If an evaluator has a conflict of interest with an application, they must remove themselves from the discussion and will not be allowed to score that application.

Staff will collect all ballots, calculate the average score for each application, and prepare a list of all applications ranked from the highest to lowest score.

Based on the final scores, request amounts, and available funds, staff will develop funding recommendations. This is a competitive process, so generally not all applications will receive funding. As scores decrease, the percentage of requested grant funds also will decrease. All funding recommendations are presented to the TCA Commissioners for final approval.

#### SEMI-ANNUAL

Evaluators are sent copies of all applications to be reviewed, a scoring ballot, and information on evaluation/scoring. Applications are scored and commented upon by evaluators.

Based on the ranking of all applications and available funds, staff will develop funding recommendations. This is a competitive process, so generally not all applications will receive funding. As rankings decrease, the percentage of recommended grant funds also will decrease. All funding recommendations are presented to the TCA Commissioners for final approval.

#### QUARTERLY

After each application is complete, TCA staff will develop funding recommendations. These are emailed to the evaluators for their comments. Upon a majority approval by evaluators, the funding recommendations are taken to the upcoming quarterly meeting for the Commission's approval.

See the Application Review Criteria used by the evaluators to assess all applications.

### Commission Determination

The Commission's decisions will be based on the availability of funds, the merits of the application, and ongoing assessment of the needs of the field.

The Commissioners review recommendations from the evaluation panel and staff. The Commissioners must vote to approve the final grant awards. TCA has a policy that allows Commissioners to abstain from voting based on a conflict of interest.

### Appeals Process

Applicants who believe their proposals for funding or approval were rejected for the following two reasons may appeal to the Commission for reconsideration using the TCA appeal form:

1. influence of evaluation panel or Commissioners who willfully failed to disclose conflicts of interest; or
2. provision of incorrect information by the TCA staff or evaluators at the time of voting, despite the presence of the correct information as part of the original application.

The applicant must be able to show a link between one of these circumstances and a low score or rating and/or negative panel comment. Failure to submit a complete application by the deadline does not constitute grounds for an appeal. Dissatisfaction with the denial of a grant or with the amount of the grant is an insufficient reason for appeal.

Appeals must be presented through the appeal form to the Deputy Director. The deadline for appeals is one week prior to the quarterly Commission meeting where the application under appeal will be considered. All appeals will be presented to the Commission for their consideration. The applicant will be notified after the Commissioners' final decision.

All decisions of the Commission are final.

### Grantee Responsibilities

#### Revised Budget

For certain grant programs, a revised budget may be required to demonstrate how the TCA award will be expended within the budget. A form for the revised budget will be provided to the grantee with a deadline. The form must be completed and submitted by the date stated in the notification letter. Failure to submit this revised budget by the due date will result in cancellation of the grant.

#### Contracts and Compliance

All TCA grantees are contractually obligated to the State of Texas upon receipt of funds. As part of their contractual relationship with the Commission and part of their services to the citizens of Texas, grantees will comply with federal, state and TCA requirements.

Contract amendments are made under limited circumstances. If an amendment is desired, the grantee must submit a detailed request in writing as soon as possible. Any amendment must be approved by TCA.

#### Legislative Notification

Organizations that receive a grant from the Texas Commission on the Arts are required to send a thank you letter to their State Representative and State Senator notifying them of the services, programs and work the award will help to support. Copies of these two letters must be submitted to the TCA before grant funds will be released.

#### Acknowledgment

A credit line and/or TCA logo must appear in all published materials and announcements regarding the funded activity. For example: "This project is supported in part by a grant from the Texas Commission on the Arts." The TCA logo is available on the TCA website.

If applicable, the grantee must acknowledge other funding partners of TCA. In this case, crediting instructions will be included with award notification and/or payment.

#### Payment

Payment is contingent upon the satisfactory completion of TCA requirements which may include submission of a revised budget, submission of fully executed contracts, receipts, completed report forms for current or past grant awards, copies of legislative thank-you letters, and satisfactory completion of TCA site visit action items. Payments will be made based on available funds. The Texas Commission on the Arts and State Comptroller's Office prefer that awards be paid by direct deposit.

#### Reporting Requirements

Thirty days after the contract ending date, the grantee must submit a complete report that details the use of funds, income sources, an assessment of activities, and the statistical outcomes of the program or project, including one or two quality images.

Documentation such as financial statements, reviews, and promotional materials complete the report but are kept at the grantee's offices. Failure to submit the report is a breach of contract with the State of Texas. Any grantee that does not submit the required report within ninety days after the ending date of the contract will be reported to the Texas Attorney General for final resolution through legal action.

Any pending or future grants are contingent upon the satisfactory resolution of report forms.

#### Report Rating System

Staff members conduct a review of all grants using the report form. Points are awarded on the success of a program based on the information submitted on the report. A delineation of points awarded is available on request. The subsequent rating may be made available to the evaluation panels.

## Site Visits

Periodically, TCA staff will conduct in-person site visits with constituents.

### Grant Monitoring Site Visit

During this type of site visit, TCA staff reviews the financial records kept for grants received. The report forms submitted to TCA are the basis for the review, and the grantee must show copies of checks, bank statements, and/or other financial documentation that support the expenditure line items on the report form. Information on managing your grant is included in grantees' online accounts as an aid to help an organization set up its grant files and record keeping system to facilitate this visit. Any pending or future grants are contingent on the satisfactory outcome of the monitoring visit and on resolution of any inaccuracies found in the report form.

### Programmatic Site Visit

During this type of site visit, TCA Staff select arts organizations to assess the artistic programming and community involvement of an event or program. Attendance at performances, exhibitions, and other funded activities may be required in this assessment.

## Program & Facility Access



Making the arts accessible to all people is a priority of the Texas Commission on the Arts.

One of the conditions to which organizations agree in accepting a Texas Commission on the Arts grant is to assure that their programs and the facilities in which their programs are presented are accessible to people with disabilities.

The regulations under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008 prohibit discrimination on the basis of disability in employment (Title I), state and local government services (Title II), and places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213). Every nonprofit organization is a beneficiary of Federal Financial Aid, therefore they must be able to provide accommodations when people with disabilities make requests for services.

Accessibility involves both the location (the facility) and the content (the activity or product) of the program. Costs associated with accessibility improvements may be included as part of a TCA grant; however, capital improvements, bricks and mortar, and the purchase of permanent equipment are not allowed except for Arts Respond Cultural District Project and Designated Funding/Commission Initiatives grants.

Technical assistance is available for organizations that have questions or seek to make their programs and facilities accessible. Contact TCA's ADA Coordinator at 512/936-6575 to request more info. More information is also available on TCAnet.

## ORGANIZATION DESCRIPTIONS

### Arts Organization with a VERIFIED budget under \$50,000

This organization furthers the artistic and cultural offerings of the community or state with a mission that clearly speaks to the arts or a specific arts discipline. This organization:

- has cash operating revenues of under \$50,000 for the past year as demonstrated by their most recently filed IRS Form 990s (TCA cannot accept postcard 990 filings with the IRS; they contain no fiscal data)
- is recognized by the IRS as a 501(c)(3) nonprofit organization and
- is a nonprofit organization incorporated in Texas.

### Arts Organization with an UNVERIFIED budget under \$50,000

This organization furthers the artistic and cultural offerings of the community or state with a mission that clearly speaks to the arts or a specific arts discipline. This organization:

- has cash operating revenues of under \$50,000
- is recognized by the IRS as a 501(c)(3) nonprofit organization and
- is a nonprofit organization incorporated in Texas.

### College Arts Institution

A college arts institution is part of a public or private Texas university or college, but it is primarily open to the public and does not include an academic department or classes. Possible examples include museums, radio stations, film series, and performance halls. Applicants are strongly encouraged to contact TCA program staff to determine eligibility. A College Arts Institution:

- has an independent budget
- operates as a full-time arts organization offering public programs on a year-round basis
- has professional staff and
- has a mission statement, separate from the university, that speaks to the arts.

### College or University Department

A college or university department can be part of a public or private Texas university or college. The Commission views each department within a four-year university or college as a separate applicant. Community colleges are permitted one account per campus. The Commission does not fund projects involving college or university academic credit that will ultimately be used toward a degree, nor will the Commission fund projects at colleges and universities that primarily relate to curriculum and have minimal or no community involvement. Successful applications should show how the project would be marketed to the general community beyond the college.

### Company or Unincorporated Group

A company or unincorporated group is an arts and cultural organization that does not have a 501(c)(3) nonprofit determination from the IRS.

### Established Arts Organization with a budget between \$50,000 and \$1 million

An arts organization furthers the artistic and cultural offerings of the community or state with a mission that clearly speaks to the arts or a specific arts discipline. This organization:

- had cash operating revenues of \$50,000 or more for the past two years as demonstrated by their two most recently filed IRS Form 990s (TCA cannot accept postcard 990 filings with the IRS; they contain no fiscal data)
- maintains an annual operating revenues of less than \$1,000,000
- is recognized by the IRS as a 501(c)(3) nonprofit organization and
- is a nonprofit organization incorporated in Texas.

### Established Arts Organization with a budget between \$1 million and \$5 million

An arts organization furthers the artistic and cultural offerings of the community or state with a mission that clearly speaks to the arts or a specific arts discipline. This organization:

- must have maintained annual cash operating revenues between \$1,000,000 and \$5,000,000 for the past two years as demonstrated by their two most recently filed IRS Form 990s
- is recognized by the IRS as a 501(c)(3) nonprofit organization and
- is a nonprofit organization incorporated in Texas.

### Established Arts Organization with a budget over \$5 million

An arts organization furthers the artistic and cultural offerings of the community or state with a mission that clearly speaks to the arts or a specific arts discipline. This organization:

- must have maintained annual cash operating revenues of \$5,000,000 or more for the past two years as demonstrated by their two most recently filed IRS Form 990s
- is recognized by the IRS as a 501(c)(3) nonprofit organization and
- is a nonprofit organization incorporated in Texas.

### Established Minority Arts Organization with a budget over \$50,000

An arts organization furthers the artistic and cultural offerings of the community or state with a mission that clearly speaks to the arts or a specific arts discipline. This organization:

- had cash operating revenues of \$50,000 or more for the past two years as demonstrated by their two most recently filed IRS Form 990s (TCA cannot accept postcard 990 filings with the IRS; they contain no fiscal data)
- has as their primary intent to provide services to ethnic minority communities, audiences, and artists
- is recognized by the IRS as a 501(c)(3) nonprofit organization and
- is a nonprofit organization incorporated in Texas.

### Government Agency or Department

Under certain programs, other appropriate organizations may apply for funding. These organizations can include entities of government that offer quality cultural arts programs and may be libraries, parks and recreation departments, public housing developments, or any department with arts programs within municipal, county, state, or federal government.

### Government Local Arts Agency

A government local arts agency is an organization whose primary purpose is to provide support, services, financial assistance, and developmental planning to arts producing/presenting organizations, individual artists, and the general public. This organization is an entity of local government, such as city arts commission, or parks and recreation department, with overall arts and cultural responsibilities. This organization distributes hotel/motel tax or other local funding to their community arts organizations through a granting program.

### Individual Artist

An artist is a practitioner of performing, literary, visual, media, traditional craft, folk arts, multimedia and/or performance art.

### K-12 Educational Institution

A K-12 Educational Institution is a public elementary, middle, or secondary school within the Texas Education Agency's state school districts; an independent school district; a private school; a charter school; or an Educational Service Center (ESC).

### Local Arts Agency

A Local Arts Agency is an organization whose primary purpose is to provide support, services, financial assistance, and developmental planning to arts producing/presenting organizations, individual artists, and the general public. This organization may also be a cultural affairs committee of a chamber of commerce that distributes hotel/motel tax or other local funding to their community arts organizations through a granting program. A local arts agency:

- had cash operating revenues of \$50,000 or more for the last completed fiscal year

- is recognized by the IRS as a 501(c)(3) nonprofit organization and
- is a nonprofit organization incorporated in Texas.

#### Minority Arts Organization with a VERIFIED budget under \$50,000

This organization furthers the artistic and cultural offerings of the community or state with a mission that clearly speaks to the arts or a specific arts discipline. This organization:

- has cash operating revenues of under \$50,000 for the past year as demonstrated by their most recently filed IRS Form 990s (TCA cannot accept postcard 990 filings with the IRS; they contain no fiscal data)
- must have as their primary intent to provide services to ethnically-specific/minority communities, audiences, and artists
- is recognized by the IRS as a 501(c)(3) nonprofit organization and
- is a nonprofit organization incorporated in Texas.

#### Minority Arts Organization with an UNVERIFIED budget under \$50,000

This organization furthers the artistic and cultural offerings of the community or state with a mission that clearly speaks to the arts or a specific arts discipline. This organization:

- has cash operating revenues of under \$50,000
- must have as their primary intent to provide services to ethnically-specific/minority communities, audiences, and artists
- is recognized by the IRS as a 501(c)(3) nonprofit organization and
- is a nonprofit organization incorporated in Texas.

#### Other Nonprofit

This category can include civic, service, humanities, science, social services, history and other nonprofit organizations incorporated in Texas.

#### Rural Arts Provider

In rural counties where there is a lack of art organizations, TCA will allow governmental or nonprofit organizations that have a record of providing quality arts programming in their community to be considered Rural Arts Providers. These organizations may be libraries; parks and recreation departments; schools; chambers of commerce; Main Street programs; other nonprofit organizations; or departments of municipal, county, state, or federal government. Rural Arts Providers can also be governmental or nonprofit organizations that have a record of providing quality arts programming and are located in a TCA Designated Cultural District in a geographically isolated and underserved community.

#### TCA Cultural District

A nonprofit entity serving as the lead organization for an approved TCA designated Cultural District. Only one account will be allowed per district.

## GLOSSARY

### ACCESS ACCOMMODATIONS

Accommodations (such as auxiliary aids, barrier removal, and specialized services) that ensure that individuals with disabilities affecting hearing, vision, speech, cognition, or physical movement are provided with the means to communicate and participate equally.

### ARTIST

A practitioner of the visual, performing, literary, media, craft, and/or folk arts.

### AUDIT

A formal examination and subsequent financial report and management letter of the grantee's account books or financial situation performed by a Certified Public Accountant or auditing firm.

### AUTHORIZED OFFICIAL

A principal of an organization with legal authority to certify information and sign contracts for the organization; he/she must guarantee the compliance of the organization with the Texas Commission on the Arts' legal requirements prior to issuance of payment.

### BIENNIUM

A period of two years. For TCA purposes, these are the two fiscal years corresponding to TCA's legislative appropriation from September 1 of an odd-numbered year to August 31 of the next odd-numbered year.

### COLONIA

In Texas, colonia refers to a residential area along the Texas-Mexico border that lacks basic infrastructure such as water and sewer systems, electricity, paved roads, and safe and sanitary housing. There are more than 2,200 recognized colonias in Texas.

### COMPANY

A company is an arts and cultural organization that does not have a 501(c)(3) nonprofit determination from the IRS.

### COMPLETED FISCAL YEAR

TCA recognizes that each organization has its own fiscal year. In TCA's process, organizations submit information regarding their most recently completed fiscal year as of the application deadline.

### CONFLICT OF INTEREST

A circumstance such as employment, board membership, or other personal interest that influences an individual's ability, or the perception of their ability, to perform their duties without bias or prejudice.

#### CULTURAL DISTRICTS

Special zones that harness the power of cultural resources to stimulate economic development and community revitalization. These districts can become focal points for generating businesses, attracting tourists, stimulating cultural development and fostering civic pride.

#### CULTURAL TOURISM

Travel dedicated toward experiencing the arts, heritage, and character of a place.

#### DESIGNATION PROGRAM

A competitive program that does not award grant dollars, but a designation or title.

#### DIRECT DEPOSIT

The process of receiving grant money by electronic transfer that will be applied immediately to an organization's bank account.

#### DISABILITY

A physical or mental impairment that substantially limits one or more "major life activities".

#### DUNS NUMBER

The DUNS (Data Universal Numbering System) number is a unique nine character identification number widely used by both commercial and federal entities. To learn more, visit the DUNS number information page.

#### ECONOMIC DEVELOPMENT

Projects that use art to diversify local economies, generate revenue, and attract visitors and investment.

#### ECONOMIC IMPACT

The financial affect an activity, event, effort, or industry has on a specified geographic area or population.

#### EQUITY PLAN

The mandate that states that TCA must employ an equitable procedure for awarding grant funds.

#### ESTABLISHED ARTS ORGANIZATION

An arts organization that has their 501(c)(3) status from the IRS, a cash operating budget of \$50,000 or more for the past two years as demonstrated by their two most recently filed IRS Form 990s, and a mission statement that clearly speaks to the arts.

#### EVALUATION PANEL REVIEW

Applications are reviewed by panels comprising arts administrators, artists, educators, board members, and community development professionals. Each panel must have broad disciplinary, ethnically-specific/minority, and geographic representation.

#### EVALUATOR

An individual with expertise who serves on a panel and evaluates applications.

#### FOLK ARTS

Arts and artists that reflect creative forms passed down from one generation to the next without aid of official or institutional instruction, usually by word-of-mouth or by example. Folk arts are also a recognized and honored tradition within a performer's or craftperson's particular ethnic group or community, and members of a particular group recognize the folk artist's song, art, craft, or skill as part of their culture.

#### IRS LETTER OF DETERMINATION

A letter that is issued to an organization by the IRS granting non-profit status. For more information, please see the IRS website at [www.irs.gov](http://www.irs.gov) or call toll-free 1-800-829-3676.

#### LETTER OF COMMITMENT

A letter from an organization indicating its specific role and commitment in a collaborative project. The letter should clearly specify the resources that the organization is committing.

#### LETTER OF INTENT

A letter to the Commission from an organization stating the intent to apply to a grant program.

#### LIFELONG LEARNING

The provision for continuous training and learning opportunities both inside and outside the academic environment.

#### LOCAL ARTS AGENCY

An organization whose primary purpose is to provide coordination, services, hotel/motel tax distribution/subgranting and developmental planning to the arts industry in their community.

#### MEDIA/MULTIMEDIA ORGANIZATIONS

An arts organization whose primary media is film, video, radio, and interactive computer program development.

#### MID-AMERICA ARTS ALLIANCE (M-AAA)

**The** regional arts organization that serves Texas. Texas organizations and artists may apply for regional touring financial and technical assistance.

#### MINORITY

In accordance with the US Office of Management and Budget, an individual from one of the following ethnic heritages: American Indian/Alaskan Native; Asian; Pacific Islander; Black, not Hispanic; Hispanic.

#### MULTIRACIAL

People who belong to two or more of the federally designated racial categories: American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; Black or African American; or Hispanic or Latino; White.

#### MULTI-YEAR GRANT

Grant programs with an application deadline occurring once every two years.

#### NEA

The National Endowment for the Arts, the national arts agency that disperses federal grants to organizations and states. You can reach them by phone: 202/682-5400 or via their website [www.arts.gov](http://www.arts.gov).

#### ONLINE SUBMISSION

Applications filled out and submitted through a form on a website.

#### PRESENTER

An organization that brings in performing and/or literary artists for the benefit of their community. A presenter can range from large performing arts centers in major urban cities, outdoor festivals and rural community-focused organizations to academic institutions, university student groups, museums, performing arts organizations, and chambers of commerce.

#### PRIORITY AREA

Every two years, the Governor of Texas issues a list of priority areas for the state of Texas. All state agencies must align their programs within those priority areas.

#### PRODUCER

An organization or individual that packages, organizes, originates and otherwise creates a production or exhibition for presentation to the public. The producer's role usually includes financing, casting, curating, and other behind-the-scenes decisions and responsibilities.

#### PROFESSIONAL

A person who is paid for his or her expertise, skills and talent. This term does not include amateurs, knowledgeable lay persons, or recognized experts who do not receive fees.

#### **PUBLIC SERVICE**

A service performed for the benefit of the public, especially by a nonprofit organization.

#### **QUARTERLY GRANT**

Grant programs with application deadline occurring 4 times a year.

#### **RESIDENCY**

A specified time period during which a professional artist, contracted by a school or an arts organization, provides services supplemental to existing educational programs and community outreach.

#### **RURAL**

A county which, under the US Office of Management and Budget classification scheme for rural counties. A current list of these counties can be found [here](#).

#### **SEMI-ANNUAL GRANT**

Grant programs with application deadline occurring twice a year.

#### **TITLE 1 SCHOOLS**

Title 1 schools are K-12 public schools that receive federal assistance for serving predominantly low income students. The Title 1 designation is determined by a federal formula based on census poverty estimates and the local cost of education.

#### **UNINCORPORATED ORGANIZATION**

An organization that has not been incorporated in accordance with the laws of Texas or any other state.