



# Operations & Season Support Guidelines and 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*.



Member      **Ms. Fran Tynan**      Chaplain, St. Michael's Hospice  
1927 Malone Cliff View  
Dallas, TX 75208  
214-741-3484

Member      **Mr. Ed Hudson**      Volunteer  
9600 Royal Lane #216  
Dallas, TX 75243  
Home phone 214.342.0420  
Email mred216@yahoo.com

Member      **Ms. Mary Ruth Caldwell**      Choral Musician  
2117 Jasmine Valley Drive  
Little Elm, TX 75068  
(214)350-2634

Member      **Ms. Dede Duson**      Composer  
9030 Greenville  
Dallas, TX 75243  
(214)348-7081



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



## GOALS:

The Mesquite Arts Council (MAC) and the City of Mesquite Cultural Grants Program provide local cultural arts organizations with financial support for projects/activities representing a significant effort toward the promotion of the arts and humanities in Mesquite and contributing to Mesquite's growing reputation as a cultural and entertainment center.

## ELIGIBILITY:

To be eligible for a MAC grant, an organization must hold a letter from the Internal Revenue Service confirming its 501c3 nonprofit status, be a unit of government or an educational institution. The organization is encouraged to join the MAC. First-time applicants are strongly urged to consult with the MAC staff regarding eligibility matters well ahead of the application deadline. The proposed project/activity must represent a significant effort toward the promotion of the arts and humanities.

## LIMITATIONS:

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 or dollar-for-dollar match and MAC support will not exceed 50% of the total project/activity:

- Operations and Season Support up to \$5,000.00
- Quick grant between \$500 and \$3,000

## 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. The committee makes funding recommendations based upon the following criteria:
  1. Consistency of project/activity with MAC goals
  2. Artistic quality
  3. Organization's financial need
  4. Other sources of support
  5. Need for activity

6. Public participation
7. Organization's management ability
8. Review of each organizations submitted materials

**PAYMENT DATE:**

The 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:**

An evaluation form is due within 45 days of the project/activity completion date given on the grant application form. The evaluation materials should include photographs, slides, programs, or any promotional materials, which were from project/activity -related programming. Copies of cancelled checks specific to the funded project/activity will be included as an attachment.

**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."

**MESQUITE ARTS COUNCIL PANEL REVIEW POLICY**

All grant applications must be reviewed individually and on their merit. While it is true that eventually all grants are in competition with one another, the primary function of the Review Panel is to study and make recommendations regarding the qualitative merit of each application.

1. All discussions conducted within a panel are confidential. In order to maintain the integrity of the panel process, meetings shall remain closed to the public.
2. Panelists should not discuss grant applications with one another outside panel meetings.
3. If a panelist has a conflict of interest with any of the grants submitted or feels that there is an appearance of conflict of interest, he or she must absent himself or herself from all discussions regarding such grants.
4. If a conflict of interest leaves the panel without a quorum, the project must be reviewed by the remaining panelists.
5. Panelists should attend events presented by applicants in order to be familiar with the organizations that apply.

**Conflict of Interest Statement**

"The Mesquite Arts Council recognizes the importance of panel representation with professionals from across the community. Not wishing to penalize representatives of the organizations serving as panelists, the MAC will consider applications from organizations with which panel members may have affiliation or special interests. However, the panelist must be excused from the meeting during the review of the application. In addition, the panelist may not directly address the panel, nor answer questions regarding the application from the organization with which he is affiliated."

The Mesquite Arts Council recognizes its responsibility regarding conflict of interest and charges panelists to make recommendations based on the merits of the application.

## GRANTS CATEGORIES

### I. OPERATIONS AND SEASON SUPPORT

Organizations funded in this category must demonstrate high quality arts programming, have a track record of stable operations, and demonstrate a positive impact on the community.

Operation and Season Support Grant application review includes an assessment of the advancement of artistic excellence, the season, the budget, and how the organization meets the criteria listed on page 3. The review also includes the assessment of the quality of the season/program community support and the number and profile of people served.

Made available on at least one-to-one cash matching basis, Operation and Season Support Grants assist arts organizations with general operating expenses and the continuation or expansion of arts programming for the citizens of Mesquite.

#### ELIGIBILITY

In order to be eligible for an Operations and Season Support Grant, the applicant must:

- Be a nonprofit, 501(c)(3) tax-exempt arts organization for at least three years, whose primary purpose is arts programming, support or services.
- Have a record of effective and accountable management.
- Have a record of quality arts programming, ongoing efforts to strengthen good management practices.

#### GUIDELINES

- Operation and Season Support Grants must be at least equally cash matched (1:1). Matching funds may be anticipated at time of application, but must be received and obligated by the ending date of the grant year as indicated in the application.
- Minimum grant request of \$2,000 with a maximum of \$5,000 within a twelve month period.
- Operation and Season Support Grants are awarded on a yearly basis. Services must be performed within a twelve-month (grant year) period.
- Programs for which support is requested must take place in Mesquite.
- Applicant must submit copy of IRS tax-exemption letter and a current list of Board of Directors/Trustees, including their community affiliations.
- Recipients of Season Support grant must make available four free admission tickets — when applicable to the Mesquite Arts Council for on-site evaluations of program activity.
- Only completed forms will be reviewed. Applications submitted that are determined to be incomplete at the time of application may be ruled ineligible for funding.

#### HOW TO APPLY

Only completed applications will be accepted. All applications must be hand-delivered on or postmarked by the deadline date specified. Late applications may not be reviewed.

First-time applicants are invited and strongly encouraged to contact the City Arts Council's Grants Officer for further information about the Grants Program or if you have questions regarding preparation of your application, please call or write:

Mesquite Arts Council  
1527 N Galloway Ave.  
Mesquite, TX 75149  
972-216-8132

## II. QUICK GRANT

Quick Grants are awarded to individuals, groups and nonprofit organizations for specific arts projects and programs which are determined to be of value to the community. Exhibits, concerts, performances, festivals, workshops and readings are examples of projects eligible for funding through Quick Grants. Projects may also include consultant assistance related to improving the quality or management of arts programs, such as planning, marketing, fundraising and board development.

Project Support Grants must be funded on at least a one-to-one cash matching basis.

### ELIGIBILITY

In order to be eligible for a Quick Grant, the applicant must:

- Request support specifically for an arts project or program.
- Be a nonprofit, 501(c)(3) tax-exempt arts organization for at least three years, whose primary purpose is arts programming, support or services
- Show evidence of effective and accountable management.
- Make an effort to present quality arts programming, address good management practices and compensate participating artists.
- Programs for which support is requested must take place in Mesquite.

### GUIDELINES

- Quick Grants must be at least equally cash matched (1:1)
- Minimum grant request of \$500 with a maximum of \$3,000 within a twelve month period.
- When applicable, in addition to project budget information, Quick Grant applications must include the organization's total estimated current fiscal year budget, showing all revenue and expenditures anticipated.
- Quick Grants are awarded on a yearly basis. Services must be performed within a twelve month (grant year) period.
- Programs for which support is requested must take place in Mesquite.
- A nonprofit corporation, applicant must submit copy of IRS tax-exemption letter and a current list of Board of Directors/Trustees, including their community affiliations.
- Recipients of Quick Grants must make available four free admission tickets — when applicable — to the Mesquite Arts Council for on-site evaluations of program activity.
- Only completed forms will be reviewed. Applications submitted that are determined to be incomplete at the time of application may be ruled ineligible for funding.

### HOW TO APPLY

Only completed applications will be accepted. All applications must be hand-delivered on or postmarked by the deadline date specified. Late applications may not be reviewed. Electronic submissions will not be accepted.

First-time applicants are invited and strongly encouraged to contact the City Arts Council's Grants Officer for further information about the Grants Program or if you have questions regarding preparation of your application, please call or write:

Mesquite Arts Council  
1527 N Galloway Ave.  
Mesquite, TX 75149  
972-216-8132



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

**For Office Use Only:**

Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Recommendation: \_\_\_\_\_

Payment Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address/City/State/Zip: \_\_\_\_\_

Chief Financial Officer: \_\_\_\_\_

Chief Financial Officer Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Applicant Organization is legally: **(provide copies of determination letters)**

- IRS Tax Exempt 501c3
- Unit of Government
- Other (specify) \_\_\_\_\_

Program Title (if applicable): \_\_\_\_\_

Season Beginning Date: \_\_\_\_\_

Season Ending Date: \_\_\_\_\_

Location/ Facility Name: \_\_\_\_\_

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

Amount requested: \_\_\_\_\_

Program Director Name \_\_\_\_\_

Program Director Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Accessible to persons with disabilities?    Yes     No

Federal Employee Identification #: \_\_\_\_\_ Date of incorporation: \_\_\_\_\_

Program Description

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

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NARRATIVE

- ALL nonprofit organization applicants must submit a current list of Board of Directors/Trustees, including their community affiliations.
- If you are applying for Season Support, do not respond to question 2. Instead attach a list of planned activities for the season. Also include your organization's mission and goals.

1. How does the proposed season/project benefit the community and why does it merit public funding from the Mesquite Arts Council?

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2. Describe the project for which Arts Council support is requested. What is the project? What do you plan to do? When? Where? Identify participating artists by name if possible. Please be specific.

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3. If you are introducing new program initiatives for the granting period (e.g., commissioning of new work, additional outreach activities, new venues, etc.); please describe.

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4. How will the project be promoted to the general public?

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5. Estimate the number of individuals to benefit directly from your project; i.e., the total audience, participants, students, 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: \_\_\_\_\_

6. 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: \_\_\_\_\_

7. If applicable, describe services provided to those other than the general public, and identify the recipients (i.e. underserved or alternate constituents such as people with disabilities, youth-at-risk, seniors or others). Include physical and program access for people with disabilities, arrangements for transportation, ticket distribution, publicity, involvement, etc.

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

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Is this organization a member of TEXANS FOR THE ARTS? YES or NO (circle only one)

How much money has this organization contributed to TEXANS FOR THE ARTS? \$ \_\_\_\_\_

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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 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.*

Chief Administrative Officer:

Program 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?
- Does the budget balance? Does your TOTAL CASH INCOME equal your TOTAL CASH EXPENSES?  
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, and a current list of Board of Directors/Trustees, including their community affiliations?
- If you are applying for Season Support, have you included a copy of your planned activities, mission and goals?
- 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.

**FINANCIALS FOR THIS PROGRAM**

**REVENUES**

**A. Amount Requested from MAC** \_\_\_\_\_

**B. Earned Income and Cash Contributions**

- 1. Admissions/Fees \$ \_\_\_\_\_
- 2. Organizational Funds (funds from accumulated resources/ savings) \$ \_\_\_\_\_
- 3. Individual Donations \$ \_\_\_\_\_
- 4. Business Contributions \$ \_\_\_\_\_
- 5. Foundation Support \$ \_\_\_\_\_
- 6. Local Government \$ \_\_\_\_\_
- 7. TCA \$ \_\_\_\_\_
- 8. Other \$ \_\_\_\_\_
- TOTAL (B) \$ \_\_\_\_\_

**C. In-kind Revenues (professional artists, measurable media i.e. print, audio, visual; organizational administration and any other service or product that qualifies.**

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_

**D. TOTAL REVENUES (A+B) DO NOT INCLUDE "C"** \$ \_\_\_\_\_

**EXPENDITURES (detail all expenses, list contracts/vendors)**


- 1. Personnel
  - Administration/ # of positions \_\_\_\_\_ \$ \_\_\_\_\_
  - Artists/ # of positions: \_\_\_\_\_ \$ \_\_\_\_\_
  - Technical Production/ # of positions: \_\_\_\_\_ \$ \_\_\_\_\_
- 2. Outside Services (contracted artists, technical, legal, accounting) \$ \_\_\_\_\_
- 3. Equipment rentals \$ \_\_\_\_\_
- 4. Travel/Transportation (artists/consultants) \$ \_\_\_\_\_
- 5. Lodging \$ \_\_\_\_\_
- 6. Other Rentals (specify) \$ \_\_\_\_\_
- 7. Marketing/Publicity \$ \_\_\_\_\_
- 8. Supplies/Materials \$ \_\_\_\_\_
- 9. Insurance: \$ \_\_\_\_\_
- 10. Postage/Telephone \$ \_\_\_\_\_
- 11. Other (itemize) \$ \_\_\_\_\_

**TOTAL PROJECT EXPENDITURES** \$ \_\_\_\_\_

Income/Expenses must equal

# Sample Application

MESQUITE ARTS COUNCIL



MESQUITE ARTS CENTER

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

## For Office Use Only:

Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Recommendation: \_\_\_\_\_

Payment Date: \_\_\_\_\_

Application for (Check one):  Season Support       Project Support

Organization Name: Civic Expressions

Mailing Address/City/State/Zip: 1527 N Galloway Mesquite TX 75149

Chief Financial Officer: Patricia Meaningful

Chief Financial Officer Home Phone 555-555-5555 Work Phone 555-555-5555

Applicant Organization is legally: **(provide copies of determination letters)**

IRS Tax Exempt 501 © 3

Unit of Government

Other (specify) \_\_\_\_\_

Project/ Program Title (if applicable): The Mesquite Music Festival

Project/Season Beginning Date: April 30, 2007

Project/Season Ending Date: May 2, 2007

Project Location/ Facility Name: Mesquite Arts Center - 1527 N Galloway Ave Mesquite, 75149

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

Amount requested: \$2,000

Project/Program Director Name: Rene Schickele

Project/Program Director Home Phone 555-555-5555 Work Phone 555-555-5555

Accessible to persons with disabilities?      Yes       No

Federal Employee Identification #: 23-9875689 Date of incorporation: 05/84

Project/Program Description

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

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PROJECT NARATIVE

- ALL nonprofit organization applicants must submit a current list of Board of Directors/Trustees, including their community affiliations.
- If you are applying for Season Support, do not respond to question 2. Instead attach a list of planned activities for the season. Also include your organization's mission and goals.

1. How does the proposed season/project benefit the community and why does it merit public funding from the Mesquite Arts Council?

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2. Describe the project for which Arts Council support is requested. What is the project? What do you plan to do? When? Where? Identify participating artists by name if possible. Please be specific.

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3. If you are introducing new program initiatives for the granting period (e.g., commissioning of new work, additional outreach activities, new venues, etc.); please describe.

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4. How will the project be promoted to the general public? Describe your publicity strategy.

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5. Estimate the number of individuals to benefit directly from your project; i.e., the total audience, participants, students, 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:* \_\_\_\_\_

6. 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: \_\_\_\_\_

7. If applicable, describe services provided to those other than the general public, and identify the recipients (i.e. underserved or alternate constituents such as people with disabilities, youth-at-risk, seniors or others). Include physical and program access for people with disabilities, arrangements for transportation, ticket distribution, publicity, involvement, etc.

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

MJRE	Curt Bradshaw	555-555-5555	
	First State Bank	Jim Lindsey	555-555-5555
	Dallas Opera	Jean Hamlet	555-555-5555
	Town East Heating & Air Conditioning	Patti Hawkins	555-555-5555

Is this organization a member of TEXANS FOR THE ARTS? YES or NO (circle only one)

How much money has this organization contributed to TEXANS FOR THE ARTS? \$ \_\_\_\_\_

Assurances

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

6. The activities and services for which financial assistance is sought will be administered by or under the supervision of the applying organization.
7. Any funds received as a result of this application will be used solely for the project described.
8. The officials signing the application form and subsequent contract have been authorized by the applying organization to submit this application.
9. The applicant shall retain a copy of the Mesquite Arts Council and City of Mesquite Grants Program Guidelines and Procedures and shall execute the grant by the rules and regulations stated therein.
10. 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.*

Chief Administrative Officer:

Project Director:

Signature: Patricia Meaningful

Signature: Rene Schickele

Typed Name: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

CHECKLIST

- Have you matched requested Mesquite Arts Council funding with cash from other sources?
- Does the budget balance? Does your TOTAL CASH INCOME equal your TOTAL CASH EXPENSES? 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, and a current list of Board of Directors/Trustees, including their community affiliations?
- If you are applying for Season Support, have you included a copy of your planned activities, mission and goals?
- 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.

**FINANCIALS FOR THIS PROJECT/ PROGRAM**

**REVENUES**

**A. Amount Requested from MAC \$2,000.00**

**B. Earned Income and Cash Contributions**

9. Admissions/Fees	\$ <u>0.00</u>
10. Organizational Funds (funds from accumulated resources/ savings)	\$ <u>1,000</u>
11. Individual Donations	\$ <u>500 (\$250 from members, 250 gift)</u>
12. Business Contributions	\$ <u>1500 ( From First State Bank)</u>
13. Foundation Support	\$ _____
14. Local Government	\$ _____
15. TCA	\$ _____
16. Other	\$ _____
<b>TOTAL (B)</b>	<b>\$ <u>3000</u></b>

C. In-kind Revenues (professional artists, measurable media i.e. print, audio, visual; organizational administration and any other service or product that qualifies.

Dallas Morning News Advertising \$ 3,800.00

MJRE jazz band \$ 1,600.00

\_\_\_\_\_ \$ \_\_\_\_\_

**D. TOTAL REVENUES (A+B) DO NOT INCLUDE "C" \$ 5,000.00**

**EXPENDITURES** (detail all expenses, list contracts/vendors)

12. Personnel		
Administration/ # of positions <u>2</u>	\$ <u>1,000.00</u>	
Artists/ # of positions: <u>4</u>	\$ <u>2,000.00</u>	
Technical Production/ # of positions: _____	\$ _____	
		<b>\$ <u>3,000</u></b>
13. Outside Services (contracted artists, technical, legal, accounting)		\$ _____
14. Equipment rentals	\$ <u>300 (PA system)</u>	
15. Travel/Transportation (artists/consultants)	\$ _____	
16. Lodging	\$ _____	
17. Other Rentals (specify)	\$ _____	
18. Marketing/Publicity	\$ <u>1,700.00</u>	
19. Supplies/Materials	\$ _____	
20. Insurance:	\$ _____	
21. Postage/Telephone	\$ _____	
22. Other (itemize)	\$ _____	

**TOTAL PROJECT EXPENDITURES \$ 5,000**

Income/Expenses must equal

Organization Name: Civic Expressions, The Mesquite Music Festival

Mailing Address: 1527 N. Galloway – Mesquite, TX 75149

Project Title: Annual Music Festival

Project Director: Rene Schickele (H)555-555-5555(W)555-555-5555

Chief Financial Officer: Patricia Meaningful (H)555-555-5555 (W)555-555-5555

Applicant Organization is legally:

Irs Tax Exempt 501 © 3

Unit of Government

Other (specify):

Project Start Date: April 30, 2002 Project End Date: May 2, 2002 Payment Date: April 16

Estimated Number of people Served by this Project: 2,100

Facility Name and Location: Mesquite Arts Center, 1527 N. Galloway Mesquite, TX 75149

Accessible to Persons with disabilities? As currently required by law

## PROJECT DESCRIPTION

Project Description: Project Description: Provide a concise description of the project for which you are applying. The first sentence should be a brief overview of the project, including the amount requested from the grants program. Included in the description should be information on project publicity, target groups to be served, and plans for development of the project. Refer to and address the review criteria outlined in the publication "Local Cultural Grants Program Guidelines and Procedures." Additional pages will not be accepted.

The Mesquite Music Festival, Civic Expressions respectfully requests \$2,000 from the Mesquite Arts Council for its annual presentation to the community. Each year for the last twelve years the Music Festival has provided the Citizens of Mesquite with a weekend of free concerts, an arts and crafts fair, jazz in the park and live theatre.

Ours is the only annual celebration of music and the visual arts in our community. Several thousand people, each year, are given the opportunity to experience many diverse performance situations including, classical (vocal and instrumental), jazz and folk music. Live theatre productions involve many from across the community as actors, technicians, and box office volunteers.

The Saturday in the Park has arts and crafts vendors dotted around the lake with live music from area high schools morning to dusk. The children are provided entertainment areas including face painting, canoeing, and balloon giveaways.

The festival began in 1980 as part of the Mesquite Chamber of Commerce and Eastfield College Cultural Committee. It became a separate function as it grew to involve the cultural nonprofits from our area, thereby allowing greater participation from within our own community. The focus has been for several years to provide quality performance examples free to everyone. We feel the success of this event is in evidence because of the high attendance numbers, the underwriting from businesses in our area and past support through grants as provided by the Mesquite Arts Council.

Thank you for considering this project.

FINANCIALS FOR THIS PROJECT

**REVENUES**

A. Amount Requested from MAC \$2,000

B. Earned Income and Cash Contributions

- |           |                        |                                             |
|-----------|------------------------|---------------------------------------------|
| 1.        | Admissions/Fees        | \$ _____                                    |
| 2.        | Organizational Funds   | \$ <u>1,000</u>                             |
| 3.        | Individual Donations   | \$ <u>500 (250 from members, 250 gift)</u>  |
| 4.        | Business Contributions | \$ <u>1,500 from First State Bank Mesq.</u> |
| 5.        | Foundation Support     | \$ _____                                    |
| 6.        | Local Government       | \$ _____                                    |
| 7.        | TCA, NEA, etc.         | \$ _____                                    |
| 8.        | Other                  | \$ _____                                    |
| TOTAL (B) |                        | \$ <u>3,000</u>                             |

C. In-kind Revenues (professional artists, measurable media i.e. print, audio, visual; organizational administration and any other service or product that qualifies.

- |                                       |                 |
|---------------------------------------|-----------------|
| Dallas Morning News advertising _____ | \$ <u>3,800</u> |
| MJRE (jazz band) _____                | \$ <u>1,600</u> |
| _____                                 | \$ _____        |

D. TOTAL REVENUES (A+B) \$ 5,000

**EXPENDITURES** (detail all expenses, list contracts/vendors)

- |     |                                              |                                                  |
|-----|----------------------------------------------|--------------------------------------------------|
| 1.  | Professional services (artists, consultants) | \$ <u>1,000</u>                                  |
| 2.  | Equipment rentals                            | \$ <u>300 (pa system)</u>                        |
| 3.  | Travel/Transportation (artists/consultants)  | \$ _____                                         |
| 4.  | Lodging                                      | \$ _____                                         |
| 5.  | Other Rentals (specify)                      | \$ _____                                         |
| 6.  | Supplies/Materials                           | \$ _____                                         |
| 7.  | Promotion/Publicity                          | \$ <u>1,700 (DMN, KERA, WRR, MITV&amp; KEOM)</u> |
| 8.  | Postage/Telephone                            | \$ _____                                         |
| 9.  | Other (itemize)                              | \$ _____                                         |
| 10. | Employment of local artists                  | \$ <u>2,000</u>                                  |

TOTAL PROJECT EXPENDITURES \$ 5,000