

City of Corpus Christi
Parks and Recreation Department
Arts & Cultural Commission

GUIDELINES

Arts Grant Program

Year 2018 (second call)

Application Deadline: 5:00pm April 30, 2018



**CORPUS
CHRISTI
PARKS &
RECREATION**

Arts & Cultural
Commission

Arts Grant Program
Parks and Recreation Department
1201 Leopard, Corpus Christi, Texas 78401
Phone: 361-826-PLAY (7529) Fax: 361-826-3864

The City of Corpus Christi promotes participation regardless of race, color, national origin, sex, age, religion, disability or political belief. Reasonable accommodations are provided upon request and in accordance with the Americans with Disabilities Act. For assistance or to request a reasonable accommodation, please call 361-826-3460 at least 48 hours in advance. Upon request, this information can be available in large print or digital file.

Important Dates

2018

Mar 15 Arts Grant program information and link to required forms available on website

Mar 20 Grant workshops

Apr 30 Grant deadline

May 1-21 Eligibility Team and ACC review

May 22 Notification of grant awards

May 29 Agreements signed

The link to the Grant application can be found at:

<http://www.cctexas.com/detail/news-second-call-art-grants-2018-application>

2018:

June 15 Organizations receive 1st half of award funds (contingent upon 2017 grant completion, if applicable)

Feb 15 Completion Report due for Year 2018

Things to Remember

- Read the guidelines before beginning the application process.
- Attend a Grant Workshop on March 20, 2018.
- Plan answers carefully to avoid repetition. Remember all applications are reviewed and scored on how well the applicant meets the Eligibility and Evaluation criteria.
- Make sure you describe existing and proposed programs in detail. The application should stand on its own merits.
- Use numbers to prove your case. For example, “we have produced six plays with 10 performance runs for the last four years to audiences ranging from 75 to 100 for each performance.”
- Update your BOD information
- Demonstrate adequate revenue sources for the project’s matching grant funds.
- Watch copying and pasting years prior information. Make sure, if you do, that it is updated with the current information.

Grant Workshops

Attendance is not required, but highly recommended. Workshops will be held Friday, March 20, 9:00 – 11:30 am, and 2 – 4:30 pm. **Please reserve a seat by calling Shelly Rios at 361.826.3489.**

Overview of the Arts Grant Program

The City of Corpus Christi enthusiastically supports enhancing the community’s quality of life through the arts and is dedicated to promoting public participation in arts and cultural activities for residents and visitors.

OBJECTIVES

The objectives of the Arts Grant Program are to:

1. Assist nonprofit organizations in producing and presenting arts and cultural projects that make Corpus Christi a more attractive cultural destination.
2. Support and promote arts and cultural activities that implement the intended use of Hotel Occupancy Tax funds to promote tourism and the convention and hotel industry.
3. Respond to the needs of local arts organizations and encourage creativity and artistic development.

APPLICATION DEADLINE

Grant application must be completed by **5:00 p.m. on Monday, April 30.**

SOURCE OF GRANT FUNDS

Funding for the Arts Grant Program is provided by the City of Corpus Christi utilizing the Hotel Occupancy Tax (HOT) fund. Per state law, revenue from the municipal Hotel Occupancy Tax may be used only to promote tourism and the convention and hotel industry. Organizations applying for and receiving Hotel Occupancy Tax funds are required to adhere to the state laws governing the use of such funds.

Among the permitted uses of HOT funds are the following related to arts and cultural activity:

The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms [Texas Tax Code Section 351.101(a)(4)].

SIZE OF GRANT AWARD

The **maximum request is 50% of a project's actual/eligible expenses up to \$15,000. One application per eligible organization**, except for higher education institutions, may be submitted. A 'project' is defined as a singular event or series of related activities.

TERMS OF GRANT SUPPORT

The period of support for this **grant cycle is January 1, 2018 through December 31, 2018**. Grant funds cannot be used for budgeted expenses incurred prior to or after the grant term and the matching funds required for the grant must be collected during the grant term. **A Completion Report will be due 45 days after the last grant funded event and no later than February 15, 2019.**

WHAT WILL BE FUNDED

Marketing and promotion, production or exhibition related costs, payments to artists and other direct costs with proper documentation that are specific to the project outlined in the application for funding.

INELIGIBLE ACTIVITIES FOR ARTS GRANT FUNDS

- Elimination of accumulated debt, fines, penalties, costs of litigation or items for resale
- Operating/overhead expenses including personnel expense normally associated with general operations of the organization
- Programs, which are primarily recreational, therapeutic, rehabilitative, religious and educational, where art is incidental.
- Staff travel, meetings, conferences or membership dues
- Lobbying
- Fundraising events or activities; events or projects closed to the public
- Projects already funded or completed
- Receptions, social functions, or parties
- Food or alcoholic beverages
- Fireworks
- Scholarships, awards or cash prizes
- Grant preparation costs

Eligibility Criteria

BASIC ELIGIBILITY REQUIREMENTS

1. Submit application and all supporting documents by grant deadline.
2. An organization must have received its IRS 501(c) designation as a public charity no later than August 1, 2017 and maintain the designation current with the IRS during the grant period. If this criterion cannot be met, the applicant may apply through a 'sponsor organization.' **If a sponsoring organization is used, written approval from the governing body of the sponsoring organization should accompany the application along with proof of its tax-exempt status.** The sponsoring organization will become responsible for project administration and management.

3. Provide proof that organization has registered, or in the process of registering, with the Texas Secretary of State office and is considered 'active' (schools and religious organizations are exempt from this requirement). An organization must be 'active' by November 1, 2017 should the project be selected for funding.
4. Provide a copy of the first page of IRS Form 990, 990 PF, 990 EZ, or 990 N for Fiscal Year 2016 (or most recent year available).
5. The organization's project must support and promote arts and cultural activities that implement the intended use of Hotel Occupancy Tax funds, as described in Sections 351.101(a)(4). (*see 'source of grant funds' on pg 3*)
6. The organization is physically based and offers events primarily in the City of Corpus Christi.
7. The organization is governed by a local board of directors that meets regularly.
8. The organization does not have any outstanding legal or financial items due to the City of Corpus Christi, including overdue reports for previous grants or projects.
9. The organization's project is matched dollar for dollar from cash revenue other than the City of Corpus Christi's Arts Grant Program or other City sources. The matching funds must be collected (not just pledged or awarded) during the term of the grant.

Review Process

ELIGIBILITY REVIEW TEAM

Upon receipt of the grant application, an Eligibility Review Team composed of City staff from Parks and Recreation, Legal, Budget, and an advisory representative from the Greater Corpus Christi Hospitality Association, will review for the Basic Eligibility Requirements outlined in the previous Section. Incomplete applications or those that do not meet basic eligibility requirements will not be eligible for consideration. Applicants that do not submit their application and supporting documents by the deadline or not in the required format will not be eligible for consideration. Applications submitted to the City of Corpus Christi become the property of the City and may be reviewed by the public upon request. Eligibility Review Team members may neither discuss, review, nor score applicants with whom they have a conflict of interest (*see definition below*) currently or in the past twelve months or projected grant term.

ACC REVIEW PANEL

If applications have met all of the Basic Eligibility Requirements, they will be reviewed and evaluated by the Review Panel made up of the Arts & Cultural Commission. Meetings will be scheduled so that panelists may review, discuss and score all eligible applications. The ACC Review Panel will meet in compliance with the Open Meetings Act. All meeting dates and agendas are publicly posted on the electronic bulletin board in the Atrium of Corpus Christi's City Hall. Members of the ACC Review Panel must declare their conflicts of interest regarding the organizations being reviewed. ACC Review panel members may neither discuss, review, nor score applicants with whom they have a conflict of interest (*see definition below*) currently, or in the past twelve months, or projected grant term.

CONFLICT OF INTEREST

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

EVALUATION CRITERIA

The two main criteria below will be used to score each application up to a maximum score of 100 points. A score of at least 70 points (ACC Review Panel average) must be earned for the application to receive a funding recommendation. The application must address each of the following:

Artistic Merit (40 points)

- How have the applicant's past programs or services demonstrated artistic knowledge and professional skill?
 - *Reviewer will evaluate applicant's past programs and/or services*
- Describe the unique characteristics and artistic vision of this proposed project.
 - *Reviewer will evaluate the project's originality and creativity*

- Describe the qualifications of the proposed participating artists or experts and their role in the project.
 - *Reviewer will evaluate the qualifications of participating artists or experts*
- How will the project enhance or celebrate Corpus Christi's artistic and or cultural identity?
 - *Reviewer will evaluate project's ability to enhance Corpus Christi's identity as an arts & cultural destination.*

Economic and Social Impact (60 points)

- Explain how the project will attract visitors to Corpus Christi and what is the expected attendance?
 - *Reviewer will evaluate the project's potential draw/expected attendance and the applicant's research and analysis of potential audience.*
- Indicate funds allocated for marketing and explain how the marketing strategy targets overnight visitors.
 - *Reviewer will evaluate the applicant's marketing plan to attract tourists as described in application and whether marketing budget is reasonable and complete.*
- What methods will be used to collect data regarding audience demographics, audience involvement, and tourists in attendance?
 - *Reviewer will evaluate the applicant's information gathering/recordkeeping methods*
- What is the budget for the project and how was it developed?
 - *Reviewer will evaluate whether budget is reasonable and complete*
- List all of the applicant's sources of revenue for the proposed project.
 - *Reviewer will evaluate the applicant's revenue diversity*
- How will the project stimulate the local business economy? List local businesses and organizations you will be working on this project with.
 - *Reviewer will evaluate the project's ability to stimulate the local business economy and the level of engagement with local businesses.*

How to Apply for an Arts Grant

A live link to the electronic grant application will be available on the Parks and Recreation website at: www.ccparkandrec.com on **March 15, 2018**. From the Parks and Recreation Home page select 'Arts & Culture' for information on the 2018 Arts Grant Program.

REQUIRED GRANT DOCUMENTS

The grant documents one (1) through seven (7) listed below constitute one (1) grant packet.

1. **Application:** To be completed by an authorized official of organization.
2. **Project Narrative Form**
3. **Budget Form:** A full itemization of each expenditure and revenue amount is required. Project budget must indicate expenses and revenue available during the grant year, January 1, 2018 through December 31, 2018.

Support Documents:

4. Proof of 501(c) tax exempt status - copy of **IRS tax determination letter** only
5. Proof of 'active' status (or recent registration) with Texas Secretary of the State Office (*NOT* Comptroller's Office)
6. Copy of **first page** of IRS Form 990, 990 PF, 990 EZ or 990 N for organization's Fiscal Year 2017 (or most recent year available)

7. Provide a notarized sworn statement from the Board of Director's Chair or Recording Secretary which includes a list of the past 12 month's meeting dates, a list of the organization's current Board of Directors and the contact information for the Board Chair.

Receiving an Arts Grant

GRANT AGREEMENT WITH CITY OF CORPUS CHRISTI

Organizations that are awarded grants ("grantees") will enter into a grant agreement with the City of Corpus Christi. Only an authorized official of the organization may sign the grant agreement, such as the Board President, CEO, or Executive Director; the organization must be legally and financially eligible to enter into a grant agreement. The grant agreement will outline the terms of the grant, scope of services, reporting requirements and legal issues applicable to the funding.

AGREEMENT REQUIREMENTS

GRANTEES MUST:

- Acknowledge the support of the City of Corpus Christi through the use of logos and credit line on all marketing and promotional materials. The credit line is, **"This program is funded by Hotel Occupancy Tax fund by the City of Corpus Christi through the Arts & Cultural Commission."** The logo will be made available to all grantees.
- List the grant funded project on the Corpus Christi Convention & Visitors Bureau (CCCVB) website.
- Actively promote tourism and the hotel and convention industry as a goal of the grantee's activities.
- Submit a Completion Report 45 days after the last grant funded event and no later than February 15, 2019 to the Director of Parks and Recreation, or designee, who will review the reports to verify whether the grant funding provided to the grantee was spent in accordance with the requirements in the agreement.
- Provide the Director of Parks and Recreation, or designee, written notification of any significant changes to the grant funded project for approval by the Arts & Cultural Commission. Significant changes may include but are not limited to: change in venue, project date, or artists or performers.
- Observe and obey all applicable laws, ordinance, regulations and rules of the Federal, State, County and City governments. The agreement is subject to applicable provisions of the City Charter and the City Code of Ordinances.

GRANT PAYMENT

Grant payments will be made in two installments. Generally, the initial payment will be made within 30 days of the execution of the grant agreement. The second payment will be made within 30 days upon submission and approval of the Completion Report. Grantees with outstanding reports from previous years are not eligible to receive payments until the previous grants are closed-out. **Grantees with outstanding Completion Reports that are more than 6 months overdue forfeit the next year's grant award. Organizations are ineligible for any grants if they are in default of a previous grant.**

REPORTING REQUIREMENTS

Completion Reports are requirements of the Arts Grant program, as well as financial documentation of all related expenditures and revenues. Failure to submit could cause forfeiture of grant award and jeopardize future awards.

Completion Reports will include the following:

- A copy of all advertising and promotion materials for the funded activity(s) to demonstrate use of the City-provided logo on all materials as well as the statement: **"This program is funded by Hotel Occupancy Tax fund by the City of Corpus Christi through the Arts & Cultural Commission"**.
- All necessary documentation for each revenue line item which will include proof of required income supported by copies bank statement(s) or validated deposit slip(s) showing funds deposited into the organization's bank account within the grant year.
- All necessary documentation for each expenditure line item which will include copies of invoices, bills or contracts for all grant related expenses and any associated credit card receipts, credit card statements,

copies of cancelled checks or bank statements which provide proof of payment by the organization for the expense within the grant year.

- A written estimate of the number of grantee's arts program attendees that reside at least 125 miles outside the City of Corpus Christi. This may be accomplished by the use of a visitor log, audience survey, tallying the number of out-of-town billings or by listing the out-of-town mailing addresses gathered through the ticket sales process.
- A written description of the marketing or advertising strategy used as part of the final completion report.

Completion Report with supporting documentation must be submitted within 45 days of the grantees last grant related event. Any copies of cancelled checks not yet received from your bank at time of submission must be forwarded to the Parks and Recreation Department as soon as you receive them.

City Staff, or its authorized representative, may call for a complete breakdown of actual event expenditures, cash resources, and in-kind services and shall have access to the financial records of each event.

Arts Grant Program 2018 APPLICATION FORM and CHECKLIST

Project Name	
Name of Organization	
Mailing Address	
Contact Name	
Contact Title	
Contact Email	
Contact Phone	

CHECKLIST:	<input type="checkbox"/>	Application Form and Checklist
	<input type="checkbox"/>	Project Narrative Form
	<input type="checkbox"/>	Budget Form
	<input type="checkbox"/>	IRS Determination Letter of 501c status
	<input type="checkbox"/>	Proof of 'active' status with Texas Secretary of State
	<input type="checkbox"/>	Copy of 1st page of most recent IRS Form 990
	<input type="checkbox"/>	Board of Directors Sworn Statement

Project Information	
Total Project Cost:	
Grant Funds Requested:	
Project Date(s):	
Project Location:	
Brief Project Description: (limit to space provided below)	

Only an authorized representative of the organization may submit application. The undersigned representative must be duly approved by the governing board to act on its behalf.

Name (typed/printed) _____
 Title _____
 Signature _____
 Date _____

PROJECT NARRATIVE FORM

Project Name: _____

Evaluation Criteria: The criteria below will be used to score each project application up to a maximum score of 100 points. A score of at least 70 points (ACC Review Panel average) must be earned for the project to receive a funding recommendation. The project application must address each question.

Limit: 5 pages for entire Project narrative.

Artistic Merit (40 points)

How have the applicant's past programs or services demonstrated artistic knowledge and professional skill?

Describe the unique characteristics and artistic vision of this proposed project.

Describe the qualifications of the proposed participating artists or experts and their role in the project.

How will the project enhance Corpus Christi's Cultural Identity?

Economic and Social Impact (60 points)

Explain how the project will attract visitors to Corpus Christi and what is the expected attendance?

Indicate funds allocated for marketing and explain how the marketing strategy targets overnight visitors.

What methods will be used to collect data regarding audience demographics, audience involvement, and tourists in attendance?

What is the budget for the project and how was it developed?

List all sources of revenue for the proposed project.

How will the project stimulate the local business economy? List local businesses and organizations you will be working on this project with.

Organization:

Date of Review:

Scale: Poor = 2 Below Avg = 4 Avg = 6 Very Good = 8 Excellent = 10

APPLICANT QUESTION & EVALUATION CRITERIA		SCORE	NOTES
Cultural and Artistic Merit (40 points)	How have the applicant's past programs or services demonstrated artistic knowledge and professional skill? Evaluate applicant's past programs and/or services.		
	Describe the unique characteristics and artistic vision of this proposed project. Evaluate project's originality and creativity		
	Describe the qualifications of the proposed participating artists or experts and their role in the project. Evaluate qualifications of participating artists or experts.		
	How will the project enhance or celebrate Corpus Christi's artistic or cultural identity? Evaluate projects ability to enhance Corpus Christi's identity as an arts & cultural destination?		
Economic and Social Impact (60 points)	Explain how the project will attract visitors to Corpus Christi and what is the expected attendance? Evaluate project's potential draw and expected attendance and the applicant's research & analysis of potential audience.		
	Indicate funds allocated for marketing and explain how the marketing strategy targets overnight visitors. Evaluate applicant's marketing plan to attract tourists as described in application and whether marketing budget is reasonable and complete.		
	What methods will be used to collect data regarding audience demographics, audience involvement, and tourists in attendance? Evaluate applicant's information gathering/recordkeeping methods		
	What is the budget for the project and how was it developed? Evaluate whether budget is reasonable and complete		
	List all sources of revenue for the proposed project. Evaluate applicant's revenue diversity		
	How will the project stimulate the local business economy? List local businesses and organizations you will be working on this project with. Evaluate project's ability to stimulate the local business economy and the level of engagement with local businesses.		
Reviewed by:		TOTAL SCORE	

Arts Grant Program 2018 Budget Form

Project Name: _____

- * Grant funding may only account for up to 50% of a projects total cost, up to \$15,000, for a 1:1 match.
- * Up to 25% of the matching income and expenses may be in the form of documented in-kind support.
- * Provide a brief description for each line item, expenditure and revenue.
- * All budget amounts must be appropriate, complete and reasonable.
- * Amounts entered below will be rounded to the nearest dollar.
- * Total revenues must be equal to or greater than total expenses.

VI. FINANCIAL INFORMATION (ROUND TO NEAREST DOLLAR)

REVENUE	Brief Description	Cash		In-kind		Grant		Total
Admissions charges			+		+	 	=	-
Concessions			+		+	 	=	-
Advertising, Marketing			+		+	 	=	-
Arts & Cultural Commission Grant		 	+	 	+		=	-
Other foundation or government grants			+		+	 	=	-
Individual donations			+		+	 	=	-
Corporate contributions			+		+	 	=	-
Other income (Please explain)			+		+	 	=	-
TOTAL REVENUES		\$ -		\$ -	+	\$ -	=	\$ -

EXPENSES		Cash	In Kind*	Grant	Total			
All paid personnel (Staff)			+	+	=	-		
Outside professional services			+	+	=	-		
Travel and transportation			+	+	=	-		
Facility rentals			+	+	=	-		
Equipment rental			+	+	=	-		
Supplies and materials			+	+	=	-		
Exhibit rental fee/royalty			+	+	=	-		
Promotion			+	+	=	-		
Printing			+	+	=	-		
Shipping			+	+	=	-		
Other (Please explain)			+	+	=	-		
TOTAL EXPENSES		\$ -	+	\$ -	+	\$ -	=	\$ -

*In-kind income and expenses cannot exceed more than 25% of your proposed grant request and must be well documented.



**CITY OF CORPUS CHRISTI
ARTS GRANT PROGRAM 2018
COMPLETION REPORT**

**Submit this form within 45 days upon completion of all arts events,
and no later than February 15, 2019.**

Include a copy of all advertising and promotion materials for the funded activity(s) to demonstrate your use of the City-provided logo on all materials as well as the statement: *"This program is funded by Hotel Occupancy Tax fund by the City of Corpus Christi through the Arts & Cultural Commission"*.

Use the *Supporting Document Summary* to itemize revenue and expenditures and to provide all necessary documentation for each line item.

City Staff, or its authorized representative, may call for a complete breakdown of actual event expenditures, cash resources, and in-kind services and shall have access to the financial records of each event.

**NOTE: Completion Report with supporting documentation must be submitted together.
Any copies of cancelled checks not yet received from your bank at time of submission must be forwarded to the Parks and Recreation Department as soon as you receive them.**

Regarding disbursement of funds, you have already received the first ½ of the award amount in your Agreement; the second ½ will be paid after completion of the following:

- All activities in the Agreement have been completed
- You have submitted this Completion Report
- The City has reviewed all submitted documentation and has determined that you have fully complied with all terms and conditions of the Agreement

I certify that the information contained in this report is true and correct to the best of my knowledge and that I am authorized to make this report on behalf of the organization for the purpose of receiving Arts Grant funds from the City of Corpus Christi, Texas.

Signature of Applicant

Printed or Typed Name

Printed or Typed Title

Date



CITY OF CORPUS CHRISTI ARTS GRANT PROGRAM 2018 COMPLETION REPORT

1. Project Name	
Name of Organization	
Mailing Address	
Evaluation Submitted by / Title	
Email	
Telephone No.	

II. Project information (use second sheet if necessary):

A. Describe exactly as submitted on your grant application. Please explain any differences from what you submitted on your grant application.

Total Projected Project Cost	
Amount Requested	
Amount Awarded	
Project Date(s)	
Project Location	

B. Brief Project description. Please explain any differences from what you submitted on your grant application.

C. Describe the marketing or advertising strategy used. Please explain any differences from what you submitted on your grant application.

III. Number of persons participating in event:

A. Audience members who reside within 125 miles of Corpus Christi	
B. Audience members who reside outside 125 miles of Corpus Christi	
C. Artists who reside within 125 miles of Corpus Christi	
D. Artists who reside outside 125 miles of Corpus Christi	

Method used to determine out-of-town audience:

--

PARTICIPATION TOTAL

0



**CITY OF CORPUS CHRISTI
ARTS GRANT PROGRAM 2018
SUPPORTING DOCUMENT SUMMARY - REVENUE**

Submit this form and supporting documentation with Completion Report

To help expedite final grant payment list each of your revenue sources by category (*found on your application budget and on the Completion Report*). Provide all necessary documentation for each revenue line item by attaching supporting documents to this form: copies of checks, copies of bank statement(s) or validated deposit slip(s) showing funds deposited into the organization's bank account within the grant year.

Organization Name

Project Name

Grant Award Amount

Total Revenue *Matching Revenue

*The Arts Grant is a matching grant - organization must submit documentation for their matching revenue. *For example if the grant is for \$5,000 then the organization must also have \$5,000 in income from sources other than the Arts Grant funds.*

Write on each attachment the item number by which it appears on this form and attach in order. For each revenue item there should be two attachments, attach them together in order - *for example: a copy of a corporate donor check (revenue source) and a copy of the bank statement or deposit slip that shows the check was deposited into the organization's account (proof of deposit).*

Revenue Category (from budget form)	Item #	Check #	Date	Amount	Description / Notes	Reviewer Notes
Example:						
Corporate Donations	1	12345	2/12/2018	\$ 2,000.00	Donation from XYZ Corporation	These two items would be stapled together & labeled Item #1
	1		2/15/2018	\$ 2,000.00	Proof of Deposit from XYZ Corp.	
TOTAL REVENUES				<input style="width: 100px;" type="text"/>		

*Include In-kind documentation; cannot exceed more than 25% of your proposed grant request (at true market value with proper backup documentation)



CITY OF CORPUS CHRISTI ARTS GRANT PROGRAM 2018 SUPPORTING DOCUMENT SUMMARY - EXPENSES

Submit this form and supporting documentation with Completion Report

To help expedite final grant payment list each of your expenditures by category (*found on your application budget and on the Completion Report*). Provide all necessary documentation for each expense by attaching supporting documents to this form: copies of invoices, bills or contracts and any associated credit card receipts, credit card statements, copies of cancelled checks or bank statements which provide proof of payment by the organization within the grant year.

Organization Name

Project Name

Grant Award Amount * Total Expenses

*The Arts Grant is a matching grant - organization must submit expense documentation for twice the amount of the grant funds. For example if the grant is for \$5,000 there should be \$10,000 in expenses.

Write on each attachment the item number by which it appears on this form and attach in order. For each expense item there should be at least two attachments, attach them together in order - for example: a copy of an artist's contract (expenditure) and a copy of the cancelled check or bank statement that shows expense was paid from the organization's account (proof of payment).

Expense Category (from budget form)	Item #	Check #	Date	Amount	Description / Notes	Reviewer Notes
Example:						
Outside Prof Svcs	1		1/30/2018	\$ 4,000.00	Copy of Artist Contract	These three items would be stapled together & labeled Item #1
	1	1234	2/15/2018	\$ 2,000.00	Copy of canceled check for first 1/2 of Artist fee	
	1	1235	7/24/2018	\$ 2,000.00	Copy of canceled check for final payment to artist	
TOTAL EXPENSES						

*Include In-kind documentation; cannot exceed more than 25% of your proposed grant request (at true market value with proper backup documentation)