

2018 City of Lubbock/Civic Lubbock, Inc.
Cultural Arts Grant Program

“CHECKLIST FOR SUCCESS”

Application Process:

- _____ Attended Workshop (mandatory if first time applicant or did not attend workshop within the last 12 months)

- _____ Obtained copy of Grant Application Form (PDF) and associated Project Financial Information Forms – Part 1 (Excel Spreadsheet Forms)

- _____ Obtained copy of the 2018 Guidelines and Procedures

- _____ Obtained Evaluation Report Form and the Project Financial Information - Part 2 (to be submitted within 60 days after completion of the Project)

- _____ Scheduled Pre-Application Review with Civic Lubbock Project Coordinator at least 2 weeks prior to application deadline (mandatory for 1st time applicants only)

- _____ Submitted application packet by the period deadline (June 1 or December 1) as outlined in the Guidelines that includes:
 - _____ a. Grant Application Form/Project Information Summary
 - _____ b. Project Financial Information – Part 1
 - _____ c. Detailed Budget Breakdown of Revenues and Expenditures
 - _____ d. Copy of organization’s IRS non-profit tax-exemption letter
 - _____ e. List of organization’s Board of Directors
 - _____ f. Brief narrative on the purpose and history of the organization
 - _____ g. Brief resumes of people involved in managing the Project
 - _____ h. Copy of an independent audit or financial statements from the most recent operating year
 - _____ i. Copy of the organization’s IRS Form 990, 990-EZ or 990-N filed for the most recent year

- _____ Contacted hotels to block hotel rooms

- _____ Contacted the Lubbock Convention and Visitors Bureau to put Project on their calendar

- _____ Contacted Select-a-Seat about selling tickets to the Project

Upon Receipt of the Grant Award Letter:

- _____ Submitted Revised Budget, if applicable
- _____ Executed Agreement with Civic Lubbock, Inc. for the grant funds
- _____ Put proper acknowledgement in all printed programs, publicity and publications (per Guidelines and Procedures)
- _____ Obtained City of Lubbock and Civic Lubbock, Inc. logos for publicity
- _____ Established your mechanism for tracking the number of hotel/motel room nights generated
- _____ Notified Civic Lubbock if there are significant changes to the project prior to completion (i.e. dates, activities, contact person, and/or reductions in the budget that might impact the 1:1 match requirement)

Post Project Follow-up:

- _____ Submitted Evaluation Report Form (ERF) within 60 days of the completion of the Project
- _____ Submitted the Project Financial Information – Part 2 Form and the Actual Revenues and Expenditures Detailed Breakdown Form for the Project as attachments to the Evaluation Report Form (ERF)
- _____ Submitted copies of promotional materials, photographs, programs, newspaper stories, advertisements, reviews, website listings, etc. Please include the name of any out-of-town publications with copies of advance publicity or advertisements
- _____ Submitted copies of all acknowledgements required by the agreement
- _____ Obtained attendance figures for Project
- _____ Obtained information regarding number of hotel/motel room nights generated from the Project
- _____ Submitted direct evidence of hotel/motel room tracking to the Lubbock Convention and Visitors Bureau with a copy to Civic Lubbock, Inc.