



City of Lubbock  
&  
Civic Lubbock, Inc.

Live Music Performance Grant Program  
(Local Hotels)

Guidelines and Procedures

2022

Live Music Performance Grant Program (Local Hotels)  
Guidelines and Procedures

Funding for the Live Music Performance Grant Program comes from Hotel Occupancy Tax (HOT). Hotel Occupancy Tax is collected from local hotels, motels, and bed and breakfast inns. The revenues from Hotel Occupancy Tax can only be used for certain expenditures as outlined by law of the State of Texas.

Therefore, in order to receive funding from the Live Music Performance Grant Program, each funded project must show that it:

1. Directly promotes tourism and the convention and hotel industry, and
2. Involves 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 picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.

The intent of the Live Music Performance Grant Program is to serve as an economic stimulus for artists who perform live music in Lubbock and to promote what Lubbock has to offer musically to visitors. The goals of the program are to:

- 1) Enhance current live music programs offered by local hotels by adding more performances (i.e. days of the week) to increase opportunities for local artists to perform.
- 2) Encourage local hotels that are not currently providing this type of entertainment for their guests to implement a live music program at their hotel thereby increasing more opportunities for local artists to perform.
- 3) Encourage hotels that were awarded LMPGP grant funding in 2021 to continue their new or expanded live music programs for another year.

**Eligibility:**

1. Hotels that are located within the Lubbock city limits and have the amenities available for artists to perform would be eligible to apply.
2. Performances would need to be in public spaces within/on the hotel property that are available to all hotel guests as well as the public.
3. Applicants must be in good standing with the City of Lubbock and Civic Lubbock, Inc. at the time applications are considered.

---

## **Funding Period**

1. Applications for the 2022 Live Music Performance Grant Program will be accepted on or before the following date:  

September 1, 2022 For performances that take place between January 1, 2023 and December 31, 2023
2. Completed applications may be emailed to [vkey@mylubbock.us](mailto:vkey@mylubbock.us)

## **Specific Use of Grant Funds**

1. This is a 1:1 cash match grant program.
2. Grant funds and the required hotel matching funds can ONLY be used to pay singer/musician fees covered by the grant to perform live in public spaces in hotels, i.e. hotel bars/lounges and/or patios/courtyards located within or on the premises.

## **Important Information to be included in the Grant Application for First Time Applicants and Past Grant Recipients.**

### **1. First Time Applicants:**

- a. Applicants who are already paying artists to perform will need to outline their plan to expand their live music program. For instance, what they are currently paying artists to perform, how often they are currently providing this type of entertainment and how they plan to expand the number of gigs to increase the opportunity for more artists to perform and any other information they feel is important to include.
- b. Applicants for whom this would be a new endeavor would need to outline their plan for providing a live music program. For instance, how much would they pay the artists per gig, how many days per week would they provide live music, and any other details of their plan they feel is important to include.

### **2. Past LMPGP recipients that would like to continue their new or expanded live music programs:**

- a. Hotels that received grant funding in 2021 are eligible to apply for 2022 funding if they plan to continue their new live music program or expanded live music program for another year.
- b. Applications would need to include the same number of performances approved in 2021 for the new or expanded live music program.

## **Dispersal of Funds**

1. Approved grant funds will be drawn down monthly as a reimbursement to hotels.
2. No grant funds will be paid to hotels in advance.
3. Reimbursement payments will only be made after the hotel provides proof of their payment to the artist that includes both the expenditure of the grant funds and expenditure of matching funds paid out by the hotel. Proof of payment is defined as submitting copies of cancelled checks or cash receipts signed by the artist. When submitting proof of payment, the hotel must submit a list of artists that performed, date of performance(s) and estimated attendance.
4. Grant recipients will be required to submit a completed W-9 at the time that grant agreements are executed. Should grant payments exceed \$600 in a calendar year a 1099 form will be issued.
5. Any unused funds at the end of the funding period will be retained by Civic Lubbock and used to fund either the Cultural Arts Grant Program or the Live Music Performance Grant Program as determined by the Cultural Arts Review Committee.

## **Grant Review Committee and Grant Approval Process**

The Cultural Arts Grant Review Committee is a standing committee of Civic Lubbock, Inc. and will be responsible for reviewing the applications and developing grant award recommendations for the Live Music Performance Grant Program. The Cultural Arts Grant review Committee consists of three Directors from the Civic Lubbock, Inc. Board and two members-at-large appointed by the Lubbock City Council. The President of Civic Lubbock, Inc. or his/her designee serves as an ex-officio member of the Cultural Arts Grant Review Committee.

The Cultural Arts Grant Review Committee will meet to review and consider applications. The committee will present its grant recommendations to the full Civic Lubbock, Inc. Board. The Civic Lubbock, Inc. Board will then present the recommendations to the City Council, which has final authority. Applicants will be notified of the grant amount awarded following City Council approval.

---

## **AFTER RECEIVING A GRANT**

### **Promotion of the Live Music Performances and Grant Acknowledgement**

At minimum, hotels will be required to promote the performances to their hotel guests and on the Visit Lubbock website calendar. Performances need to be posted at least one month in advance if possible. Hotels would need to include an acknowledgement of the grant in any printed programs, publicity, and/or signage promoting/marketing the performances that includes the following statement:

**THIS PERFORMANCE MADE POSSIBLE IN PART  
THROUGH A GRANT  
FROM THE CITY OF LUBBOCK  
AS RECOMMENDED BY CIVIC LUBBOCK, INC.**

Failure to include this acknowledgment may result in the cancellation of the grant. It is also recommended that the logos for the City of Lubbock and Civic Lubbock, Inc. be displayed with this acknowledgment as well. These images may be obtained from Civic Lubbock, Inc. by calling 806.775.2267 or by email at [vkey@mylubbock.us](mailto:vkey@mylubbock.us)

**Assurances**

All grant recipients, in signing the required grant agreement, make assurances that the applicant organization will comply with existing local, state, and federal laws that prohibit discrimination based on race, color, national origin, sex, or disability.

In addition, all grant recipients will make assurances that the applicant organization will adhere to the following as long as it remains in effect:

Pursuant to Governor Greg Abbott's Executive Order No. GA-38 relating to the continued response to the COVID-19 disaster, Section 2, Paragraph c reads:

“Any public or private entity that is receiving or will receive public funds through any means, including grants, contracts, loans, or other disbursements of taxpayer money, shall not require a consumer to provide, as a condition of receiving any service or entering any place, documentation regarding the consumer's vaccination status for any COVID-19 vaccine administered under an emergency use authorization. No consumer may be denied entry to a facility financed in whole or in part by public funds for failure to provide documentation regarding the consumer's vaccination status for any COVID-19 vaccine administered under an emergency use authorization.”

**Letter to City of Lubbock Officials**

Hotels receiving grant funds will be required to send a letter to the Mayor and City Council thanking them for making funds available from the Hotel Occupancy Tax for the Live Music Performance Grant Program and expressing how the grant award supported the live music program and its success. The letter should be sent following the last grant reimbursement payment. A single letter can be sent and should be addressed as follows:

The Honorable Mayor and City Council Members  
of the City of Lubbock  
P.O. Box 2000  
Lubbock, TX 79457

**IMPORTANT:** A copy of the letter must be submitted to Civic Lubbock, 1501 Mac Davis Ln, Lubbock, TX 79401.