

2024/2025  
CIVIC LUBBOCK, INC. – LOCAL GRANT PROGRAM  
FUNDING REQUEST APPLICATION FORM

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**I. Office Use Only**

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

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

Amount Funded: \_\_\_\_\_

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**II. General Information**

**One (1) original and five (5) copies** of the typed application (3-hole punched & paper-clipped) must be received no later than 5:00p.m. **April 1, 2024**. Deliver to Civic Lubbock, Inc. at 1501 Mac Davis Ln, Lubbock, TX 79401. **Please do not staple, bind or duplex.** Late applications will not be considered.

**Applications will be considered for arts, cultural, or entertainment events taking place in the Civic Center and/or the Moonlight Musicals Amphitheatre between October 1, 2024 and September 30, 2025 ONLY.**

It is the responsibility of the applicant to verify event dates and associated user fees with the Civic Center Booking Department prior to submitting the application. Applicants must be in good standing with both the City of Lubbock and Civic Lubbock, Inc. to be considered for funding.

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**III. Organization Information**

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

Mailing Address: \_\_\_\_\_

President/Chairman: \_\_\_\_\_

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

Applicant Organization is legally:

IRS Tax Exempt 501 (c) (3)

College/University

Unit of Government

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

Person to whom all correspondence or telephone inquiries regarding the application should be directed:

Name: \_\_\_\_\_ Telephone – Business: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone – Home/Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**IV. Event Information**

Event to be presented: \_\_\_\_\_

Event Location: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Anticipated Ticket Price(s), if applicable: \_\_\_\_\_

Will Civic Lubbock, Inc. have an opportunity to open their concession stands?  Yes  No

Will this event be ticketed or admission charged?  Yes  No

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#### **V. Event Description**

**Events funded from this grant program must be defined primarily as an arts, cultural or entertainment event.** Please provide a concise description of the event for which you are requesting grant funding. The description should include information on the artistic/cultural/entertainment merit of the event as well as information on the performers and/or performances. (Please only use the space allotted on this page)

Is this event to be: (Select one)

- a) One-time event
- b) Annual Event

If annual event, how many years has the event been held? \_\_\_\_\_

Indicate the amount of grant funding you are requesting from Civic Lubbock below:

Stagehand Fees: \_\_\_\_\_

Building Rent: \_\_\_\_\_

Security: \_\_\_\_\_

**NOTE: The amount(s) listed above should equal the amount(s) requested on the accompanying Event Budget form that is part of this application.**

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VI. Organization's Financial and Budget Information

Total Operational Budget for the Organization: (entire organization, not just this event)

2021/2022 \_\_\_\_\_ 2022/2023 \_\_\_\_\_ 2023/2024 \_\_\_\_\_

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VII. Additional Information (Required Attachments)

Requests will be considered only if the following attachments are included:

1. A copy of the Organization's current 501 (c) (3) Letter of Determination as issued by the IRS.
2. A copy of the Organization's IRS Form 990 (1st 8 pgs)/Form 990EZ/Form 990N for the most recent year.
3. A copy of an independent audit or financial statements for the most recent operating year.
4. A copy of a financial report for the last year this event was held showing all itemized revenues and expenditures with profit/loss. Please include number in attendance.
5. A list of Organization's current Board Members and their business affiliations.
6. A brief narrative on the mission and history of the Organization.

**NOTE: Only one (1) copy of the attachments listed above in Section VII is required.**

**Submitted by:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**