



**2024/2025
CIVIC LUBBOCK
LOCAL GRANT PROGRAM
GUIDELINES**

The purpose of this grant program is to provide funding to assist arts, cultural and entertainment events that are presented by local non-profit organizations in the Lubbock Memorial Civic Center and/or the Moonlight Musicals Amphitheatre. Net revenues generated by Civic Lubbock, Inc. from the operation of concessions at these facilities, the operation of Select-a-Seat as well as catering commissions are used to fund the Local Grant Program. Events must be available and open to the public.

1. To qualify for consideration of grant funding, all organizations must meet the following criteria:
 - a. Organization must be non-profit and federally tax exempt under Section 501(c)(3) of the Internal Revenue Code. A copy of the organization's IRS letter of determination must be submitted with the grant application.
 - b. Events must meet the criteria of being defined as an arts, cultural or entertainment event.
 - c. Proposed event will be held in one of the following venues: Lubbock Memorial Civic Center or the City's Moonlight Musicals Amphitheatre.
 - d. Organizations who wish to apply for and receive funding from this grant program must be in good standing with both the City of Lubbock and Civic Lubbock, Inc. To be in good standing, organizations must not be past due in monies due in connection with any use of the Lubbock Memorial Civic Center or the Moonlight Musicals Amphitheatre.

2. Availability of funding will be as follows:
 - a. First consideration will be given to newly created events that have long-term potential. A new event would be defined as newly created within the last year and not part of a longer running on-going season or series.
 - b. Financial need may be used as selection criteria.
 - c. Funds allocated for an event will be used to assist in defraying the cost of one or more of the following: stagehands fees paid by CLI, building rent, security.

3. Application for funding
 - a. Each organization requesting grant funding will be required to submit an application.
 - b. The application must be submitted no later than 5:00pm on Monday, April 1, 2024 to be considered for the current funding period.
 - c. The current funding period is for events that will take place between October 1, 2024 and September 30, 2025.

4. Other requirements, should funding be approved:
 - a. Each organization will be required to comply with all applicable rules, regulations and ordinances of the City of Lubbock and of the Lubbock Memorial Civic Center/ Moonlight Musicals Amphitheatre.
 - b. Each organization will be required to furnish an insurance policy in the amounts specified on Page 7 of the Civic Centers Event Services Manual and as required by the Civic Centers Rental Contract. **Civic Lubbock, Inc. shall be named as an additional insured on organization's insurance policy for the event.**
 - c. Each organization will be required to enter into a grant agreement with Civic Lubbock, Inc. This agreement will outline the terms of the grant and each party's responsibilities.
 - d. Each organization will be required to include the following in all printed advertising and/or promotions for the event, including social media, and include Civic Lubbock, Inc.'s logo:

**“This event made possible in part through a grant
from Civic Lubbock, Inc.”**

- d. Each organization will make available a color appropriate full-page ad for Civic Lubbock, Inc. in any program booklet at no charge. Ad copy to be furnished by Civic Lubbock. **It is the responsibility of the organization to advise Civic Lubbock well in advance, as to when the ad copy is due.**
- e. Each organization will make available to Civic Lubbock, Inc. an option to purchase up to 22 tickets in prime seating locations or any VIP seating section associated with the event.
- f. As a sponsor, and in addition to the requirements listed in 4c, 4d and 4e, Civic Lubbock, Inc. will also require, at minimum, the same sponsor benefits provided to other sponsors at the same level of funding and sponsorship.
- g. Each organization will be required to submit a final report within 60 days following the event that summarizes the actual revenues and expenditures. Failure to submit the required report will disqualify organization from future consideration. The final report form can be found on the Civic Lubbock, Inc. website (<https://civiclubbock.org/local-grant/>)
- h. Each organization will be responsible for the payment of all other costs associated with the presentation of the event that are not covered by the grant.
- i. If an organization become delinquent in monies owed to either Civic Lubbock, Inc. or the City of Lubbock in connection with the use of the Lubbock Memorial Civic Center or the Moonlight Musicals Amphitheatre, the organization's ability to obtain future grant funding from Civic Lubbock, Inc. will be impacted.