

2024 City of Lubbock/Civic Lubbock, Inc.

Cultural Arts Grant Program

“CHECKLIST FOR SUCCESS”

**Application Process:**

\_\_\_\_\_ Attended Workshop (mandatory if an organization is first time applicant or an organization has a new staff member that will be completing application)

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

\_\_\_\_\_ Obtained and reviewed copy of the 2024 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 1<sup>st</sup> time applicants only)

\_\_\_\_\_ Insure that you are in good standing with the City of Lubbock and Civic Lubbock with any monies due associated with the use of the City’s facilities as well as any Evaluation Reports due from prior grant awards

\_\_\_\_\_ Submitted application packet by the submission deadline 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 501(c) 3 IRS letter of determination (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 first eight (8) pages organization’s IRS Form 990 or a copy of organization’s 990-EZ or 990-N filed for the most recent year

- \_\_\_\_\_ Contacted hotels to block hotel rooms
- \_\_\_\_\_ Contacted the Visit Lubbock (Lubbock Convention and Visitors Bureau) about listing your event on their public calendar (once posted on the calendar, print out the listing immediately)
- \_\_\_\_\_ If applicable, contacted Select-a-Seat about selling tickets for your 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 following attachments with your ERF:
  - \_\_\_\_\_ a. Project Financial Information – Part 2 Form and the Actual Revenues and Expenditures Detailed Breakdown Form
  - \_\_\_\_\_ b. Copy of your Thank-You letter sent to City of Lubbock Officials (Mayor and Council members)
  - \_\_\_\_\_ c. Copies of promotional materials, photographs, programs, newspaper stories, advertisements, reviews, website listings etc. including any-of-town publications.
  - \_\_\_\_\_ d. Copies of materials showing the acknowledgement of the grant
- \_\_\_\_\_ 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.