

2025/2026
CIVIC LUBBOCK, INC. – LOCAL GRANT PROGRAM
FUNDING REQUEST APPLICATION FORM

I. Office Use Only

Date Received: _____ Amount Requested: _____ Amount Funded: _____

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, 2025**. 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, 2025 and September 30, 2026 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.

III. Organization Information

Name of Organization: _____
Mailing Address: _____
President/Chairman: _____
Telephone Number: _____

Applicant Organization is legally:

- | | |
|---|---|
| <input type="checkbox"/> IRS Tax Exempt 501 (c) (3) | <input type="checkbox"/> College/University |
| <input type="checkbox"/> Unit of Government | <input type="checkbox"/> 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: _____

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

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, by category, 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.

VI. Organization's Financial and Budget Information

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

2022/2023 _____ 2023/2024 _____ 2024/2025 _____

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