

# Grant Application Quick Reference Guide

Thank you for seeking information about the City of Killeen Arts Commission grants!

This quick reference guide explains the grant application process.

For complete Arts Commission rules and regulations, visit <http://www.killeentexas.gov/files/Arts-Commission-Rules-and-Regs.pdf>

## If you should need assistance

If you have any questions about the grant process or need clarification, please contact the City of Killeen Finance Department at 501-7730 or email [artscommission@killeentexas.gov](mailto:artscommission@killeentexas.gov).

**Applications are due to the Finance Department Executive Assistant.**

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## Grant Workshop

All applicants are required to attend an information workshop, held in February or March for events held in the following fiscal year.



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## Organizational Qualifications

Applicants must be a 501(c) organization to receive a grant from the Arts Commission. To qualify for funding, events and permanent art must have as their primary purpose:

- The promotion of the Arts and cultural enhancement of the city, and
- Promote tourism and the convention and hotel/motel industry in the City of Killeen by developing the arts in this community through the encouragement, promotion, improvement, and application of the arts

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## Application Checklist

- Request < Total reimbursable expenses
- Totals of all Exhibits A = Totals on Section III
- Exhibit B completed and totals on Section III
- Matching requirement met?
- Separate Exhibit A for each event/public permanent art
- Copy of the 501 (c) Federal Tax Exemption Letter (dated in current year)
- Application legible & signed
- Most recent Form 990
- Copy of State of Texas Certificate of Incorporation for a nonprofit organization or Certificate of Fact (dated in current year)
- Two (2) copies of application



**...and keep a copy of all the submitted paperwork for your organization.**

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## Approval

An informed representative is required to attend the Arts Commission application review meeting.



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## If you're approved...

If approved for a grant, you must include the following on all printed programs and promotional materials:

- ***"This event is supported by funds from the City of Killeen and Texas Commission on the Arts."***



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## After your event(s)

Grant recipients are required to submit a Final Evaluation report before full funding is released.



**Apply Again!** The City of Killeen Arts Commission invites you and your organization to apply again during the next fiscal year.