

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>

Due to the coronavirus pandemic, funding for the grants to the arts is unknown at this time.

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 tcheung@killeentexas.gov.

Applications are due to the Finance Department no later than 4:30pm on Friday, April 23, 2021.

1

Grant Workshop

All applicants are required to attend an information workshop via Zoom for events held in the following fiscal year.

Link to the Zoom meeting:

<https://zoom.us/j/96997248357?pwd=dDJvMINgbjkzUDFl dUIMY2NIY1hyQT09>

Meeting ID: 969 9724 8357 Password: 074346

Telephone Dial-In for Audio +1 346 248 7799 US (Houston), 877 788 0099 US Toll-free



2

Requirements

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

3

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)

One copy of application



4

Approval

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



5

If you are 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.”***



6

After your event(s)

Grant recipients are required to submit an evaluation report before funding is released.



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