CITY OF CORPUS CHRISTI
ARTS & CULTURAL COMMISSION

2027 ARTS GRANT PROGRAM

WORKSHOP



CITY OF CORPUS CHRISTI

CITY OF CORPUS CHRISTI
PARKS & RECREATION



2027 Arts Grant Program
THE BASICS

Total grant funds available:

$200,000 (Hotel Occupancy Tax funds)

Maximum award:

Up to $15,000

One application per organization, unless it is a higher education institution

Grant funding period: *January 1, 2027 – December 31, 2027*

Grant guidelines and forms:

www.ccparkandrec.com (go to Arts & Culture)



2027 Arts Grant Program
SOURCE OF FUNDS

Funds for this program come from Hotel Occupancy Tax (HOT) revenue.

Per state law, HOT revenue may be used only to promote tourism AND the convention and hotel industry.

Permitted uses of HOT funds related to arts & cultural activity: "The encouragement, promotion, improvement, and application of the arts….related to the presentation, performance, execution, and exhibition of these major art forms."

Texas Tax Code Section 351



2027 Arts Grant Program
SOURCE OF FUNDS

The Arts Grant may be used for marketing and promotion, audience development, production/exhibition related costs, payments to artist, artist related costs, and other direct costs specific to the project.

The Arts Grant may not be used for general operations of organization, staff travel/conferences, elimination of debts/fines, fundraising events, food or alcoholic beverages, etc. (see Guidelines pages 5 - 6)



2027 Arts Grant Program
BASIC ELIGIBILITY REQUIREMENTS
(PAGE 6)

The organization must:

- *Submit application and all supporting documents by the November 13, 5:00 pm deadline. No exceptions.*
- *Provide proof of IRS 501(c) as a public charity/tax-exempt status no later than August 1, 2025 (determination or affirmation letter)*
- *Provide proof of registration with the Texas Secretary of State to transact business in Texas ('active' by November 1, 2025)*

Continued…

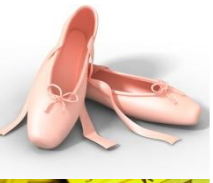


2027 Arts Grant Program
TEXAS SECRETARY OF STATE

A “certificate of status” is a certificate issued by the Texas Secretary of State that serves as official evidence of an entity’s existence or authority to transact business in Texas

More information:

- Online: SOSDirect or Texas Secretary of State
- Phone: (512) 463-5555
- Email: SOSDirect@sos.texas.gov
- Mail: Public Information Response Team
  Corporations Section
  P. O. Box 13697
  Austin, Texas 78711-3697








Example: Certificate of Status

Corporations Section
P.O.Box 13697
Austin, Texas 78711-3697

Carlos H. Cascos
Secretary of State

Office of the Secretary of State

Certificate of Fact

The undersigned, as Secretary of State of Texas, does hereby certify that the document, Articles Of Incorporation for [redacted] (file number [redacted]), a Domestic Nonprofit Corporation, was filed in this office on [redacted]

It is further certified that the entity status in Texas is in existence.

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on [redacted]

Carlos H. Cascos
Secretary of State

Come visit us on the internet at http://www.sos.state.tx.us/

Phone: (512) 463-5555
Prepared by: SOS-WEB

Fax: (512) 463-5709
TID: 10264

Dial: 7-1-1 for Relay Services
Document: 693735030002



2027 Arts Grant Program
BASIC ELIGIBILITY REQUIREMENTS
(PAGE 6)

(continued) The organization must:

- *Provide copy of 2025 IRS Form 990 or provide documentation of exemption.*
- *Support and promote arts and cultural activities as the HOT funds' intended use*
- *Be physically based and offer events primarily in the City of Corpus Christi*
- *Be governed by a local board of directors that meets quarterly at minimum (notarized sworn statement)*
- *Not have any outstanding items or debt with the City of Corpus Christi*
- *Show a dollar-for-dollar match from cash revenue other than City funds, and revenue collected during grant year*











Example: Board of Director's Notarized Sworn Statement & Meeting Dates

Board of Directors Sworn Statement – EXAMPLE

List of Current Board of Directors:

Name

Name

Name

Name

Board Chair Contact Information:

List of Past 12 Months Board Meetings:

Date 1

Date 2

Date 3

Date 4

Date 5

Date 6

Date 7

Date 8

Date 9

Date 10

_____

Signature of Board Chair

Date:

_____

Signature of Notary Public

Date:

Notary Stamp



2027 Arts Grant Program
REVIEW PROCESS
(PAGE 7)

Eligibility Review Team

- *Team made up of City Staff from Parks and Recreation, Legal, and Budget*
  - *Advisory representative from Visit Corpus Christi*
- *Reviews for Basic Eligibility Requirements*

VISIT CORPUS CHRISTI

CITY OF CORPUS CHRISTI

CITY OF CORPUS CHRISTI PARKS & RECREATION

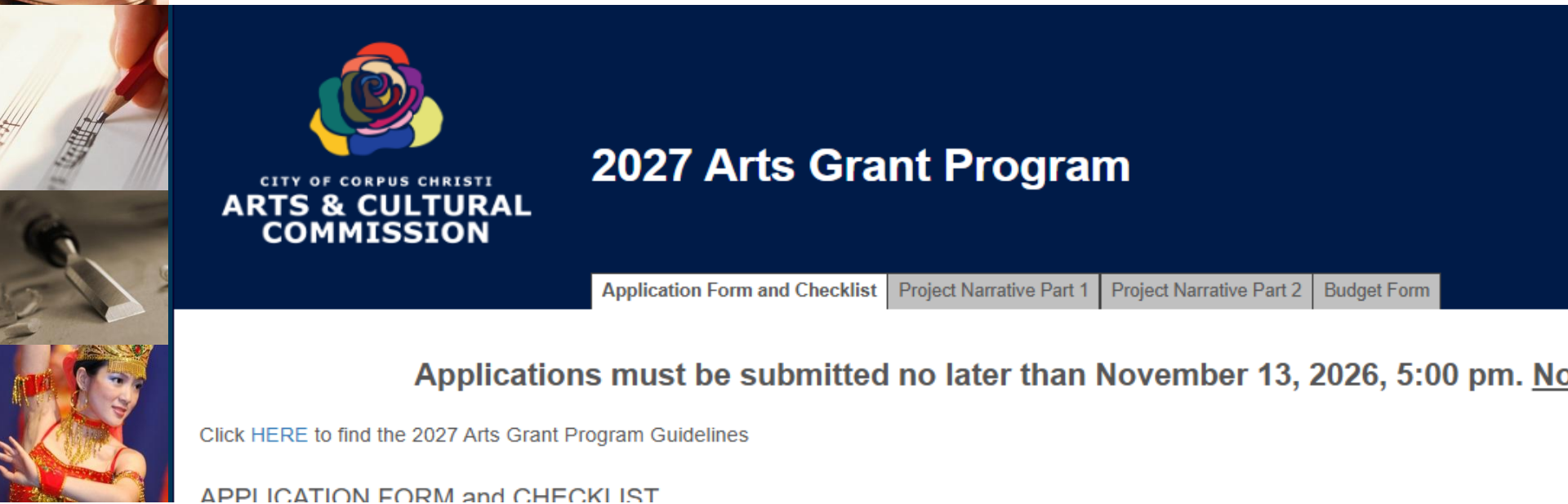


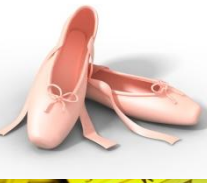
2027 Arts Grant Program
REQUIRED GRANT DOCUMENTS

ONLINE SUBMISSION ONLY

Grant application packet:

- ***Application Form & Checklist***
- ***Project Narrative Form (Part 1 & Part 2)***
- ***Budget Form***










2027 Arts Grant Program
APPLICATION FORM & CHECKLIST

New Submission



2027 Arts Grant Program
EVALUATION CRITERIA
PROJECT NARRATIVE

The two main criteria below will be used to score each grant application up to a maximum score of 100 points.

- *Artistic Merit (40 points; 10 per question)*
- *Economic and Social Impact (60 points)*

A score of at least 70 points (ACC Review Panel average) must be earned for the grant application to receive a funding recommendation.

New Submission



2027 Arts Grant Program
REVIEW PROCESS

Arts & Cultural Commission (ACC) Review Panel

- *Panel made up of members of the ACC (9 total)*
- *Reviews based on Evaluation Criteria*

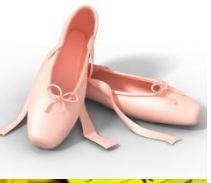
CITY OF CORPUS CHRISTI
ARTS & CULTURAL COMMISSION



2027 Arts Grant Program
BUDGET FORM

- ***Matching Grant:*** ***Grant funding may only account for up to 50% of a projects total cost, up to $15,000, for a 1:1 match.***
  - ***Example: $15,000 grant = $15,000 revenue other than arts grant & $30,000 in expenses***
- ***Up to 25% of the matching income and expenses may be in the form of documented in-kind support.***
- ***Total revenues must be equal to or greater than total expenses.***

New Submission








2027 Arts Grant Program

(Page 3)

DEADLINE: Friday, November 13, 2026 no later than 5:00 p.m.

2026:

Oct 15	Arts Grant Program information and link to required forms available on website
Oct 22	Grant application workshop
Nov 13	**Grant Application Deadline no later than 5:00 p.m.**
Nov 18 – Dec 4	Eligibility Team and ACC review
Dec 15	Notification of unqualified applicants
Dec. 22	**Formal Appeal Deadline no later than 5:00 p.m.**

2027:

Jan 6	Notification of grant awards
Feb 1 – Feb 19	Grantee agreements signed
March	Organizations receive first half of award funds
Oct 1	Fiscal Year 2027-2028 begins (Arts Grant contingent upon funding)
Dec 31	End of Arts Grant Program Year 2027

2028:

Feb 15	**Completion Report due for Year 2027 no later than 5:00 p.m.**

The link to the Arts Grant application and workshop can be found at:

www.ccparkandrec.com

Go to the Arts & Culture page for information on the 2027 Arts Grant



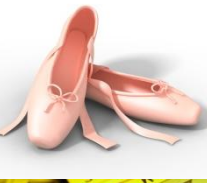
2027 Arts Grant Program
AGREEMENT

- ***Grant agreement with the City of Corpus Christi***
- ***Agreement requirements***
  - *Acknowledge the support of the City of Corpus Christi though the use of logos and credit line on all marketing and promotional materials.*
  - *Actively promote tourism and the hotel and convention industry*
  - *Provide the ACC with written notifications of any significant changes*
  - *Obey all applicable Federal, State, County and City government laws*
  - *Submit a Completion Report*



2027 Arts Grant Program
COMPLETION REPORT

- ***Grant payment: 2 installments***
- ***Reporting requirements:***
  - ***All advertising and promotion materials (City logo)***
  - ***Supporting documents: each revenue and expenditure line item, up to the matching amount***
    - For example, if the grant is for $5,000 then the organization must also have $5,000 in income from sources other than the Arts Grant funds. Documentation must only be submitted for $5,000.
    - For example, if the grant is for $5,000 there should be $10,000 in expenses. Documentation must only be submitted for $10,000
    - ***Must include two attachments per line item***
      - For example: expenditure & proof of payment
      - For example: revenue source & proof of deposit
  - ***Estimated number of attendees (125 miles outside of Corpus Christi)***
  - ***Written marketing/advertising strategy***








2027 Arts Grant Program
HELPFUL TIPS

- ***Read guidelines***
- ***Plan your responses & avoid repetition***
- ***Don't assume***
- ***Proofread***
- ***Demonstrate adequate revenue sources***

CITY OF CORPUS CHRISTI
ARTS & CULTURAL COMMISSION

2027 ARTS GRANT PROGRAM

W O R K S H O P



QUESTIONS?

CALL 361-826-3828

EMAIL ACCARTSGRANTS@CORPUSCHRISTITX.GOV