



2021 midtownHOU Arts Micro Grants Questions, Tips and Suggestions

- We suggest reading the application all the way thoroughly at least a couple of times prior to beginning work on it. Begin your application and apply well before the deadline. Nothing creates self-induced stress like applying at the last minute.

List of things you will need to complete the grant application:

Provide TWO Letters of Reference (LOR) –***You will NOT be able to complete your application without two LOR.*** The applicant solicits letters from a referrer/s via their CaFÉ application. From there a link is sent to the person sending in the letter of reference. The referrer opens the link and accepts the request by sending along their letter as a PDF or Doc. The applicant can then proceed with submitting their completed application. Only grant administrators and jurors have access to read the letters, the applicant only sees the file names of the letters. ***Applicants who do not have the minimum required letter/s from referrers will not be able to submit their applications to meet the deadline. Do not wait until the last minute to solicit those letters. Midtown Staff cannot accept Letters of Reference through email, fax, US Post, or homing pigeon.***

Provide a simple Project Budget

Provide Resumes of the artists involved

Provide Work Samples that show your creativity

Proof of Residency – two documents. A current TDL with your current address. A lease or utility bill.
Organizations -

- We suggest using a draft Word Document for the written essay parts. That way you can check your grammar and punctuation. Although we do not consider that in your application, but readability is certainly a good thing.
- We will be hosting a virtual Question-and-Answer Session that will explain the application process and best practices for tapping into the midtownHOU deep social media. We strongly suggest that you register and participate. Not only will we go through the application line by line, but you will come away with some best practices that you can use on other grants. It is our intention to record the meeting however we cannot be held responsible for technical difficulties that are out of our control. Again, we urge you to attend the virtual Question-and-Answer Session in person and take notes.

Thursday, May 13, 2021 starting promptly at 7:00 p.m.

Register [HERE](#)

We use Cisco WebEx meeting systems – please download the app [HERE](#) ahead of time.

- We have a deadline to receive emailed questions regarding the grant process and we must adhere to that deadline. Questions received by email after the deadline will receive an automatic response. **We cannot take phone calls about the grant.** Only email will be accepted. Email questions to [Cynthia Alvarado](#). In the subject line please be sure to state: GRANT QUESTION. **The deadline to receive email questions is NOON on Thursday, June 3, 2021.**
- Be sure that you hit the SEND button and receive an email from our grant system that says, “Thank you for your submission!” or something like this. It should also include a confirmation code. If you do not have this, you have NOT applied.
- **TIP:** Check your project budget and make sure it adds up. You may want to put a draft budget on an Excel Document. Be sure to show us your in-kind portion (if someone is providing you supplies or work for free) or if you have other grant funding that is part of your overall project. We love it when you have other sources to make your project go.
- It is your responsibility as the artists to secure your event space or location. For example, if you are painting a mural, you must secure the wall and show proof of permission to paint on the wall from the building owner. Midtown is not responsible for providing you with addresses and contact information for art project locations.
- We wholeheartedly believe in art and the impact it has on humanity. Please know that the funding for these grant opportunities comes from the Midtown Community, the stakeholders of this neighborhood provide the funds so that artists can have the opportunity to work and impact the world around us and help build your career, because of that we must adhere to all the rules and requirements surrounding this opportunity. Applications must be in on time and with all the required documentation attached. There will be no acceptations or accommodations on that.

Timeline *All dates are subject to change.*

RFP released: Thursday, May 13, 2021

Grant Process online Q&A and Social Media Tutorial- Thursday, May 13, 2021 at 7:00 PM

Register [HERE](#)

Deadline to receive email questions: Date/Time: Thursday, June 3, 2021 at 12:00 PM (Noon)

*****RFP submission deadline: Sunday, June 6, 2021, 11:59 PM Mountain Daily Time*****

Selection and approvals: July 2021

1. Finalist proposals reviewed by Selection Panel
2. The recommended projects presented for a vote to the MMD Board of Directors

Selected artist will be announced at the Wednesday, July 7, 2021 11:00AM at the MMD Board of Directors Meeting.

Project completion: Thursday, December 31, 2021.

Applications not meeting all eligibility criteria or application requirements will be withdrawn from consideration.

The Selection Committee may invite chosen finalists to interview. After the interviews, the Selection Committee will recommend an artist(s) or organization for approval by the Board of Directors of the Midtown Management District. This selected artist(s) or organization will be required to fulfill contractual obligations with the Midtown Management District for the work.

All executed documents and information must be received prior to release of any funds.

Contact

Deadline to receive email questions: Date/Time: Thursday, June 3, 2021 at 12:00 PM (Noon)
Email ONLY For questions and/or more information about the midtownHOU Arts Micro Grant 2021 to:

Cynthia Alvarado, CPM®
Midtown Houston

calvarado@midtownhouston.com

Phone calls will not be accepted. Be sure to read the application all the way through before asking questions. Please include in the subject line of your email **GRANT QUESTION**

For complete information about the eligibility requirements, selection process, evaluation criteria information, and contractual obligations of grantees please see the complete application.