



## **Cultural Funding Program (CFP) FY 2020 (9/1/19-8/31/20)**

### **Required Uploads**

All applicants must submit the appropriate attachments per funding category. Failure to submit the required attachments will result in an incomplete application. Incomplete applications will not be considered for funding. *Additional instructions/file requests* will be available within the application.

### **File Size Limit**

The maximum file size you can upload is 400 MB.

If you have questions about the required uploads, contact the Cultural Funding Coordinator at 915-212-1770 or [munozra@elpasotexas.gov](mailto:munozra@elpasotexas.gov).

### **UPLOADS CHECKLIST**

#### **\*Operating Support (OSP) and Program Support (PSP) Programs**

##### **New and Returning Applicants**

- A copy of the organization's Internal Revenue Service letter of determination
- Charter, articles of incorporation, and by-laws
- Organizational Chart
- Board Roster with contact information and list of meeting dates
- IRS 990
- Proof of Active status from the Texas Comptroller's Office
- List of Project Activities
- 2 letters of support (Provided directly by your reference)
- 1 Work sample - which can include photos, press, project photos, etc. Work sample may be in video, PowerPoint or pdf format. Samples cannot exceed 3 minutes or 20 slides. Work submitted should be recent, and dated within the past two years

\*Please note – organizations that apply under a fiscal sponsor must submit the required uploads above for the fiscal sponsor

#### **Community Arts Program (CAP)**

##### **\*Organizational CAP Applicants:**

All organizational applicants should submit the required attachments listed above for OSP and PSP

##### **Individual and Organizational Applicants:**

- Upload two work samples that best represent your most recent work or workshops (within the last two years). Work sample may be in video, PowerPoint or pdf format. Samples cannot exceed 3 minutes or 20 slides
- Resume or Curriculum Vitae, 2 page limit (Individuals Only)
- Letter of Support from Community Member who can speak to the quality of your work (Provided directly by your reference)
- One-page detailed CAP project description to include
  - Name of Artist/Organization
  - Title of Workshop/Performance
  - Brief Description of Service
  - Artistic Medium
  - Workshop Length
  - Technical Requirements



- Service Adaptations

### **Artist Incubator Program (AIP)**

- Four work samples that best represent your most recent work (within the last two years)
- Project Timeline
- Resume or Curriculum Vitae, 2-page limit
- One Letter of support from Community Member who can speak to the quality of your work or letter of commitment from a project partner (Provided directly by your reference)

### **Local Filmmakers Program (LFP)**

- One page film synopsis
- Script or Storyboard
- Detailed Project Timeline
- Two (2), three (3) minute film samples of previous work, completed within the last three years
- Resume or Curriculum Vitae, 2-page limit
- Letter of Support/Commitment from an individual associated with the project proposal or previous work (Provided directly by your reference)
- Bank Statement showing availability of 2:1 cash match

### **KickstArt Downtown**

#### **Individuals/Business Consortia**

- Personal Financial Statement - dated within 90 days of submission to MCAD (Individuals)
- Year-End Balance Sheets for the last three years (Business)
- Formation Documents (Business)
- Proof of Active status from the Texas Comptroller's Office
- Five-year event plan
- 2 letters of support (Business Owner and Hotel)
- Work Sample, which can include photos, press, project photos, etc. Work sample may be in video, PowerPoint or pdf format. Samples cannot exceed 3 minutes or 20 slides. Work submitted should be recent, and dated within the past two years

#### **Non-profit Organizations**

- A copy of the organization's Internal Revenue Service letter of determination
- Charter, articles of incorporation, and by-laws
- Organizational Chart
- Board Roster with contact information and list of meeting dates
- IRS 990
- Proof of Active status from the Texas Comptroller's Office
- Five-year event plan
- 2 letters of support - Business Owner and Hotel (Provided directly by your reference)
- Work Sample, which can include photos, press, project photos, etc. Work sample may be in video, PowerPoint or pdf format. Samples cannot exceed 3 minutes or 20 slides. Work submitted should be recent, and dated within the past two years