

**CITY OF LEWISVILLE
HOTEL OCCUPANCY TAX FUNDING REQUEST
FOR ARTS-RELATED PROJECTS**

- A. Project Overview**
 - 1. Project Description**
 - 2. Executive Summary**
- B. Project Detail**
 - 1. Measurement of Objectives**
 - 2. Organization Profile**
 - 3. Historical and Projected Growth**
 - 4. Outreach to the Community**
 - 5. Project Data**
- C. Project Income/Expense Projection and Funding Request**
- D. Assurances**
- E. Organization Governance**
- F. Required List of Attachments**

Notice: Submit one completed copy of this application and one copy of requested supporting documentation to the City of Lewisville at the Lewisville Grand Theater. Application may be submitted electronically (preferred) or via physical copy being delivered the Arts Center Manager at the Lewisville Grand Theater.

APPLICATION FOR PROJECT GRANT
Arts Advisory Board for City of Lewisville

For Office Use Only:

Date received: _____ Amount requested: _____

Recommendation: _____

General Instructions

Submit one completed copy of this application and one copy of requested supporting documentation to the City of Lewisville at the Lewisville Grand Theater. Application may be submitted electronically (preferred) or via physical copy being delivered the Arts Center Manager at the Lewisville Grand Theater.

Official Incorporated Organization Name (applicant): Greater Lewisville Arts Council

List all DBA Names, if applicable: GLAC, Greater Lewisville Arts Alliance, GLAA

What type of Tax Exempt organization best describes the applicant organization:

Private Arts Group College/University
 Unit of Government Other (specify) public non-profit

Organization Mailing Address/City/State/Zip:

Greater Lewisville Arts Alliance c/o City of Lewisville

P.O. Box 299002 Lewisville, TX 75029-9002

Organization Phone Number: n/a (Chair personal H 972-317-2393)

Website and Email Addresses: greaterlewisvilleartsalliance details@lewisvilleartsalliance.org

Project Title & Amount Requested: America250 Anniversary Celebration \$6,000.00

Contact Person: Diana McMillin (H#) 972-317-2393 (W#) n/a

Authorized Official: Diana McMillin (H#) 972-317-2393 (W#) n/a

Authorized Official: (Email) littlemac8@verizon.net (C#) 214-803-7506

Project Start Date: May 2, 2026 Project End Date: May 2, 2026

Signature of Board Member who is Duly Authorized to sign Contractual Documents:

Diana McMillin Chairman 12/12/25
Signature Title Date

A. Project Overview

Project Description: Provide a concise description of the program for which you are applying. Be brief, no more than 5 lines. This overview will be used to describe your program throughout the evaluation.

GLAA member Lewisville Lake Symphony received a small grant from the Texas Commission on the Arts to cover its portion of a performance for the America250 Anniversary Celebration. The symphony invited our other nine members of GLAA to join them in this program to present an “Arts in the Park” style event representing art, ballet, theater, vocal and instrumental music, each presenting a segment of the overall performance joining in a national honoring of America.

Executive Summary: Type a concise description of the activity for which funds are being requested. Included in the description should be information on project activities, target groups to be served, and plans for development of the project. **Additional pages will not be accepted.**

The Greater Lewisville Arts Alliance requests \$ 6,000.00 to:
(Name of Organization)

This would be a 2 ½ hour Saturday afternoon arts performance by the 10 member organizations of the Greater Lewisville Arts Alliance as part of the yearlong national America250 and U.S Semiquincentennial Commission Anniversary Celebration of the signing of the Declaration of Independence. The Texas Commission on the Arts chose the Lewisville Lake Symphony to represent the 26th Texas Congressional District. Its grant would cover the expenses of the symphony for a brass ensemble and event advertising. GLAA is requesting a grant to cover the expense for rental of Wayne Ferguson Plaza: lawn area, stage, technicians, electronic equipment, and other expenses associated with the presentation. This event is a free, bring your own picnic, public concert for all people of the Greater Lewisville area and beyond. Our arts group members are representative of all walks of life, appealing to a wide range of audience members. Each group is already planning its part of the event with a patriotic theme: ACT, OPT, and CYT young peoples’ theater, LP and LGT theater, LBT ballet, LCC vocal music, LLS brass ensemble, and LAF and VAL art display and activity.

B. Project Detail

1. Measurement against Objectives as stated in the City of Lewisville Hotel

Occupancy Tax Fund Request Policies and Procedures:

What specifically will your project do to attract overnight visitors to the City of Lewisville?

· We will submit our event information to Texas event calendars eg. America250.org/Texas and Texas Highways, as well as to newspapers, television, and place flyers in local hotel lobbies.

How will this project enhance the image of the City of Lewisville?

· This will make Lewisville a participant in the national America250 Anniversary Celebration. The TCA awarded a grant to GLAA's Lewisville Lake Symphony member to represent the 26th Congressional District of Texas for this celebration.

How does this project promote cultural opportunities that are inclusive of all members of our community and celebrate Lewisville's diversity?

· GLAA has welcomed all people of the Greater Lewisville area to participate in hundreds of cultural activities as performers, volunteers, and/or audience since 1982, including this performance. All of our groups are nondiscriminatory.

2. Organizational Profile:

Organizational Mission Statement:

· The Greater Lewisville Arts Alliance is a nonprofit organization dedicated to the development and promotion of the arts for the enrichment of the quality of life in the Greater Lewisville area. Our mission is to make people aware of local arts activities and encourage partnerships and cross promotion among area arts organizations.

Brief History and Noteworthy Accomplishments:

· Founded as a committee of the Greater Lewisville Chamber of Commerce in 1982, it began by bringing performers from Dallas organizations to Lewisville to perform. Soon it became GLAC, its own separate organization, with community volunteers performing in fundraising musicals. Within two years GLAC became an umbrella organization for theater, art, ballet, and symphony member organizations that formed. These organizations all still belong to GLAA over 40 years later and have active boards and performance schedules. An additional six organizations have joined through the years.

3. History and Projected Growth of the Proposed Project:

Has the project been done before? If so, when and where? What size audience and type of participants did it attract?

· This America250 Anniversary Celebration is a one-off event. GLAC held many Arts in the Park summer events with the Lewisville Parks and Recreation Department. The first year in 1982, it was held on the lawn behind Herring Recreation Center. I have posters through 1995 while I was the symphony manager. It was also held on the original LISD Ad Building Plaza, Central Park Band Shell, Lewisville's Lomas and Nettleton Amphitheater, and a rainout at the Lewisville Senior Center. All of the member performing organizations welcome everyone to participate and/or audition without prejudice. Each organization danced, sang, acted or played music on stage while VAL had an extensive visual art display wall. I would estimate at least 500 people, including many families, attended the free events. Children in the audience were given small American flags, which they enthusiastically waved to the music.

If this project is funded, what size audience and type of participants do you anticipate?

- The stage participants will be the varied members of GLAA's 10 member arts groups. Each has patriotic programming planned for 2026 and will present an act, dance or music from their repertoire. The visual art organization is planning an art activity that members of the audience can participate in. We would plan for an audience of 500 to 1,000. It would attract people who love outdoor entertainment, the arts, patriotic events, and especially, families, due to the daytime schedule, patriotic theme, picnic atmosphere, and free admission.

4. Outreach to the Community:

What specific steps will you take to invite diverse audiences (such as people with diverse culture heritages, various income levels, handicapped, disabled, veterans, seniors, students and children) to participate in this project?

- It is being held in an ADA compliant park. In addition to online, newspaper, and television calendars, and advertising, GLAA board members will form a speaker's bureau to bring information of the event to local organizations such as veterans' groups. Event flyers will be sent to area city halls, county judge, and local organizations so that they can include information in their bulletins. We will plan for information to go on The Grand marquee. It will be advertised in member's concert programs. It is celebrating the anniversary of America embracing all peoples.

COME EVERYONE, ONE AND ALL!

How does your Board of Directors reflect the diversity of the City of Lewisville?

- The GLAA Board is open to and made up of, up to two representatives from each of the ten member organizations chosen by each organization plus one member at large. Currently, there are 16 voting members from all walks of life represented by young, old, male, female, minority, different income and interest backgrounds.

5. Project Data:

Project Activities/Events for which funds are requested:

- The one time presentation of America250 Anniversary Celebration event at Wayne Ferguson Plaza and costs associated with this venue and production. The TCA grant will cover the LLS musicians and event advertising. The additional GLAA member performers are volunteers.

How would you modify this project if all or part of the requested grant funding is not received?

- The largest costs are related to venue, necessary rentals, and special event fees. The Wayne Ferguson Plaza stage is not a performance option without the stage activation package which is a substantial cost. I had also researched the costs associated with the Central Park Band Shell as another venue option. It would be a much more affordable venue but has less visibility for a public event, amplified sound concerns, and more limited parking.

Project Data Continued:

1. For when is the support requested? Starting Month & Year Ending Month & Year	 May/2026 (5/2/26) May/2026 (5/2/26)
2. How many people will the project described in this proposal serve?	Audience of 500-1000 people
3. How many people were served last year?	Event America250 is a new event
4. How have you tracked attendance at HOT funded events in the past? (local and visitors)	I am also a board member of LLS. The symphony records zip code information from ticket sales.
5. Will you track hotel stays for this project? If so, how?	Yes. Members with short questionnaire re residential zip codes and hotel stay information.
6. Will this project be accessible to persons with disabilities? (yes or no)	Yes
7. What is the anticipated capacity of the venue for your proposed HOT funded project?	500-1,000
8. How long has the project existed?	New event in celebration of America250 Anniversary Celebration-national commission formed in 2016, ten years of national planning.
9. What geographical areas will the project serve?	Primarily Denton County but advertising can serve metroplex and beyond.
10. Has the project received HOT funding in the past?	No, this is a new project.
11. What amount of HOT funding did you receive last year?	GLAA did not receive HOT funding last year. Eight GLAA member groups did.
12. What was the total project expense budget for last year?	Project did not exist.
13. What % of that expense budget was met by the HOT funding?	Project did not exist.
14. What % of project income from last year for which taxes were filed was from "earned" sources (ticket sales, concessions, advertising, etc.)?	Project did not exist.
15. What % of project income from last year for which taxes were filed was from "contributed" sources?	Project did not exist.

Project Data continued...

16. Does the applicant carry general liability insurance that will cover this project? If so, what are the limits? Is the City of Lewisville added as an additional insured?	We would purchase an event general liability policy with \$1 million coverage with the City of Lewisville listed as an additional insured.
17. What does your organization do to promote the project?	Not limited to: speaker’s bureau, flyers, newspaper advertising, press releases to organizations with bulletins, event added to online, tv, and travel magazine calendars, and flyers in hotel lobbies.
18. What opportunities will there be for other HOT funded groups to participate in the project?	This event is sponsored by the GLAA 10 member organizations, 8 of which received 2024-2025 HOT funds.

C. Project Income/Expense Yearly Comparison and Proposal Request:

Project Name: America250 Anniversary Celebration

Amount Requested: \$ 6,000.00

Date of Project’s Fiscal Year (Month/Year) May/2026 (5/2/26)

		<u>Total Income</u>	<u>Total Expenses</u>
Past	FY Project Budget	\$ <u>n/a</u>	\$ <u>n/a</u>
Past	FY Project Actual Figures	\$ <u>n/a</u>	\$ <u>n/a</u>
Current	FY Approved Project Budget	\$ <u>0-unexpected</u>	\$6000 <u>grant/vol. performers</u>
Future	FY Proposed Project Budget	\$ <u>n/a</u>	\$ <u>n/a</u>

Note: For purposes of this application, “Past” is considered to be the most recent completed budget year for the organization and “Future” is considered to be projections for the budget year following the current year. “Past” Information is defined as information provided on most recent May 15 Non-profit tax filing.

· Budget explanation: GLAA is a forum for our 10 arts organizations. Our only budgeted annual event is the Angel Awards. Our income is from membership dues and possible donations. On occasion, we have taken advantage of an opportunity to hold a conference or other activity such as this America250 Anniversary Celebration. These events have been a public service with no fee charged. GLAC does a 990N tax filing.

REVENUE	Past	Past	Current	Future
	(Budget)	(Actual)	(Budget)	(Proposed)
A. Earned Income				
Box office receipts and season tickets				
Concessions, promotional sales, advertisers, etc.				
Interest on investments, endowments		12.23		
Other earned income				
B. Unearned Income: Government Support				
Hotel Occupancy Tax Funding (City?)				
Other (explain:)				
C. Contributed Income:				
Fundraising and benefits				
Individual contributors and sponsors	500.00	20.00	500.00	500.00
Memberships	1500.00	1375.00	1500.00	1500.00
Corporate Contributions				
General donations				
(Add additional lines as needed)				
Total Revenue	2000.00	1407.23	2000.00	2000.00

CASH RESERVES	Past	Past	Current	Future
	(Budget)	(Actual)	(Budget)	(Proposed)
What amount of cash reserves does the organization maintain for this project? (Note: Cash reserve is a "rainy day" fund of cash that is not budgeted for routine spending but is available to cover unexpected shortfalls.)	n/a	n/a	-0- unexpected project	n/a

If there is a significant change in any Revenue line item, provide a narrative explanation for that change. Significant is defined as 25% or greater. Add lines as needed:

- Increase or decrease from the previous year actual figures
- Any new line item not previously funded with Hotel Occupancy funds

EXPENDITURES	Past	Past	Current	Future
	(Budget)	(Actual)	(Budget)	(Proposed)
A. Fees for Outside Professionals				
Administrative				
Artistic				
Technical				
Other (add lines as needed)				
B. Rentals				
Performance/rehearsal space				
Equipment, furniture, sets				
Instruments				
Costumes, props				
Scripts/Scores, etc.				
C. Miscellaneous Operating Expenses				
Mailing (including PO Box rental)				
Shipping				
Supplies and Materials – Angel Awards	1000.00	322.52	1000.00	1000.00
Marketing & Promotion				
Printing				
Professional fees & dues				
D. Production or Exhibit Costs				
E. Fundraising Expenses				
Other Expenses (add lines as needed)	1000.00	424.56	1000.00	1000.00
G. Debt Reduction				
H. Capital Expenditures/Acquisitions				
Total Expenses	2000.00	747.08	2000.00	2000.00

If there is a significant change in any Expenditure line item, provide a narrative explanation for each change. Add lines as needed:

- Increase or decrease from the previous year actual figures
- Any new line item not previously funded with Hotel occupancy funds

D. Assurances:

If financial assistance is awarded, the applicant hereby gives assurance to the City of Lewisville that:

1. The Board of Directors of the Greater Lewisville Arts Alliance has read, understands and agrees to conform to the intent outlined in the Funding Agreement between the City of Lewisville and the applicant.
2. The activities and services for which financial assistance is sought will be administered by the applying organization and quarterly financial reporting will be provided to the City of Lewisville.
3. **Any funds received as a result of this application will be maintained in a separate account and used solely for the project described.**
4. It is understood by the applicant that the City of Lewisville shall have the ability to audit the applicant's financial records at any time requested.
5. The applicant is a current Nonprofit entity as defined by the IRS.
6. The undersigned has been duly authorized by the applying organization to submit this application.

I certify that all information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

Signature of Authorized Official* 

Typed Name: Diana McMillin

Address of Authorized Official: 331 Oak Forest Drive

City Highland Village State Texas Zip 75077

Phone 972-317-2393 Email littlemac8@verizon.net

Title within the Organization Chairman

*Authorized Official: A principal of the organization authorized by the Board of Directors to certify the information in the application and sign contracts for the organization; he/she must read and guarantee the compliance of the organization with the requirements listed above.

E. Organizational Governance:

1. Number of voting board members as of December of last calendar year: 16
 Number of board vacancies as of December of last calendar year: 0
 Number of active, non-voting board members as of December of last calendar year: 1

2. How are board members selected?

· GLAA does not select board members. They are representatives to the board selected by their respective member arts organizations.

3. On what basis do you select members of your Board of Directors? (diversity, artistic, patron, business community, professional skill set such as accounting or advertising, etc.)

· GLAA does not select members of the Board. Board members are volunteer representatives of the 10 GLAA member arts organizations chosen by their arts organizations.

4. What board training and orientation is offered and when?

· I gave information folders to my board when I took office. They contained by laws, list of board members, GLAA history, and a calendar that can be updated. If a new person comes on board, I will meet with them before they take office to educate them on GLAA and their responsibilities.

5. What portion of the board is elected annually?

Chosen by their organization

How long is a term?

Serve at pleasure of their organization

How many consecutive terms may be served?

As long as they are the chosen representative

How many consecutive years can a board member serve as Chairman? 4 – 2 2yr. terms

6. List the positions that serve on the executive committee:

· Chairman, 1st Vice Chairman, Secretary, and Treasurer

7. When are officers elected and when do they take office?

· Elections are held every two years for the executive committee officers. They take office effectively after the closure of the meeting in which they were elected to give them time to prepare for their first meeting in January of the next year.

8. List all “standing” committees of the organization and include the number of board and support organization members (Guild, “Friends”, etc.) that serve on each. Add lines as needed:

Committee	# Serving
Membership	1 chair-appt. GLAA board member
Nominating	1 chair + 3-all appt. GLAA board members
Media/Communications	1 chair +2-all appt. GLAA board members
Angel Awards rotation yearly to one of 10 member organizations	1 chair-GLAA board member from organization holding awards

9. Are Board of Director meetings open to the public?

Circle one: YES NO If not, why not?

10. How do you publicize your meetings?

Board members are notified by email and meetings are listed on our website.

11. How often and where are Board meetings “usually” held?

Quarterly at The Grand Theater

12. How often do Board members receive financial reports?

Circle all that apply: Monthly Quarterly Bi-Annually Annually

13. Do the financial reports reflect the current standing against the current budget?

Circle one: YES NO

14. Is a schedule of all meetings (Board and supporting groups) published on your website?

Circle one: YES GLAA Board meetings NO

15. Are Board meeting minutes available for public review? Circle one: YES NO

Are they published on your organization’s website? Circle one: YES NO

16. What has been the number of voting members in attendance at regular organizational meetings?

Attendance	Current	Past
Board of Directors Meeting (Average # voting)	8.75	11
Annual Meeting	60	50
Supporting Organizations (s)10 organizations/ estimate average 10 each	100	100

17. What is the geographical mix and tenure of the organization’s Board of Directors?

Residence	Number	Tenure	Number
Lewisville	6	10+ years	4
Highland Village	5	7 - 9 years	4
Flower Mound	2	3 – 6 years	5
Other Communities:Denton	1	Less than 3 years	3
Grapevine	1		
Haslett	1		

Required Attachments:

- 1. List of current and immediate past officers, members of the Board of Directors, addresses, and phone numbers.**
- 2. Current IRS Letter of Determination.**
- 3. Minutes of board meeting indicating the Board of Directors authorization of submission of the application.**
- 4. Most recent IRS form 990 for the organization. (GLAA files a form 990N)**
- 5. A copy of Certificate of Insurance showing the city as an additional insured.***
- 6. Any supporting documents (only one copy of each) pertinent to the organization such as:**
 - Programs**
 - Press Releases**
 - Advertising**
 - Critical Reviews**
 - Letters of Support**

*New applicants must provide proof of insurance before issuance of a check.