



**Duncanville**  
**ARTS COMMISSION**  
**Regular Meeting Agenda**  
203 East Wheatland Road  
Briefing Room  
Duncanville, Texas 75116  
(972) 780-5000

**Monday, December 15, 2025**  
**6:30 PM**

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City of Duncanville Arts Commission meetings are available to all persons regardless of disability. The Duncanville City Hall is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability, as defined under the ADA, please call (972) 780-5000 or email [alex.hamby@duncanvilletx.gov](mailto:alex.hamby@duncanvilletx.gov) at least three (3) business days before the scheduled meeting to request accommodation.

Persons may participate by live broadcast via YouTube. To view the live meeting or previous meetings click on the following link: <https://duncanvilletx.new.swagit.com/views/454/>

1. Call to Order
2. Receive Public Comments, limit 2-minutes per individual speaker.

To submit a comment via email and for your comments to be read, the following information is required:

Submit a comment by 4:00 PM on Monday, December 15, 2025

Email [alex.hamby@duncanvilletx.gov](mailto:alex.hamby@duncanvilletx.gov)

Email title: Arts Commission Public Comment – December 15, 2025

First and Last Name; and address.

3. Commissioners Reports (limit to 2 minutes each)
4. Items for Individual Consideration
  - A. Reconsider the October 10, 2025, Special Meeting Minutes
  - B. Consider the November 17, 2025, Regular Meeting Minutes
  - C. Consider a Special Meeting date, time, and location to occur no later than January 16, 2026, to review second-quarter grant applications.
5. Non-Action Items
  - A. Review and discuss recommended changes to the Fiscal Year 2025-2026 Arts Funding Policy and Grant Guidelines. Provide feedback and recommendations that will be included in a version for the Arts Commission to consider during their January regular meeting.
  - B. Staff to brief the Arts Commission on recommendations for the proposed Midnight Murals program.
  - C. Duncanville Fieldhouse Mural Call for Artists plan.

- D. Q2 Grant Application Update
- E. Podcast
- F. Olden Year Museum
- G. Review Fiscal Year 2025 Grant Awards' statuses
- H. Discuss a Duncanville Poet Laureate

6. Adjournment

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located outside the entrance to the City of Duncanville City Hall, next to the entryway doors, a place convenient and readily accessible to the general public, as well as to the City's website and said Notice was posted by the following date and time: Tuesday, December 9, 2025, by 5:00 P.M. and remained posted for at least two hours after said meeting was convened.

***Alex Hamby***  
**Communications and Marketing Administrator**



## SPECIAL MEETING MINUTES

Friday, October 10, 2025

A meeting of the Duncanville Arts Commission was held on Friday, October 10, 2025, via Microsoft Teams with a quorum to wit: Chair Ron Thompson, Angela Thorpe-Harris, Dr. Anne Perry, Tim Perry, Mary Ann Taylor, Amy Jackson, and Sarah Macias. Vice Chair Mac Browning and Tiffiney Wyatt were absent.

Council liaison Mayor Pro Tem DeMonica Gooden was absent.

Alex Hamby, Communications and Marketing Administrator, served as staff liaison.

### 1. Call to Order

The meeting was called to order at 6:30 PM

### 2. Receive Public Comments

No comments were submitted ahead of the 4:00 PM deadline.

### 3. Grant Application Reviews A. The Arts Commission to review and consider making recommendations to the City Council regarding Arts Grant applications submitted during the September 2025 grants application cycle.

- A Ghetto Child's Christmas Tale

Applicant Name: Evidence Theater Productions

Grant Type: Single Project Support Grant

Brief Project Summary: Urban theater production (musical) of the nativity story

Amount Request: \$3,000

Amy Jackson made a motion to recommend City Council approve the grant request in the amount of \$3,000.

Sarah Macias seconded the motion.

All present voted against. None present voted in favor. Mac Browning and Tiffiney Wyatt were absent. The motion did not pass.

- Art Mural

Applicant Name: Frances Villagran

Grant Type: Annual Arts Program Grant

Brief Project Summary: Xela Bistro seeks to commission a community-centered art mural on the exterior of the bistro, designed in collaboration with local artists. This project will not only beautify the neighborhood but also foster cultural expression, support the arts, and contribute to the economic vitality of downtown Duncanville by creating a vibrant public gathering space.

Amount Requested: \$3,000

Dr. Anne Perry made a motion to reclassify the grant request to a Single Project Support Grant and recommend the City Council approve the grant request in the amount of \$3,000.

Angela Thorpe-Harris seconded the motion.

All present voted in favor. None voted against. Mac Browning and Tiffiney Wyatt were absent. The motion passed.

- Canvas and Creativity

Applicant Name: Jr Studios

Grant Type: Single Project Support Grant

Brief Project Summary: JR Studios will provide an after-school art program for youth in the Duncanville area, offering weekly classes on Monday evenings from 5–7 PM. The program will introduce students to drawing, painting, sculpture, and mixed media while fostering creativity, skill-building, and personal expression. Led by a Duncanville High School alumnus and longtime resident, the program is rooted in giving back to the community and inspiring the city's next generation of artists.

Amount Requested: \$3,000

Angela Thorpe-Harris made a motion to recommend City Council approve the grant request in the amount of \$3,000.

Tim Perry seconded the motion.

Tim Perry, Dr. Anne Perry, Sarah Macias, Angela Thorpe-Harris, and Ron Thompson voted in favor. Mary Ann Taylor and Amy Jackson voted against. Mac Browning and Tiffiney Wyatt were absent. The motion passed.

- Duncanville Laugh Fest

Applicant Name: Punk Social

Grant Type: Public Art Grant

Brief Project Description: A Comedy showcase featuring the best comedians in

Dallas and Texas. Bringing a different late night energy into town to attract not only kids and parents, but also a forgotten age group of 20-50 years olds who are seeking alternative fun.

Amount Requested: \$4,500

Dr. Anne Perry made a motion to recommend City Council approve the grant request in the amount of \$4,500.

Angela Thorpe-Harris seconded the motion.

All present voted against. None present voted in favor. Mac Browning and Tiffiney Wyatt were absent. The motion did not pass.

- Duncanville! The City of Champions

Applicant Name: Richard B. Kinga

Grant Type: Public Art Grant

Brief Project Summary: Create a musical rendition with a catchy phrase refrain that celebrates the cultural diversity of Duncanville. The song recorded by local artists in both English and Spanish showcases the city's rich cultural identity, diversity, and unity

Requested Amount: \$15,000

Mary Ann Taylor made a motion to recommend City Council approve the grant request in the amount of \$15,000.

Sarah Macias seconded the motion.

Dr. Anne Perry voted in favor. Tim Perry, Sarah Macias, Mary Ann Taylor, Angela Thorpe-Harris, Amy Jackson, and Ron Thompson voted against. Mac Browning and Tiffiney Wyatt were absent. The motion did not pass.

Mary Ann Taylor requested clarification on making motions in the affirmative. The Commission discussed with staff. No action was taken.

- In the Words of a Sistah: Stories in Verse

Applicant Name: Brenda "B" Randall

Grant Type: Single Project Support Grant

Brief Project Summary: The Words Of A Sistah: Stories In Verse is a live performance featuring powerful poets and vocalists from diverse backgrounds and generations. Through a dynamic blend of verse and song, these artists share their unique stories and collective journeys that connect women. This project creates a dedicated space for community reflection, empowerment, and honoring these vital relationships.

Requested Amount: \$3,000

Angela Thorpe-Harris made a motion to recommend City Council approve the grant request in the amount of \$3,000.

Dr. Anne Perry seconded the motion.

All present voted in favor. None voted against. Mac Browning and Tiffiney Wyatt were absent. The motion passed.

- Kingsmen Live

Applicant Name: Kingsmen Coffee LLC

Grant Type: Public Art Grant

Brief Project Summary: Kingsmen Coffee is hosting live local artists during what we calling "Kingsmen Live". During these times, artists, including vocalist, painters, dancers or theater groups, will perform for the Duncanville and surrounding communities.

Requested Amount: \$3,400

Angela Thorpe-Harris made a motion to recommend City Council approve a **Single Project Support Grant** request in the amount of \$3,000.

Sarah Macias seconded the motion.

Tim Perry, Sarah Macias, Mary Ann Taylor, Angela Thorpe-Harris, Amy Jackson, and Ron Thompson voted in favor. Dr. Anne Perry voted against. Mac Browning and Tiffiney Wyatt were absent. The motion passed.

- Middle Age and Over Club

Applicant Name: SarahUFinart

Grant Type: Single Project Support Grant

Brief Project Summary: My goal is to make a portfolio and synopsis of the stories from woman after reaching a certain age. I want their stories to be heard through my interview and paintings as a figurative description.

Requested Amount: \$1,700

Tim Perry made a motion to recommend City Council approve the grant request in the amount of \$1,700.

Angela Thorpe-Harris seconded the motion.

Dr. Anne Perry and Angela Thorpe-Harris voted in favor. Tim Perry, Sarah Macias, Mary Ann Taylor, Amy Jackson, and Ron Thompson voted against. Mac Browning and Tiffiney Wyatt were absent. The motion did not pass.

- Supafly Winter WonderDance

Applicant Name: Bria Maiden

Grant Type: Single Project Support Grant

Brief Project Summary: The Supafly Winter WonderDance is the culminating event of

our 12-week dance program, celebrating the hard work, creativity, and growth of our students. This showcase will feature live performances by program participants, highlighting the skills and routines they have learned throughout the season. In addition to student performances, the event will spotlight local artists, creating a vibrant and inspiring community celebration of dance, music, and culture.

Amount Requested: \$20,000

Mary Ann Taylor made a motion to recommend City Council approve the grant request in the amount of \$20,000.

Sarah Macias seconded the motion.

Dr. Anne Perry voted in favor. Tim Perry, Sarah Macias, Mary Ann Taylor, Amy Jackson, Angela Thorpe-Harris, and Ron Thompson voted against. Mac Browning and Tiffiney Wyatt were absent. The motion did not pass.

#### **4. Adjournment**

The meeting was adjourned at 7:31 PM.

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Angela Thorpe-Harris, Commission Chair

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Alex Hamby, Staff Liaison



REGULAR MEETING MINUTES  
Monday, November 17, 2025

A meeting of the Duncanville Arts Commission was held on Monday, November 17, 2025, in the Briefing Room at City Hall (203 East Wheatland Road, Duncanville, Texas 75116) with a quorum to wit: Chair Angela Thorpe-Harris, Vice Chair Mac Browning, Mary Ann Taylor, Linda Lydia, Patricia Coleman, Amy Jackson, Julio Avila, and Luke Durmon.

Council liaison, Mayor Pro Tem DeMonica Gooden, was in attendance.

Alex Hamby, Communications and Marketing Administrator, served as staff liaison.

**1. Call to Order**

The meeting was called to order at 6:30 PM.

**2. Receive Public Comments, limit 2-minutes per individual speaker.**

No public comments were received.

**3. Commissioners Reports (limit to 2 minutes each)**

Mary Ann Taylor recounted visiting with Vicente Delgado Jr. with the Hispanic Coalition of North Texas. She stated that she was reconsidering a podcast for Duncanville and that Mr. Delgado would be able to assist. Mary Ann Taylor mentioned that the Kindness Festival was incredible. Mary Ann Taylor included that there would be a Thanksgiving service at the Cathedral of Hope.

Amy Jackson stated that she runs the Duncanville Community Theater and that the play Harvey, which opened the previous weekend, was well attended.

Linda Lydia recounted that she volunteers by stocking food at Crossroads Church and a book barn. She stated that, despite being stocked, the food goes quickly, indicating the great need for food in Duncanville.

Patricia Coleman stated that through her ministry called Girlfriends Ministry, she has four sponsors who will feed four families for Thanksgiving. She stated Girlfriends Ministry will have its second annual luncheon on Saturday, December 6, 2025. She invited each member of the Duncanville Arts Commission who would like to attend.

Julio Avila said he is a comedian who owns a comedy club located above the seafood restaurant he also owns in Grand Prairie. He stated he has comedy shows every weekend and let the Duncanville Arts Commission know they are welcome to attend. He described donating food from his restaurant to the Grand Prairie Art Commission and collaborating with them on possible projects in the future, including an event with the Duncanville Arts Commission.

Chair Mac Browning reported that he attended the play Harvey at the Duncanville Community Theater and enjoyed it. He also recited a poem.

### **Blues Gone By**

Blues swirl about,  
Echoing hues before,  
Some midnight dark,  
And best kept apart,  
While others daylight spun  
With melancholy,  
Shared quietly together.

Boldest teal shades  
Shout telling tales,  
Indignant tirades,  
Struggling to hold on  
To cooler tones.

Polar ice seeps in  
On clearer tracks,  
More acceptable  
And politely blue.

All together hues,  
Transforming,  
Shifting sorely,  
As unto morning,  
Then sweetly tinged  
With shared afternoon tea.

Forgive the silent slips

Into the navy night,  
With shared dreams,  
Echoing hues before,  
And blues gone by.

Chair Angela Thorpe-Harris asked Council liaison, Mayor Pro Tem DeMonica Gooden, if she would like to speak. Mayor Pro Tem Gooden shared that on the council agenda for the November 18, 2025, regular meeting, the Cultural District will be discussed during the briefing at 6:00 PM. She also stated the applicants who applied for grants would be addressed as well.

Luke Durmon stated he had nothing art-related but had just started his clinical's nightshift.

Chair Angela Thorpe-Harris shared that she participated in Duncanville National Night Out, the Duncanville Board Association appreciation, and the Memphis Soul Concert at Armstrong Park. She also attended the play Demons of Fleet Street at the Duncanville Community Theater and the Boo Bash at the Duncanville Fieldhouse. She attended a joint meeting with the Arts Foundation, Hilton, and more. Angela Thorpe-Harris shared a binder she put together, which she takes to events for the Arts Commission table, so the community can better understand what the Arts Commission does. She asked Liaison Alex Hamby for business cards to have and hand out to the community.

#### **4. Commission Member Question and Answer Session**

Chair Angela Thorpe-Harris allowed the commission to ask questions, as many were new to the Duncanville Arts Commission. Patricia Coleman, Mary Ann Taylor, Amy Jackson, and Julio Avila all had questions answered by Chair Angela Thorpe-Harris and Alex Hamby, Liaison. No action was taken.

#### **5. Items for Individual Consideration**

##### **A. Consider the October 28, 2025, Regular Meeting Minutes.**

Chair Angela Thorpe-Harris made a motion to accept the minutes of October 28, 2025, which Amy Jackson moved. Linda Lydia seconded. All present voted in favor. None opposed. The motion passed.

##### **B. Duncanville Fieldhouse Mural**

Alex Hamby spoke about the current mural at the Duncanville Fieldhouse, which is 25 years old. Joining Alex Hamby in this discussion was Craig Bransfield, Fieldhouse General Manager. Mr. Brasfield has a limited budget to redo the mural. Alex Hamby stated the goal of bringing this to the Duncanville Arts Commission, and if anyone wants to be involved, assistance would be needed in finding an artist. This would be an excellent opportunity for an artist to get their name out there, showcase a remarkable portfolio piece, and be part of Duncanville's history.

Linda Lydia made a motion to follow the recommendations presented by Alex Hamby and Craig Brasfield to come together and put together an artist call. Then go from there on this project. Mary Ann Taylor seconded. All present voted in favor. None opposed. The motion passed.

Alex Hamby stated he would bring an update to the Commission as part of the Monday, December 15, 2025 Arts Commission meeting.

### **C. Arts Grants Policy Review**

Alex Hamby went over the Arts Grant Policy in detail. Amy Jackson had a question, Mary Ann Taylor and Linda Lydia had some concerns. Chair Thorpe Harris referred them to Alex Hamby for those questions and concerns.

No motion was made at this time. Alex Hamby will make the adjustments needed and email them to the Duncanville Arts Commission for further discussion.

### **D. Ellafair**

Chair Angela Thorpe-Harris explained what Ellafair is. She stated it was an event put on by city and community, and former board chair Ron Thompson at the D.L. Hopkins Senior Center. It featured different artists who worked in visual art, woodworking, and other media. Alex Hamby described it as a two-day community art event launched in 2024 by Duncanville residents Gail Sliger and Sue Clark to support the newly formed Duncanville Arts Commission.

Chair Thorpe-Harris tabled Ellafair and stated it could be put back on later.

### **E. Olden Year Museum**

Chair Angela Thorpe-Harris stated she toured the Olden Year Museum. She stated the closest you would come to seeing some items at this museum is in Germany. She also noted that this would be a great attraction for visitors. Chair Thorpe-Harris stated this is something that the Duncanville Arts Commission could consider promoting. No motion was made.

## **6. Non Action Items:**

### **A. Midnight Murals**

Alex Hamby shared that the project discussion was initiated by a local teacher who proposed working with at-risk youth to create murals around the community. He asked to delay any action on this item until he had an opportunity to discuss this further with Duncanville Chief of Police Matt Stogner and then city management to get their input on a path forward. The police may have to be involved due to the proposed times these projects would be worked on. Alex Hamby stated there are also some code-related issues involved in this, and I would like to try to address all of that first.

## **B. Arts and Business Mixers**

Chair Angela Thorpe-Harris stated Economic Development would like to take the lead on the Business Mixers for the Duncanville Arts Commission. Mary Ann Taylor asked for dates and Alex Hamby stated that Event Coordinator Devon Handly would be joining the Arts Commission as a staff co-liaison to assist with possible events like the mixers. Alex Hamby also spoke to Assistant Economic Development Director Marlon Goff, as well, in planning for future events.

## **7. Adjournment**

Meeting adjourned at 8:23 PM.

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Angela Thorpe - Harris,  
Arts Commission Chair

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Alex Hamby, Staff Liaison



DUNCANVILLE ARTS COMMISSION

## Arts Funding Policy & Grant Guidelines

Rev. 1

Fiscal Year  
2025–2026

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### Contact Information

Duncanville Arts Commission  
203 E. Wheatland Rd.  
Duncanville, Texas 75116  
(972) 780-5000  
[arts@duncanvilletx.gov](mailto:arts@duncanvilletx.gov)



## **Duncanville Arts Commission**

203 E. Wheatland Rd.  
Duncanville, Texas 75116  
(972) 780-5000  
arts@duncanvilletx.gov

Dear Community Partners and Arts Supporters,

The Duncanville Arts Commission is pleased to present the *Arts Funding Policy & Grant Guidelines* for Fiscal Year 2025–2026. This document reflects our city’s continued commitment to fostering a thriving, inclusive, and economically vibrant arts ecosystem.

The Duncanville Arts Commission serves as an advisory board to the City Council, championing initiatives that engage residents and visitors through artistic expression, public art, and cultural events. These efforts support placemaking, strengthen our local economy, and reinforce Duncanville’s identity as the City of Champions.

The funding guidelines outlined herein are supported by the City’s Hotel Occupancy Tax (HOT) revenue, as well as other public and private sources, and are designed to support:

- Nonprofit arts organizations through Annual Arts Program Grants;
- Artists, individuals, and organizations through Single Project Support Grants;
- Permanent installations of public visual art through Public Art Grants.

All applicants must reside or operate within Duncanville and propose projects that are accessible to the public and aligned with the city’s cultural and economic goals.

All interested applicants are encouraged to attend one of our quarterly information sessions and review this policy in detail before applying. The Arts Commission remains committed to transparency, accountability, and equitable funding opportunities for all members of our creative community.

Thank you for your partnership and continued support of the arts in Duncanville.

Duncanville Arts Commission  
arts@duncanvilletx.gov

# Mission of the Duncanville Arts Commission

The Duncanville Arts Commission serves as an advisory body to the City Council and City management in matters involving the arts. The Commission promotes public and private collaboration to foster a thriving cultural landscape. Its responsibilities include:

1. **Enriching Community Life:** Promoting a vibrant and inclusive arts environment that enhances the quality of life for residents and visitors to the City of Champions.
2. **Advising on Expenditures:** Recommending the use of public funds to support, promote, and sustain the arts in Duncanville.
3. **Evaluating Funding Proposals:** Reviewing grant applications and project proposals to ensure alignment with city goals and funding requirements.
4. **Assessing Arts Impact:** Submitting an annual "State of the Arts" report to City Council summarizing the year's activities, progress, and recommendations.

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## Funding Sources, Authorization, and Obligation

### Primary Funding Source: Hotel Occupancy Tax (HOT)

The Duncanville Arts Fund is primarily supported by an allocation of up to 15% of the City's annual Hotel Occupancy Tax (HOT) revenue, as authorized by City Council. These funds are designated to support arts initiatives that enhance tourism and promote Duncanville's hotel and convention industry.

### Authorized Uses of HOT Funds

Per Texas Tax Code §351.101 and Attorney General Opinions GA-0124, KP-0131, and KP-0350, HOT funds must directly promote tourism and the hotel/convention industry. Eligible uses include support for:

- Music (instrumental/vocal)
- Dance
- Drama
- Folk art
- Creative writing
- Architecture and design
- Visual arts (painting, sculpture, photography, crafts)
- Media arts (film, radio, television, sound recording)
- Other performing, visual, and literary arts

All funded activities must demonstrate a direct connection to tourism.

## Supplementary Funding Sources

The Arts Fund may also receive supplemental support from:

- Corporate sponsorships
- Public/private grants
- Individual and corporate donations
- Partnerships with nonprofit and cultural organizations

## Non-HOT Funding Uses

Projects funded through non-HOT sources must align with the Commission's mission and comply with:

- State procurement laws
- City of Duncanville financial policies and procedures

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## Grant Categories and Definitions

Applicants may only apply for **one grant** per fiscal year.

### 1. Annual Arts Program Grants

**Purpose:** To support nonprofit organizations presenting a full season of arts programming.

- **Eligibility:** 501(c)(3) nonprofit arts organizations **only**
- **Funding Limit:** Up to \$20,000
- **Eligible Uses:** Operations, production, artist fees, venue rental
- **Requirement:** Must occur in Duncanville **city limits** and serve a public purpose
- **Acknowledgment:** City and/or Commission logo must appear in all marketing

### 2. Single Project Support Grants

**Purpose:** To support a single public-facing arts project or event.

- **Eligibility:** Individuals, nonprofits, businesses, city departments, and the Duncanville Arts Commission
- **Funding Limit:**
  - Up to \$2,500 (city departments)
  - Up to \$3,000 (first-time applicants)
  - Up to \$10,000 (returning applicants)
- **Disbursement:** Non-reimbursable
- **Requirement:** Must occur in Duncanville **city limits** and serve a public purpose
- **Acknowledgment:** City and/or Commission logo must appear in all marketing

### 3. Public Art Grants

**Purpose:** To support the creation and installation of permanent, publicly accessible visual art (ex. murals, sculptures, functional art, mosaic or tile installations, interactive installations, landmarks, etc.).

- **Eligibility:** Individual artists, teams, nonprofits, or the Arts Commission
- **Ineligible Uses:** Landscaping, performing/literary arts unless visually expressed
- **Requirement:** Must occur in Duncanville and serve a public purpose
- **Acknowledgment:** City and/or Commission logo must appear in all marketing

#### Options:

- **Call for Artists:** Issued by the Commission for a specific site/theme; finalists may receive a compensation amount as determined by the Commission for posted projects; unanimous (9-0) vote required for selection.
- **Artist-Initiated Proposal:** Artist submits complete proposal with property owner support.

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## Eligibility and Restrictions

### General Eligibility

- Applicants must be 18+ years of age
- Applicants may reside outside Duncanville, but their proposed event or project must take place within Duncanville city limits or have a direct and demonstrable connection to the city (e.g., public art installation, community programming, venue partnership)
- Must be in good standing with IRS, State of Texas, and City of Duncanville
- Applications must be complete and demonstrate capacity to execute the project
- A specific project or event date must be included in the application to be considered for funding
- Applications submitted without a budget may be considered incomplete and ineligible for review
- Demonstrating multiple funding sources is recommended

## Ineligibility and Funding Restrictions

### Not Eligible:

- Full-time City employees
- Applicants submitting multiple proposals per cycle
- Artists funded within the current fiscal year
- Applicants who contact elected officials or Commission members regarding an application during the grant cycle
- Applicants who have received a prior grant but have not yet completed the funded project or have failed to submit the required final report are ineligible for new funding until all obligations are fulfilled.

### Prohibited Uses:

- Capital improvements or land purchases
- Political or religious programming
- Academic class credit projects
- Retroactive funding
- Private, non-public events\*
- Fundraisers, receptions, or parties
- Deficit or litigation support
- School-funded workshops
- Programs lacking public access

\* A private, non-public event that limits access to a specific group of individuals and is not open to the public and requires invitation, membership, registration, or tickets that are not advertised or available to the broader community.

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## **Best Practices: Timing of Application and Project**

### **When to Apply**

Applicants should apply during the grant cycle that precedes the start of their project by at least 60–90 days. This ensures:

- The project is not already underway (retroactive funding is prohibited).
- There is adequate time for:
  - Staff eligibility review
  - Arts Commission evaluation
  - City Council approval
  - Processing of grant paperwork and vendor setup

### **When to Hold the Event or Begin the Project**

- Projects and events must not begin until after City Council approval for that grant cycle. If you begin your project before approval, you will not be eligible for funding.
- In general, projects should be completed within the same fiscal year (October 1 – September 30).
- If your event happens on a specific annual date (such as Juneteenth, Christmas, or a fall festival), you are strongly encouraged to apply at least one full cycle in advance to ensure funding can be approved in time.
- Cycle 4 projects (the final cycle of the year) are awarded after the fiscal year ends. These projects are allowed to take place in the next fiscal year and will not affect your eligibility to apply for other grants in that new fiscal year.

### **Commissioner & Staff Participation**

- Arts Commission members may apply but must recuse themselves from discussions and decisions related to applications they are affiliated with
- Contract/temporary City employees may apply with disclosure

# Application Procedures & Grant Cycle Schedule

## How to Apply

1. **Review Guidelines**
  2. **Preliminary Submission (Optional):** Staff may review for completeness
  3. **Final Submission:** Must include application, budget, proof of eligibility, and vendor packet
  4. **Staff Review:** Confirm eligibility and compliance
  5. **Commission Review:** Presented at Regular or Special Meeting
  6. **Council Approval:** Required for all grant awards
  7. **Diversified Funding Plan:** Applicants are strongly encouraged to pursue additional funding sources. This grant program is designed to *supplement* existing project funding, not to serve as the sole source of financial support.
    - a. Arts grant funds are limited and allocated to be distributed equitably across four grant cycles per fiscal year. Applicants are encouraged to plan and apply accordingly.  
Award decisions are based on two key factors:
      - i. The availability of funds at the time of review
      - ii. The merit, clarity, and public value of the proposed event or project
- Funding amounts may be less than the amount requested, and approval of a grant does not guarantee full funding. Applicants should not rely solely on Arts Commission funds and are encouraged to secure additional sources of support to successfully carry out their projects.

## FY 2025–2026 Quarterly Schedule

### Q1: Sep 2025–Nov 2025

- Aug: Marketing and Info Session
- Sept 1–30: Application Period
- Sep 30: **Application Deadline**
- Oct TBD: Commission Review
- Nov 4: Council Approval
- Nov: Grant Disbursements

### Q3: Mar 2026–May 2026

- Feb: Marketing
- Mar 2–31: Application Period
- Mar 31: **Application Deadline**
- Apr TBD: Commission Review
- May 5: Council Approval
- May: Grant Disbursements

### Q2: Dec 2025–Feb 2026

- Nov: Marketing
- Dec 2–31: Application Period
- Dec 31: **Application Deadline**
- Jan TBD: Commission Review
- Feb 3: Council Approval
- Feb: Grant Disbursements

### Q4: Jun 2026–Aug 2026

- May: Marketing
- Jun 1–30: Application Period
- Jun 30: **Application Deadline**
- Jul TBD: Commission Review
- Aug 4: Council Approval
- Aug: Grant Disbursements

## Review Process, Scoring & Appeals

### Evaluation Criteria

- **Funding availability**  
Grant amounts are subject to budget limitations and may be adjusted based on demand and available funds.
- **Artistic merit and creativity**  
The proposal demonstrates originality, artistic quality, and cultural value.
- **Community engagement and tourism benefit**  
The event or project shows potential to involve the public and enhance Duncanville's appeal as a cultural destination.
- **Accessibility and inclusivity**  
Efforts are made to ensure the event or project is welcoming and accessible to diverse audiences, including individuals with disabilities.
- **Application completeness and clarity**  
The submission includes all required documentation and clearly explains the who, what, when, where, why, and how of the proposal.
- **Project feasibility and readiness**  
A detailed budget and clear execution plan are included, demonstrating that the applicant has thoughtfully planned and is capable of carrying out the event or project as proposed.
- **Connection to Duncanville**  
The project must take place in Duncanville and serve a public purpose that reflects or uplifts the local community.
- **Prior engagement with City or Commission programs**  
Preference may be given to applicants who have a record of positive participation or demonstrated accountability in past Commission-supported projects.

### Funding Recommendations

- May be adjusted based on available resources
- Modified budgets may be required if awarded less than requested
- Recommendations are submitted to Council for final approval

### Funding Disbursement

- Funds are typically available within two weeks of Council approval
- Timelines may vary based on administrative processes

## Appeals Process

- Written appeals must be submitted within 10 calendar days of funding notice
  - Appeals must cite specific concerns, no new project content
  - Appeals will be presented to Council by staff
  - Applicants are encouraged to attend the appeal meeting
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## Reporting & Oversight

### Grantee Responsibilities

- Grant recipients are required to submit a final report **within 45 days of completing their project or event**, based on the completion date provided in the original application. This report helps demonstrate how funds were used, the impact of the project, and supports future funding efforts. Failure to submit a timely report may affect future eligibility
- Include documentation of:
  - Project outcomes
  - Financial details
  - Attendance and public engagement
  - Tourism or hotel impact (if applicable)
- Failure to report will result in ineligibility for four (4) grant cycles

### Oversight & Administration

- The Arts Commission oversees program delivery and reports to City Council
  - Annual and as-needed reports will summarize:
    - Use of funds
    - Economic and tourism impact
    - Grantee outcomes
    - Policy effectiveness
- 

## Policy Review & Amendments

- This policy will be reviewed annually for alignment with:
    - State law
    - Fiscal and procurement policies
    - Evolving community and cultural needs
  - City Council reserves the right to amend this policy at any time
-

## Award Acceptance & Declination

All grant applicants will be notified of award decisions by email following the City Council's review.

- **Acceptance of Award**

Grant recipients must reply to the notification email to formally accept the award. By doing so, the recipient agrees to fulfill all obligations outlined in the Arts Grant Policy, including appropriate use of funds, public acknowledgment requirements, and submission of final reports and documentation. Acceptance constitutes a binding agreement to carry out the proposed project as described.

- **Declination of Award**

Applicants who do not respond to the award notification email within **5 business days** will be considered to have declined the award, and the funds may be reallocated. Applicants may also formally decline the award by replying via email with written notice of their decision.

## Unused Funds and Future Eligibility

If a funded event or project does not occur, the applicant must notify the Duncanville Arts Commission in writing. Any grant funds that have been disbursed must be returned or repaid in full to the City of Duncanville.

Once the funds have been returned and the cancellation has been properly communicated, the applicant will remain eligible to apply for future arts grants. Failure to return funds or provide notice may result in disqualification from future funding opportunities.

## Non-Performance and Future Ineligibility

If a funded project or event does not occur as described in the grant application, and the applicant fails to:

- Provide a final report,
- Return or repay any disbursed funds, and
- Notify the Duncanville Arts Commission in writing,

the applicant will be ineligible for future arts grants from the City of Duncanville.

To remain eligible, applicants must fulfill all grant obligations—including timely communication, accurate reporting, and financial reconciliation—regardless of whether

the funded project takes place. Failure to meet these responsibilities constitutes a breach of grant terms.

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**Version History**

Arts Commission Adoption: April 22, 2025

City Council Adoption:



**Presented by**

**Professional Artist Curtis Derall Ferguson**



## **Midnight Murals Art Program**

On June 19, 2025 at 1:26 am, I received a text from one of my 14 year old students that another 14 year old classmate had just been shot and killed. At 1:26 am a 14 year was out an about and got into a confrontation with some other students, out and about, and found himself shot with a possibility of death as the outcome. My heart broke and eventually the truth came out that Kevin had not died, but he was shot.

These young men were both in my Mentoring and Leadership Program at the Middle School. Ironically, he was the second student that I had received word had been shot this school year. On March 28, 2025, I received a text that another student that I had mentored had been shot and passed away. Once again, there was error, Damien had been shot but did not pass away and I thank God for that. Damien was 14 as well, although he was attending the high school when this incident occurred.

Caring and loving my current and former students was a commitment I made for life. These incidents caused me to focus on what I could do to make a difference. Many youth are board with

their environments all day long even those that have access to social media and other tech entertainment like video games. When students can not be constructive the tendency leans towards destructive ideas. When speaking with students, I learned their intent is not to hurt anyone, rather to be involved in something fun and hands on.

Over the past 20 years I have created and overseen several public mural projects. Prior to that over 30 years ago, I was the lead on a midnight basketball programs for middle schoolers in Texarkana ISD. I have combined these two very successful programs as a means of offering a safe and constructive environment for youth from ages 13 to 18 years old who live in the city of Duncanville, Texas.

Students and parents will attend an orientation and learn the full process involved. Mural painting on these sights will also occur during the day by artist to meet specific deadlines.

## **Midnight Mural Program Guidelines and Structure**

1. The Midnight Mural Program will occur primarily on Friday nights during the school year except on breaks and holidays where the program will operate for 3-4 nights a week ( Fall Break, Christmas Break-weather permitting, Spring Break and Summer Break)
2. Students will have to sign up prior to the event and parental/guardian permission slips along with liability waivers will be required as well.
3. Midnight Mural Program will operate from 10:00pm -3 :00am
4. Security – One armed officer
5. 3-10 Adult supervised volunteers
6. Drinks and food provided
7. Music
8. Proof of residency required
9. Code of Conduct sheets with Parental signatures
10. Only 10-30 students per event

## ***Project Work Plan***

### **Step by Step Activity:**

1. The project will begin with all materials, equipment and supplies laid out and assigned by age group and skill level.
2. The Duncanville Police Department will block off the lane closest to the project every day that people are on site for safety purposes.
3. The artist and two assistants will use black paint as a pencil to sketch off the entire composition onto the wall.
4. The composition will be divided into 5 spaces.
5. Each area on the composition will have a number, specifying a color.
6. Each color will coincide with a number and each volunteer will be allowed to paint a certain color in a certain area assigned by the artist.
7. The artist role at this stage is “Director”/ Project Manager. He actually paints and guides the painting.
8. Several adults will be assigned to each section to ensure safety and focus. (No horseplay on project site)
9. After the paint by numbers has been completed in a matter of days, the artist and his assistants will complete the detail work that actually brings the composition to life by adding the shading, the highlights and the shadowing. This process will also take a matter of days before completion.
10. Weather permitting and no other unforeseen occurrences, the projected unveiling should take place during the allotted time.

### **Responsible Party**

Curtis Derall Ferguson is Project Manager for the entire Mural Painting Project.

# Listening to Duncanville—Budget and Production Options

## SCENARIO 1: Duncanville purchases basic equipment and runs the podcast

### 1. Equipment (Check how much of this City already owns)

- Headphones (example: Audio-Technica ATH-M50x) 1@ \$175
- Mic (example: Logitech for Creators Blue Yeti) 1@ \$90
- Pop filter for Blue Yeti mic (example: Aokeo) \$12
- Audio interface (M-Track M-Audio Solo) \$50

**START-UP TOTAL** **\$327**

### 2. Software

- Editing (example: [Descript](#)) \$24/\$50 per month
- Free option (example: [Audacity](#)) \$0

### 3. Hosting Examples

- [Buzzsprout](#): monthly subscription 1 month@\$19
- [Podbean](#): monthly or yearly 1 month@\$14 or \$108/year

- 4. **Additional expenses:** Music, venue rental, Facebook boosting 0-\$50 a month

**MONTHLY TOTAL:** **\$14-\$119**

## SCENARIO 2: Duncanville hires basic or advanced services

- Hire a local producer \$250@ month for multiple 15-minute episodes
- Hire a full-service company \$500 @ hour yields 2-3 episodes

**RECOMMENDATION:** Explore local options which negate the need for monthly fees to web-based entities thereby limiting overall costs, increase one-on-one experience in a new learning curve, and strengthen local business ties.

## RFP for Duncanville Podcast Production

The City of Duncanville is seeking proposals for a turn-key podcast producer who will understand the concept of deepening communication with citizens, follow accepted best practices for podcasting interviews, accommodate a range of interviewees, be committed to regular programming outcomes, and be able to provide an itemized breakdown of factors involved in estimating cost.

### Scope of Work

This Request for Proposal is a solicitation process, which is expected to culminate in a negotiated agreement between the City and a qualified individual, agency, company, or group to plan, produce, and promote a weekly podcast lasting 15-20 minutes, edited.

The services include but are not limited to concept development, planning, editing, music and logo integration, and production.

The selected qualified contractor will work closely with designated city staff and will be responsible for the following:

- Coordinating recording sessions for host(s) and guest(s) with allowance for a scaled-up program to test viability.
  - While weekly sessions for broadcast are the goal, recording will not be weekly until the pilot is completed.
  - The contractor will not penalize the City for irregular scheduling.
  - The contractor will be available during normal business hours.
- Editing recorded interviews for pauses, restarts, external/background noise, smooth transitions if material is deleted for any reason, so that the result has a professional quality.
- Manage intro and outro music, either selected from the public domain or original music provided by the City.
- Utilize existing logo with permission for marketing.
- Launch podcast on approved and appropriate sites.
- Provide analytics of downloads during the first three months of the podcast and monthly thereafter if requested.
- Provide a complimentary tour of the contractor's facility prior to the awarding of the contract.
- Provide leadership, direction, and guidance in operational strategies; determine priorities and resource requirements.  
Provide critical feedback regarding the podcast itself. .
- The City will provide one or more hosts and guests for the interviews.

The City of Duncanville will provide:

- One or more hosts and guests for the interviews.

- Script with questions in advance, with the understanding that not all questions must be used and additional ones may arise.

#### RFR for Duncanville Podcast

Funding is subject to approval by the Duncanville City Council each year and being awarded the proposal does not guarantee said funding beyond 2026

#### Schedule of Events

The following is a tentative schedule that has been prepared for this RFP:

Advertised TBA

Deadline for Submissions of Written Questions

RFP Submittal Due

Interviews (if necessary) TBD

Award Date TBD

Project Name	Vendor ID	Applicant	Vendor? Y/N	Requested	Recommended	Approved	Purchase Order	Invoice No	Check No.	Check Date	Event Date	Report Due	Report Received
Beacons of Light	6446	Kalen Y. McGuire/Kalen McGuire Media	Y	\$3,000.00	\$3,000.00	\$3,000.00	2250603	6446-2025-52	22107550	8/28/25			
Brown Girls Do Ballet Photo Project				\$3,000.00	\$0.00	\$0.00							
Dance Recital	5756	The Journey Dance Center	Y	\$10,000.00	\$3,000.00	\$3,000.00	2250604	5756-2025-522	32007709	8/26/25	5/30/26	7/14/26	
Duncanville Paws & Paint	2305	Duncanville Rotary Club	Y	\$10,000.00	\$3,000.00	\$3,000.00	2250605	2305-2025-522	22107546	8/28/25	11/1/25	12/16/25	
Elafair		Arts Commission		\$4,950.00	\$3,000.00	\$3,000.00			N/A	N/A			Canceled - Not funded
Empowerment Through Ballet	6435	Brown Girls Do Inc.	Y	\$5,000.00	\$5,000.00	\$5,000.00	2250606	6435-2025-522	22107543	8/28/25	12/20/25	2/3/26	
Fixin' His Plate	6411	Candice Y. Johnson	Y	\$3,000.00	\$3,000.00	\$3,000.00	2250607	6411-2025-522	22107544	8/28/25	11/18/25	12/2/25	
Laughter is Good Medicine	6436	K. Rochelle Enterprises, LLC	Y	\$3,000.00	\$3,000.00	\$3,000.00	2250608	6436-2025-522	22107549	8/28/25			Canceled - Check returned
Master's Voice Christmas Concert	6096	First Christian Church of Duncanville	Y	\$3,000.00	\$3,000.00	\$3,000.00	2250609	6455-2025-522	32007706	8/26/25	12/8/25	1/22/26	
Mentor Moments	6455	Village Tech Schools	N	\$4,757.00	\$3,000.00	\$3,000.00	2250610	6455-2025-522	22107562	8/28/25	5/15/26	6/29/26	
Musical Performance	6454	Gerald Wise	N	\$1,185.00	\$1,185.00	\$1,185.00	2250621	6454-2025-522	22107548	8/28/25	10/5/25	11/19/25	9/21/25
Painting in the Park	5408	Downtown Gallery & Museum	Y	\$10,000.00	\$3,000.00	\$3,000.00	2250614	5408-2025-522	32007703	8/28/25	12/20/25	2/3/26	
Rhythms of Culture	6453	Kaylyn Hayes	N	\$9,300.00	\$3,000.00	\$3,000.00	2250612	6453-2025-522	22107551	8/28/25			
Rhythm of Heartbeat Dance Experience	6437	Pink Diamonds Survivors of Cancer	Y	\$3,000.00	\$3,000.00	\$3,000.00	2250615	6437-2025-522	22107556	8/28/25	9/6/25	10/21/25	9/24/25 https://www.icloud.com/sharedatbum/#B26JRveFlegqhN
SupaFly	6438	Bria Maiden	Y	\$15,000.00	\$3,000.00	\$3,000.00	2250611	6438-2025-522	22107542	8/28/25	12/20/25	2/3/26	
				<b>\$88,192.00</b>	<b>\$42,185.00</b>	<b>\$42,185.00</b>							
					\$79,904.44								
					\$37,719.44								