



**Duncanville Arts Commission
Regular Meeting Agenda**
City Hall, Briefing Room
203 E. Wheatland Road
Duncanville, TX 75116

**Tuesday, August 25, 2026
6:30 PM**

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 city.secretary@duncanvilletx.gov at least three (3) business days prior to the scheduled meeting to request an accommodation.

Persons may participate by live broadcast via Swagit. 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 Tuesday, August 25, 2026

Email alex.hamby@duncanvilletx.gov

Email title: Arts Commission Public Comment – August 25, 2026

First and Last Name; and address.

3. The Arts Commission to consider the following Minutes:
 - A. The Duncanville Arts Commission to consider the minutes for July 28, 2026
4. Commissioners Reports (limit to 2 minutes each)
5. Discussion, Direction, and Possible Action Items
 - A. The Arts Commission to consider a new date for the Old Rail Station Arts and Business Mixer.
 - B. BloomFest - April 24, 2027
 - C. Juneteenth 2027
 - D. The Arts Commission to discuss the Poet Laureate program policy and consider language allowing for multi-year terms or reappointments.

E. Reconsider the Fieldhouse Mural Recommendation Request

F. Consider a revision to the Arts Funding Policy & Grant Guidelines requiring a sketch of the preliminary design of all visual artwork, including murals, to be submitted as part of the grant application.

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 (www.duncanvilletx.gov) and said Notice was posted **by** the following date and time: **Tuesday, August 18, 2026, by 5:00 P.M.** and remained posted for at least two hours after said meeting was convened.

Alex Hamby
Communications and Marketing Administrator



STAFF REPORT

MEETING: - August 25, 2026

TITLE:

The Duncanville Arts Commission to consider the minutes for July 28, 2026

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

Healthy, Active, and Creative Communities

STAFF RESPONSIBLE:

Alex Hamby, Communications and Marketing Administrator

BACKGROUND/HISTORY:

POLICY EXPLANATION:

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove

3. Other actions as directed by Council.

ATTACHMENTS:

2026-07-28 - Arts Commission Regular Meeting - Minutes



REGULAR MEETING MINUTES

Tuesday, July 28, 2026

A meeting of the Duncanville Arts Commission was held on Tuesday, June 28, 2026, 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, Heidi Cruz Falcon (attended via Teams), Patricia Coleman, Julio Avila, and Linda Lydia. Mary Ann Taylor, Amy Jackson, and Luke Durmon were absent.

Alex Hamby, Marketing and Communications Administrator and staff liaison, was also present.

Council Liaison, Mayor Pro Tem DeMonica Gooden was absent.

1. Call to Order

The meeting was called to order at 6:31 PM.

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

No comments were submitted.

3. The Arts Commission to consider the following Minutes:

- a. The Duncanville Arts Commission to consider the minutes for the May 26, 2026, Regular**
- b. Meeting and the June 23, 2026, Regular Meeting.**

Linda Lydia made a motion to adopt the minutes. Patricia Coleman seconded the motion. All present voted in favor. Mary Ann Taylor, Amy Jackson, and Luke Durmon were absent. The motion carried.

4. Commissioners Reports (limit to 2 minutes each)

Vice Chair Mac Browning started the reports sharing that the prior Saturday he had met with artists from the most recent Ellafair at an event hosted by the Duncanville Arts Foundation. He then shared a poem he had written for the meeting.

Exquisite

When does effort,
And its passion,

Turn into exquisite?

Perfection is elusive
And maddening
In pursuit.

So we stop somewhere
In between the best
We've got, for now,
And some idealized
Vision that guided,
That inspired
Pen or brush,
Blade or clay,
To hold a dream
And risk the pain.

And when trusted
Building blocks
In beauty making
Twist or jink,
Unexpected,
What belief or value
Takes ahold
In sudden
Contemplation?

Is there beauty still
Within this new
Reality,
Or maybe just
Calamity?

Has this passion
Reached exquisite?

Patrica Coleman shared that she is currently involved in several projects. She is currently working with a group of elementary students from the Best Southwest. This small group of students is working on dance, performance, and painting. She also shared her group is working on a back-to-school fair. She also attended an event called *Jazz in the Sanctuary*, which was held at her church.

Linda Lydia attended the Nelson Mandela exhibit and has been active with community engagement and her church. She added that she attended an unveiling of the new Charlton Southwest Medical Center (formerly Charlton Methodist) name. She later added that the City of Duncanville and the Parks and Recreation department will be sponsoring her community health fair to be held on October 10.

Julio Avila shared some updates on home projects. He added that he was coming on the end of two months of comedy shows. He originally intended the shows to be a weekend comedy festival but pivoted to a different format. He is also working with his neighbor to organize a community plant exchange.

New Commissioner Heidi Cruz Falcon offered that she and her daughter are making it a habit to write daily journals along with drawing a daily picture.

Chair Angela Thorpe-Harris attended a speakeasy at Kingsman Coffee. She was present at the Independence Day Celebration, where she introduced Logen Cure to the mayor, councilmembers, and others. She also spoke about D'ville Voices' upcoming episodes and recording schedule. She and Patrica Coleman also toured the Old Rail Station. She then recounted attending a recent City Council meeting to introduce the Poet Laureate. She discussed the results from the survey done during the most recent Arts & Business Mixer held at the Olden Year Museum. Chair Thorpe-Harris recounted a conversation with Councilmember Don McBurnett about being a part of the Independence Day Parade. She closed with mentioning both National Night Out and Boo Bash.

Heidi Cruz Falcon then took a moment to introduce herself to the Commission.

5. Discussion, Direction, and Possible Action Items

a. Introduction of Logen Cure, Duncanville's First Poet Laureate

Newly appointed Poet Laureate Logen Cure shared the following with the Arts Commission. This served to guide the conversation with the Commissioners.

- Plans:
 - Monthly evening open mic event, all ages welcome
 - Launch in August? September?
 - Daytime workshops for kids, ideally at the library
 - 3 total: fall, spring, summer
 - Possible expansion of poetry offerings on library shelves
- Criteria for open mic venue:
 - In Duncanville
 - Free or cheap
 - Consistent evening every month
 - Homey vibe
 - Serves drinks and/or food
 - Provides mic and sound equipment
- City-owned locations I'm curious about:
 - Armstrong Park Amphitheater
 - Duncanville Community Theater
 - Duncanville Community Theater Rita K. Annex
- Possible scheduling:
 - Evening starting at 7:00pm or 7:30pm, lasting about 2 hours
 - One of the following: Final Wednesday of the month
 - First or third Friday
 - Any Saturday
- People I would like to connect with:

- Library Director
- City social media manager(s)
- City Parks Department
- Anyone who could help produce a print publication
 - Can the city do this in house?
- Relevant nonprofits
 - Duncanville Arts Foundation
 - Macmillan Institute
 - Any others?

No action was taken.

b. Acceptance of Donations of Works of Art for the City's Permanent Collection

Staff Liaison Alex Hamby briefly updated the Arts Commission on a donation policy that is currently being drafted by City staff. The Commission was invited to offer their input regarding arts-related donations as the policy comes together.

No action was taken on this item.

c. Receive the Xela Bistro grant report.

The Commissioners reviewed the art grant report submitted by grant recipient Xela Bistro.

No action was taken on this item.

d. Boards and Commissions Expo

The Commission discussed attending the upcoming Boards and Commissions Expo.

No action was taken on this item.

e. Fiscal Year 2026 Accomplishments and Fiscal Year 2027 Goals

The Commission offered suggestions for accomplishments and goals to be included in the Fiscal Year 2027 budget.

No action was taken on this item.

6. Items for Individual Consideration

- a. Art & Business Networking Mixer (Arts Commission and Duncanville Community and Economic Development Corporation)**
- Receive updates
 - Determine a theme

The Arts Commission discussed the upcoming Old Rail Station Arts & Business Mixer. The Old Rail Station was the agreed upon theme.

Vice Chair Mac Browning made a motion recommending approval of a grant in the amount of \$4,000. Julio Avila seconded the motion. All present voted in favor. Mary Ann Taylor, Amy Jackson, and Luke Durmon were absent. The motion carried.

b. KidsVenture Outdoor Mural

Julio Avila made a motion recommending approval of a grant in the amount of \$3,000. Linda Lydia seconded the motion. All present voted in favor. Mary Ann Taylor, Amy Jackson, and Luke Durmon were absent. The motion carried.

c. Mind Yo Business

Julion Avila made a motion recommending a grant in the amount of \$3,000. Patricia Coleman seconded the motion. All present voted in favor. Mary Ann Taylor, Amy Jackson, and Luke Durmon were absent. The motion carried.

d. The Brilliance of Difference

Julio Avila made a motion recommending a grant in the amount of \$3,000. Patricia Coleman seconded the motion. All present voted against. Mary Ann Taylor, Amy Jackson, and Luke Durmon were absent. The motion failed.

7. Adjournment

The meeting was adjourned at 8:12 PM.

Angela Thorpe - Harris,
Arts Commission Chair

Alex Hamby,
Staff Liaison



STAFF REPORT

MEETING: - August 25, 2026

TITLE:

The Arts Commission to discuss the Poet Laureate program policy and consider language allowing for multi-year terms or reappointments.

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

STAFF RESPONSIBLE:

Alex Hamby, Communications and Marketing Administrator

BACKGROUND/HISTORY:

A review of the Dallas Poet Laureate program compared its application and renewal process with Duncanville’s program. Like Duncanville, Dallas appoints its poet laureate to a two-year term, with renewal for a second year.

Dallas does not reopen the application process between the first and second years of the term. Its policy is structured with the expectation that the appointed poet laureate will continue into the second year following renewal. While the policy appears to allow for replacement if a poet laureate is not renewed, that circumstance has not occurred in practice.

Relevant links:

<https://www.dallaslibrary.org/programs/poet-laureate>

<https://www.dallaslibrary.org/programs/poet-laureate-program-guidelines>

The Arts Commission may wish to consider adopting a similar approach for the Duncanville Poet Laureate program, allowing the appointed poet laureate to continue into the second year of the two-year term without reopening the application process, subject to

renewal.

This approach could also provide greater continuity in administering an Academy of American Poets grant, should Duncanville receive an award. Both Dallas' inaugural poet laureate, Joaquin Zihuatanejo, and its second poet laureate, Mag Gabbert, received Academy of American Poets grants during their respective terms.

If the Arts Commission determines that this approach is appropriate for Duncanville, it could potentially be accomplished through a limited amendment to Item VII of the existing Poet Laureate policy.

VII. Selection Process and Annual Timeline

The City shall follow an annual selection process aligned with the July-to-June term, unless an incumbent Poet Laureate is renewed for an additional one-year term upon recommendation of the Arts Commission and approval by the City Council:

Information for the Academy of American Poets Laureate Fellowships:

<https://poets.org/academy-american-poets/prizes/academy-american-poets-laureate-fellowships>

Past winners:

Joaquin Zihuatanejo (laureate 2022-2024, won in 2023): <https://poets.org/academy-american-poets-announces-2023-poets-laureate-fellows>

Mag Gabbert (2024-2026, won in 2025): <https://poets.org/academy-american-poets-awards-1-million-total-23-poet-laureate-fellows-across-united-states>

POLICY EXPLANATION:

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

None



STAFF REPORT

MEETING: - August 25, 2026

TITLE:

Consider a revision to the Arts Funding Policy & Grant Guidelines requiring a sketch of the preliminary design of all visual artwork, including murals, to be submitted as part of the grant application.

Vision Statement:

“Duncanville, a City of Champions, is a safe, vibrant, diverse community committed to excellence in education, business, and good governance.”

Pillar:

Healthy, Active, and Creative Communities.

STAFF RESPONSIBLE:

Alex Hamby, Communications and Marketing Administrator

BACKGROUND/HISTORY:

The Duncanville Arts Commission adopted the Arts Funding Policy & Grant Guidelines on April 22, 2025, establishing a framework for the review and recommendation of arts funding requests. The Duncanville City Council subsequently adopted the policy on June 3, 2025.

Following implementation of the policy and experience gained through the grant process, revisions were developed to further clarify and strengthen the guidelines. The City Council adopted Revision I on March 3, 2026.

The policy continues to be reviewed and updated as needed to support effective administration of the City’s arts funding program.

POLICY EXPLANATION:

The Arts Funding Policy & Grant Guidelines establish the framework for administering, reviewing, and awarding City-supported arts grants. The policy identifies eligible funding sources and uses, establishes grant categories and applicant eligibility requirements, and provides procedures for application review, Arts Commission recommendations, and final City Council approval.

The policy establishes three grant categories: Annual Arts Program Grants, which support nonprofit organizations presenting a full season of arts programming; Single Project Support Grants, which support individual public-facing arts projects or events; and Public Art Grants, which support permanent, publicly accessible visual art such as murals, sculptures, mosaics, and other installations.

Applicants must submit complete applications demonstrating their ability to carry out the proposed project. City staff review applications for eligibility and compliance before presenting them to the Arts Commission for evaluation. The Arts Commission considers factors including artistic merit, community engagement and tourism benefit, accessibility and inclusivity, application completeness, project feasibility, and connection to Duncanville. The City Council then receives funding recommendations for final consideration and approval.

For projects involving murals, the policy also requires compliance with Section 16A-39 of the Duncanville Code of Ordinances and requires applicants to submit, or have already submitted, a mural sign permit application at the same time as the Arts Grant application so that the permitting and grant review processes may proceed concurrently.

The policy provides for annual review and authorizes the City Council to amend the guidelines as needed to remain aligned with state law, City financial and procurement requirements, and evolving community and cultural needs.

FUNDING SOURCE:

ORG and Object Number

N/A

Available Budget

N/A

Purchase Amount

N/A

After Encumber

N/A

ACTION ALTERNATIVES:

1. Approve.
2. Disapprove
3. Other actions as directed by Council.

ATTACHMENTS:

2026-08-25 - Arts Funding Policy and Grant Guidelines. - Revisions



DUNCANVILLE ARTS COMMISSION

Arts Funding Policy & Grant Guidelines

REVISION I

[Resolution No. 2026-609 - Adopted March 3, 2026.]

Contact Information

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



Duncanville Arts Commission

203 E. Wheatland Rd.
Duncanville, Texas 75116
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arts@duncanvilletx.gov

Dear Community Partners and Arts Supporters,

The Duncanville Arts Commission is pleased to present the *Arts Funding Policy & Grant Guidelines*. 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.
-

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

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 within the Duncanville, Texas 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 within the Duncanville, Texas 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, historical markers, 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
- **Design Submission:** Applications for Public Art Grants must include a sketch, rendering, or preliminary design depicting the proposed visual artwork. The submission must provide sufficient detail for the Arts Commission to evaluate the proposed artwork as part of its funding recommendation.
- **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.

Mural Projects and Sec. 16A-39 Compliance

- Murals are defined by Sec. 16A-39 of the Duncanville Code of Ordinances as paintings, designs, or artistic works applied to an exterior wall or to a fence for aesthetic purposes.
- Any Public Art Grant proposal that includes a mural must comply with all requirements of Sec. 16A-39, including but not limited to permitting, design and placement review, construction standards, content limitations, and ongoing maintenance obligations.
- Applicants proposing mural projects are strongly encouraged to review Sec. 16A-39 in full prior to submitting an Arts Grant application and to consult with City staff to confirm location, eligibility, and compliance.
- For mural projects, the property owner remains responsible for the maintenance, repair, and, if necessary, removal of the mural in accordance with Sec. 16A-39, regardless of the source or amount of Arts Grant funding awarded.
- The Arts Commission may recommend funding for a mural project only if the proposal is consistent with Sec. 16A-39 and all other applicable City codes and policies.

Eligibility and Restrictions

General Eligibility

- Applicants must be 18 years of age or older
- Applicants may reside outside Duncanville, but their proposed event or project must take place within the Duncanville, Texas 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
- Demonstrating multiple funding sources is recommended
- Applications proposing the creation, installation, or display of visual artwork, including but not limited to murals, sculptures, mosaics, and other visual art installations, must include a sketch, rendering, or preliminary design of the proposed artwork as part of the grant application.

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.
- Applications submitted without a budget may be considered incomplete and ineligible for review
- Applications that include the creation or installation of visual artwork, including but not limited to murals, sculptures, mosaics, and other visual art installations, must include a sketch, rendering, preliminary design, or other visual representation of the proposed artwork as part of the grant application.

Prohibited Uses:

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

* A private, non-public event that limits access to a specific group of individuals and is not open to the

general public and requires invitation, membership, registration, or tickets that are not advertised or available to the broader community.

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
 - Grant payment

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 written disclosure

Application Procedures & Grant Cycle Schedule

How to Apply

1. Review Guidelines

1. Applicants planning a public art project that includes a mural must review Sec. 16A-39 (Murals) of the Duncanville Code of Ordinances to ensure their proposed design, location, and materials comply with all City requirements.

2. Preliminary Submission (Optional): Staff may review for completeness

3. Final Submission: Must include application, budget, proof of eligibility, and vendor packet

1. Applications that include the creation or installation of visual artwork must include a sketch, rendering, preliminary design or other visual representation of the proposed artwork as part of the grant application.
2. For projects that include a mural, applicants are required to submit, or have already submitted, a mural sign permit application to the City at the same time as the Arts Grant application so that permitting and grant review can proceed on parallel timelines.

Staff Review: Confirm eligibility and compliance

4. Commission Review: Presented at Regular or Special Meeting

5. Council Approval: Required for all grant awards

- ### 6. 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.
 - b. 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
 - c. Funding amounts may be less than the amount requested, and approval of a grant does not guarantee full funding or that future funding will be provided. 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 2026–Nov 2026 - Complete

- Sept 1–30: Application Period
- Sep 30: **Application Deadline**
- Oct 25: Commission Review
- Nov 17: Council Consideration
- Nov: Grant Disbursements

Q2: Dec 2026–Feb 2027 - Complete

- Dec 1–31: Application Period
- Dec 31: **Application Deadline**
- Jan 26: Commission Review
- Feb 16: Council Consideration
- Feb: Grant Disbursements

Q3: Mar 2027–May 2027

- Mar 1–31: Application Period
- Mar 31: **Application Deadline**
- Apr 27: Commission Review
- May 18: Council Consideration
- May: Grant Disbursements

Q4: Jun 2027–Aug 2027

- Jun 1–30: Application Period
- Jun 30: **Application Deadline**
- Jul 27: Commission Review
- Aug 17: Council Consideration
- 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 can carry 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

- Applicants who wish to challenge a funding decision must submit a written appeal by email within 10 calendar days from the date on their funding notification, clearly stating the specific decision or concern they are appealing.

- 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

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 and City of Duncanville in writing. Any grant funds that have been disbursed must be returned or repaid in full to the City of Duncanville within 30 days of notification.

Once the cancellation has been properly communicated and the funds have been returned, the applicant will be 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.

Version History

Arts Commission Adoption: April 22, 2025

City Council Adoption: June 3, 2025

City Council Revision 1 Adoption: March 3, 2026