	SOP ID #	PA 1.6
	SOP Owner	Director of Parks and Recreation
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PA 1.6: Texas Commission of Arts (TCA) Letters of Support Procedure

PURPOSE AND SCOPE


The propose of this SOP is to provide the Parks and Recreation Departments guidance on the processing of Texas Commission on the Arts (TCA) letters of support for the TCA’s “Arts Respond- Cultural District Program” Grant.

PRE-REQUISITES

Art organizations asking for letters of support must be an “Established Arts Organizations” as determined by the TCA within their own internal process. For the “Arts Respond- Cultural District Program” Grant, Established Art Organizations must have received that designation from the TCA and must have an operating budget of over \$50,000.00 annually. Additionally, for this grant, organizations must be located within Denton’s cultural district – the Original Denton District – or have the vast majority of their programmed events occurring within the boundaries of the Original Denton District.

ROLES AND RESPONSIBILITIES

- **External Organization Staff:** The organization provides, to the Arts Administrator, a formal letter of request indicating their intention to apply for a Cultural District Program Grant, the amount and purpose for which they seek the grant, and a brief history of previous grants or efforts in support of arts and culture that their organization has provided within the Original Denton District. This letter of request is no longer than one page and is usually sent from the organization’s executive director. The executive director, or other organization staff will also forward their TCA Closeout Report from the previous year to the City of Denton Public Arts Administrator.
- **Parks and Recreation Staff:** The Parks and Recreation Department staff reviews all request letters from outside organizations asking for a letter of support. Staff will also receive and review the organization’s closeout report for the previous year, and asses the project’s overall feasibility. Staff will convey approved letters of request and closeout reports to the Public Art Committee at their June meeting (in advance of the June 15 deadline for TCA-submissions). Staff will also draft the final Letters of Support for projects supported by the Public Art Committee. Parks and Recreation staff members will also retain all records of Letters of Support for the Parks and Recreation Department.
- **Public Art Committee:** The Public Art Committee (PAC) will consider letter of request and closeout reports from organizations that the Public Art Administrator deems initially feasible. The Public Art Committee will recommend approving or denying the letter of support.
- **Parks Department Director:** Will review the draft letters of support created by staff and approve them for consideration by City Manager or Designee.
- **City Manager or Designee:** Will sign each approved letter of support so that the letters can be sent to the organizations in advance of the TCA due date of June 15.

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PROCEDURE

Stage 1: Receive Requests for Letters of Support

- The Texas Commission on the Arts (TCA) accepts applications to the Cultural District Grant Program from May 15 to June 15.
- Organizations wanting to apply for a grant to support a project within the Original Denton District (ODD) are required have a letter of support from the Cultural District Management Organization (in this case the City of Denton) that:
 - a. Endorses the Project
 - b. Defines the Cultural District Management Organization’s role in promoting, marketing, or advancing the project.
- Parks and Recreation staff will require that the applying organization:
 - a. Submit their request to the city for a letter or support by May 15 .
 - b. Provide a letter of request that briefly describes the project application.
 - c. Submit along with their letter of request the final TCA closeout report from the previous year Cultural District Project Grant (if applicable).

Stage 2: Parks and Recreation Staff Review


- Parks and Recreation staff will review draft applications and prior year’s report to determine feasibility of proposed project and assess the ability of the organization to complete the requirements of TCA for the grant. Parks staff will complete the review process within ten (10) days of receiving the letter of request.
- If feasibility or capability of the organization is deemed insufficient, Parks and Recreation staff will either request additional information from the applying organization or reject the request.
- Once the project is deemed as eligible to receive a letter of support, Parks and Recreation staff will schedule the projects to be reviewed by the Public Art Committee at the meeting in June prior to the due date of June 15.

Stage 3: Public Art Committee Review

- The Public Art Committee will review the proposed projects in their June meeting and decide whether to approve or deny the organization’s request for a letter of support.
- If denied, Parks and Recreation staff will reply to the applying organizations with the denial and reasons given by the Committee.

Stage 4: Draft and Sign Letters of Support

- Once the proposed projects are approved, Parks and Recreation staff will draft a letter of support for each applying organizations’ project and submit for review to the City Manager by the Parks Director.
 - City Manager or designee will then sign the approved letters of support.
 - Public Art staff in Parks and Recreation will send the final letters to the organizations prior to the due date of June 15.
 - Letters of Support and all correspondence will be retained in the Parks and Recreation Public Art SharePoint file.
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RELATED DOCUMENTS

- TCA Grant Guidelines can be found here:
<https://www.arts.texas.gov/ow/tcagrants/TXArtsPlan/TAPTOC.htm>

PROCESS VISUALIZATION

