



## 2023 TACA Pop-Up Grant Guidelines

Updated: January 18, 2023

### GRANT PURPOSE

TACA Pop-Up Grants are bi-monthly grants intended to encourage and reward exciting artistic work by local arts organizations/artist collectives and nurture a local culture of creativity and innovation.

The Pop-Up Grant Program plays a key role in TACA's grantmaking strategy by distributing more frequent grant funding that goes to both local arts organizations and artists.

### FUNDING CRITERIA

Through Pop-Up Grants, TACA is looking to award artistic programming – live, virtually or using other mediums – produced or presented by nonprofit 501(c)3 arts organizations or fiscally-sponsored arts organizations that takes place in Dallas County. Programming must demonstrate a high level of performance in each of the program's three evaluative criteria, which are defined and prioritized as follows:

(1) Creativity & Innovation

- Artistic programming is unexpected, experiments with new/different presentation formats, or takes artistic risk.

(2) Artistic Impact

- The number of artists, and community members impacted through artistic programming is exceptional.

(3) Accessibility & Inclusion

- Barriers to participation are low (e.g., mediums used, diverse, locations, low ticket prices, near public transit, etc.)
- Programming is relevant and/or reflective of marginalized voices, current events, or timely topics.

Programs awarded through TACA Pop-Up Grants can be one-time events/projects, individual productions, or limited-time offerings that demonstrate high performance across all criteria.

Programs we will not award include an organization's full season of programming, a recurring event that has previously received a TACA Pop-Up Grant, educational programs that are not open to/accessible to the general public, non-artistic community programs.

## NOMINATION PROCESS

**Pop-Up Grants are determined through a nomination process, rather than an open-call application process.** TACA has recruited an anonymous group of 60+ local volunteers to nominate arts organizations with programming that meets our funding criteria. Nominators are recruited year-round and include TACA board members, artists, arts managers and experts, and community leaders representing a broad range of artistic/cultural viewpoints and racial/ethnic diversity. Nominations are reviewed by the TACA Pop-Up Grants Committee who recommends projects for funding.

If you are interested in becoming a Pop-Up Grants nominator, [please click here](#).

## PROGRAMMING SUBMISSIONS

Although there is no application process, arts organizations that meet the funding criteria may provide details about upcoming eligible programming for potential consideration via an online submission form. Submitted programs/events will be reviewed for eligibility by TACA Staff and forwarded to Pop-Up Grant nominators on a regular basis. To submit a program, [please click here](#).

**Please note: Submission of a program through the online submission form does not guarantee a nomination or a grant award.**

## AWARD STRUCTURE

All Pop-Up Grants include unrestricted funding of up to \$2,500 to be used as the grantee chooses. Grantees with annual operating budgets of \$5 million or less are also eligible to receive Artist Bonus funds up to \$5,000. Artist Bonus funds are to be disbursed by the grantee to Key Artists and Supporting Artists involved in the awarded Pop-Up Grant program on a 2:1 ratio respectively. For purposes of this grant, TACA defines “Key Artists”, and “Supporting Artists” as follows:

“Key Artists” include persons whose work is a visible and key component of the core artistic program being awarded a Pop-Up Grant. This could include but is not limited to actors, musicians, dancers, visual artists, or other performance artists involved in the presentation of the program.

“Supporting Artists” include persons whose work enables and supports the creation of the program. This could include but is not limited to designers, technical operators, pre-production personnel, or other “behind-the-scenes” artists involved in the presentation of the program. This does not include administrative staff or other employees that work for the organization who did not have a role on this specific program.

The above definitions are meant to guide the grantee in the disbursement of the Artist Bonus funds. If an artist’s role is not included in the definitions above, the grantee organization should use its best discretion. TACA will not request specific names or roles of the artists receiving Artist Bonus funds, however, TACA will require the grantee to provide the number of Key Artists and Supporting Artists involved in the awarded program for reporting purposes. Fiscally sponsored recipients will be asked to provide additional detail on the Artist Bonus distribution.

For detailed instruction on how to calculate the disbursement of Artist Bonus funds, [please click here](#).

## AWARD ADMINISTRATION

The TACA Pop-Up Grants Committee recommends grant awards bi-monthly based on nominations submitted by the Pop-Up Grant nominators and their adherence to the funding criteria. Organizations who receive grant awards will be notified by the end of each bi-monthly grant cycle. Grant awards will be made via ACH Direct Deposit unless a check is specifically requested.

## GRANT REQUIREMENTS

To support TACA's ability to publicly announce each cycle's grantees, TACA requires each grantee to submit the following information in a timely manner following their grant notification:

- A short description of the organization and mission (2-3 sentences)
- A short description of the awarded program (1-2 sentences)
- Still photos or video from the awarded program with any credits
- If applicable, a web link for more information on future iterations of this program, if applicable

Additionally, we highly encourage grantees to share news of their grant on social media channels, newsletters, and other means to communicate with donors and audience members.

If a grantee receives Artist Bonus funds, they must also provide the number of Key Artists and Supporting Artists involved in the awarded program for reporting purposes.

## FREQUENTLY ASKED QUESTIONS (FAQ)

### **How does my organization submit an application?**

Pop-Up Grants are determined through a nomination process, rather than an open-call application process—so there is no application to complete. Rather, an organization can submit an arts program for consideration via the Program/Event Submission Form. To submit a program, [please click here](#).

### **Can my organization submit more than one program via the Program/Event Submission Form?**

Yes. Eligible organizations can submit as many programs as they would like if they believe that the programs meet TACA's Funding Criteria.

### **Can my organization receive more than one Pop-Up Grant?**

Yes. An organization can receive a Pop-Up Grant for any unique program that is nominated and selected by the Pop-Up Grants Committee. We will not fund the same program with multiple Pop-Up Grants.

### **How many grants does TACA plan to give each award period?**

There is no grant quota for each month. Generally, TACA plans to fund about 3-6 organizations each during each award period.

## ADDITIONAL QUESTIONS?

If you have any questions regarding Pop-Up Grants, please email Morgana Wilborn, TACA's Programs Assistant, at [morgana.wilborn@taca-arts.org](mailto:morgana.wilborn@taca-arts.org).

## KEY DATES

### January & February 2023

Review Period: December 13 to February 19  
Nomination Deadline: Sunday, February 19  
Grant Announcement: Wednesday, March 1

### March & April 2023

Review Period: February 21 to April 16  
Nomination Deadline: Sunday, April 16  
Grant Announcement: Wednesday, April 26

### May & June 2023

Review period: April 25 to June 18  
Nomination Deadline: Sunday, June 18  
Grant Announcement: Wednesday, June 28

### July & August 2023

Review period: June 20 to August 20  
Nomination Deadline: Sunday, August 20  
Grant Announcement: Wednesday, August 31

### September & October 2023

Review period: August 22 to October 15  
Nomination Deadline: Sunday, October 15  
Grant Announcement: Wednesday, October 25

### November & December 2023

Review period: October 17 to December 10  
Nomination Deadline: Sunday, December 10  
Grant Announcement: Wednesday, December 18

**Please note: Dates are subject to change. Please review the TACA website for the most current and accurate dates at <https://taca-arts.org/pop-up-grants>.**



TACA supports excellence and impact in the arts through grantmaking, capacity-building and thought leadership.

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