



FY 24/25 Final Report Workshop

For Elevate and Nexus Grantees



**Economic
Development**
CITY OF AUSTIN

WELCOME Elevate and Nexus Grantees!

- Final Report Deadlines and Requirements
- How to Complete the Final Report and the EDF
- Common Errors
- Full Review Information (for those selected)
- Payment Timeline

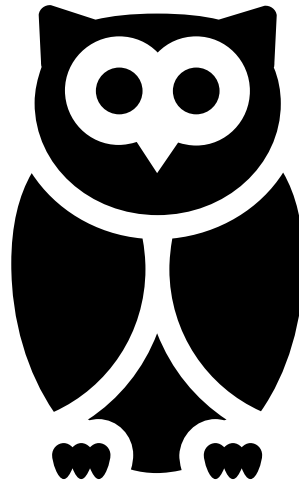
Staff Liaisons

Administrator	Elevate	Nexus
Peggy Ellithorpe	# - B	
Jesus Varela	C - D	
Maya Williams-Britton	E - L	#-JEN
Jesus Pantel	M - R	
Anne-Marie McKaskle-Davis	S - Z	JEO-Z

Find contacts for all grant administrators in the [Contractor Library](#) OR email culturalarts@austintexas.gov to get connected with your Assigned Staff Liaison.

Notes for Collaborators, Sponsored Projects, and Fiscal Sponsors

Please look out for this symbol:



This symbol will indicate that the **ACCOUNT OWNER (FISCAL SPONSOR)** must complete this requirement, or the activity requires **ACCOUNT OWNER (FISCAL SPONSOR)** support. All other requirements listed must be completed by the Collaborator (Sponsored Project.)



Adding Collaborators

Pterosaur Summer: Beach Party

Accepted

Submitted to **Cultural Funding Grants Manager - Nexus Grant - Summer 2024** on Tue, Apr 16, 2024 4:21 PM

[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY

MESSAGES

FORMS

NOTE

AWARDS & PAYMENTS

Eligibility Form



2024 Summer Nexus Eligibility Quiz

Submitted on April 16, 2024



Initial Form: Cultural Funding Grants Manager



Nexus Grant - Summer 2024

Submitted on April 16, 2024



Additional Forms



Application Experience Survey

Pending

Open




FY24 Nexus Summer - Final Report

Pending

Open



Adding Collaborators

 [Manage Collaborators](#)

FY24 Nexus Summer - Final Report

This form must be completed by the awardee and approved by Cultural Funding Staff prior to final 10% payment being issued.

Find helpful resources to complete your Final Report in the [Contractor Library](#).

Grant Funded Activity Summary Table *(required)*



	A	B	C	D	E
1		Activity Name	Venue Name	Venue Address	Activity Date
2	1				
3	2				
4	3				



Adding Collaborators

Invite Collaborators

Add the email addresses of individuals you'd like to collaborate with in real-time. They will receive a link and have access to the form until you complete your submission. As the owner, only you will be able to submit.

Final Report Requirements



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Development
CITY OF AUSTIN

Photo by Marshall Tidrick

General Grant Compliance Reminder

Hotel Occupancy Tax (HOT) Compliance

- Activities **MUST** occur within Austin 10 Council Districts or Extraterritorial Jurisdiction (ETJ)
- Activities **MUST** be open and marketed to tourists
- No Co-mingling of Grant Funds**

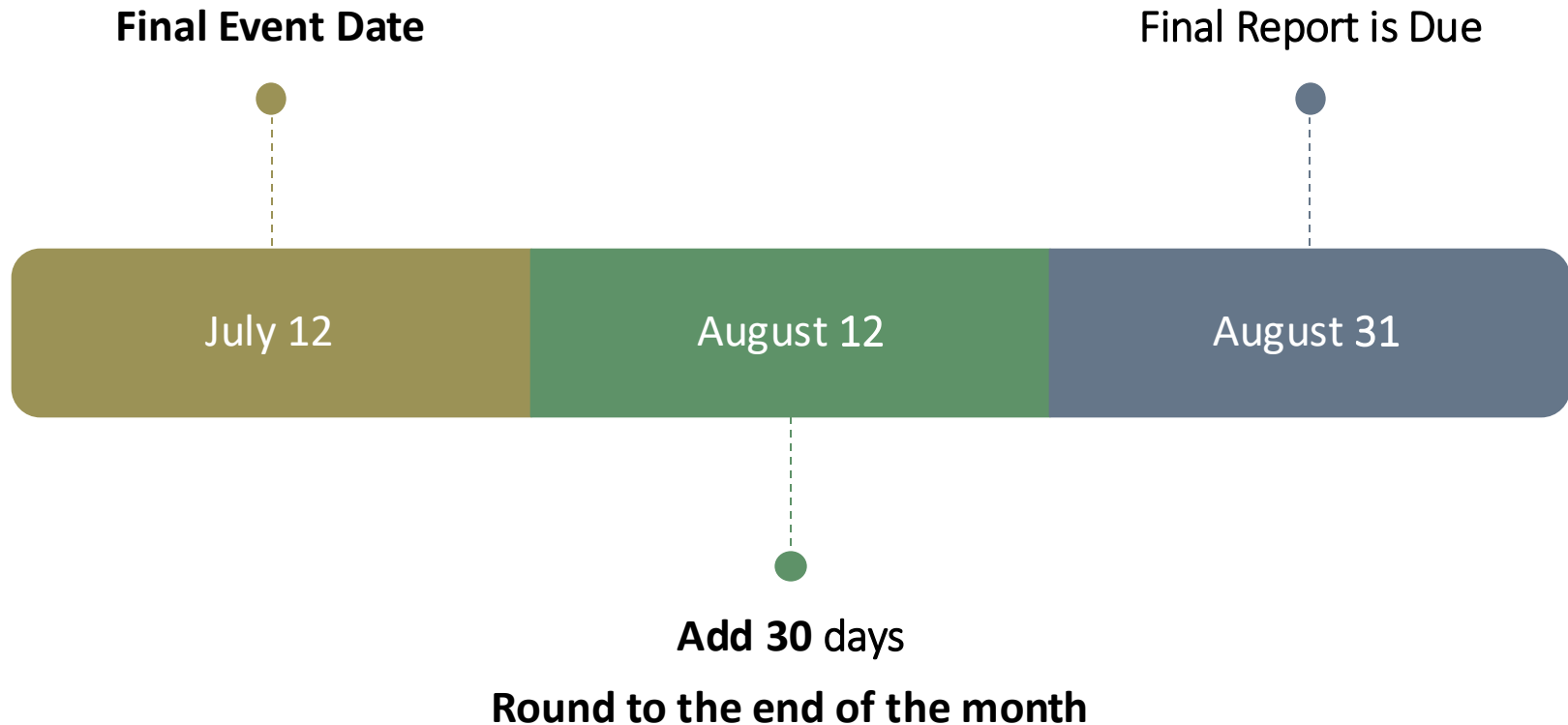
Ineligible Activities and Expenses

No equipment purchases

No fundraisers/benefits

Any funds NOT spent by the end of your contract period must be returned

Final Report Due: 30 Days After Project Ends Rounded to the End of the Month



Final Reports are due no later than:

- Elevate: January 31, 2026
- Nexus FY24: April 30, 2025
- Nexus FY25: May 31, 2026

Final Report Requirements

- Audience attendance data
- TOTAL Project Income
- Complete 2 Miles Partnership training workshops and associated Submittable Forms
- Verification of Visit Austin Posting(s)
- Proof of use of EDD Logo **AND** Publicity Statement on all marketing materials

Required Publicity Statement: This project is supported in part by the City of Austin Economic Development Department.

Final Report Expense Documentation Form (EDF)

- Proof of award monies expended
- May include QuickBooks or other similar accounting software
- Receipts for Cash Payments are required

Final Report Checklist

bit.ly/Checklist_Final_Report

Final Report Checklist

To ensure your report is completed correctly and to avoid having it returned for revisions, review the following checklist before submitting your Final Report. [Final Report Instructions](#).

Status	Step
	All fields in Submittable must be completed for the Final Report. All fields are required.
	Miles Partnership Webinars - I have watched at least 2 of the 6 webinars or recordings and have submitted a "Miles Partnership Attendance Confirmation" Form in Submittable for each: LINK
	Visit Austin Event Posting - All grantees are required to post their contracted events on Visit Austin and complete the Visit Austin Calendar Posting Confirmation Form in Submittable for each Visit Austin Posting.
	Expense Documentation Form. LINK
	EDF: The award amount is accurate. This should be your TOTAL Award amount, not just the 90% that has been disbursed so far.
	EDF: No ineligible expenses are listed. A list of ineligible expenses can be found in the Additional Program Details
	EDF: All expenses are dated in the grant agreement period.
	EDF: Itemized payments - Must include payee name, date, form of payment (and check number if paid via check) and memo description for every individual payment . This information is also required on all cash receipts.
	CASH Receipts uploaded to Submittable (if any): Must upload receipts for any cash payments made. - Before you upload, check that all receipts have the recipient's name, payment date, amount, service description, and recipient's signature. - Printed cash receipts on business stationery that show amount due, balance paid, and zero due do not need a signature. - See the Contractor Library for a template that you can use.
	EDF is uploaded to Submittable .
	IMAGE RELEASE & UPLOAD - Optional. The City occasionally needs performance & exhibition images for web &/or print marketing. Contractors may submit a web-ready image for possible inclusion in City materials, upload images AND required release form .
	MARKETING UPLOADS: Upload marketing materials that show how you used the required EDD Logo and Publicity Statement. Minimum of one marketing material per contracted event



Completing Your Final Report



Economic
Development
CITY OF AUSTIN


Photo by Nataliia Maletka

1. Login to your Submittable Account


<https://thelongcenter.submittable.com/login>

accounts.submittable.com/u/login/identifier?state=hqFo2SBR...
Welcome
Log in to Cultural Funding Grants Manager to continue to Submittable.
Email address*
Continue
Don't have an account? [Sign up](#)
Help
OR
Continue with Google
Continue with Facebook

2. Navigate to “My Submissions,” select your accepted application




Submittable  Submissions Discover Saved Following English ? MW

My Submissions

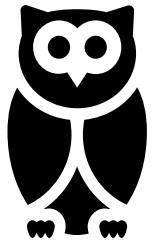
Search submissions 

My Submissions Drafts Collaborations External Submissions

Sort by: Date (oldest) Filter: Select... Clear Filters Exports

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Declined	Gremlin Print Co Workshop	Cultural Funding Grants Ma...	Nexus Grant - Summer 2024	Mar 8, 2024
Declined	Xena's Space Jam	Cultural Funding Grants Ma...	Nexus Grant - Summer 2024	Mar 21, 2024 
Accepted	TEST Maya's Arts Event	Cultural Funding Grants Ma...	Nexus Grant - Summer 2024	Apr 16, 2024 
In-Progress	Rockin' Robin Venue	Cultural Funding Grants Ma...	Austin Live Music Fund - 20...	Apr 22, 2024
In-Progress	Test App 1	Cultural Funding Grants Ma...	Nexus Grant - Summer 2024	May 10, 2024 

3. Navigate to “Forms,” then “Additional Forms,” select button for the Final Report form



Download | Remove Submission | Transfer Own

ACTIVITY | MESSAGE | **FORMS** | NOTE | AWARDS & PAYMENTS

Eligibility Form

✓ 2024 Summer Nexus Eligibility Quiz
Submitted on May 10, 2024

Initial Form: Cultural Funding Grants Manager

✓ Nexus Grant - Summer 2024
Submitted on May 10, 2024

Additional Forms

✉ Application Experience Survey
Pending **Open**

✉ FY24 Nexus Summer - Final Report
Pending **Open**

Continue

[Edit Form](#)

Title	Submission Date	State
📄 No form submitted		

4. Download, complete, and upload the EDF.


FY24 Cultural Funding - Final Report

This form must be completed by the awardee and approved by Cultural Funding Staff prior to final 10% payment being issued.

Find helpful resources to complete your Final Report in the [Contractor Library](#).

Document Uploads

Expense Documentation Form *(required)*

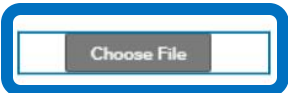


Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .csv, .doc, .docx, .pdf, .txt, .jpg, .jpeg, .png, .svg, .xls, .xlsx

Click [here](#) to access the **Expense Documentation Form**. This can include your Expense Documentation Form and QuickBooks Report (if applicable).

Cash receipts and Mileage Report, if applicable



Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

If EDF contains cash payments, upload signed cash receipts. Optional cash receipt template [here](#) and mileage report template [here](#).

Complete Your Expense Documentation Form (EDF)

TEMPLATE FR_ExpenseDocumentationForm_FY24-25 .XLSX

File Edit View Insert Format Data Tools Help

Menus 100% Calibri 24

A1:11 Final Report Expense Documentation Form (EDF)

Final Report Expense Documentation Form (EDF)

FOR A COMPLETE LIST OF INSTRUCTIONS, SEE THE FINAL REPORT CHECKLIST FOR CONTRACTORS IN GOOGLE DRIVE

This is an itemized expense report for your grant. Each individual payment and each recurring payment requires its own line with full payment details (Name of Payee, Date of Payment, Form of Payment, memo/description). Before uploading, double check that you have not left any payment detail fields blank. You may find additional documents and a checklist to assist you in filling out this form in our [Contractor Library](#).

You may upload a QuickBooks (QB), or other accounting report in addition to this Excel spreadsheet. Your QB report must include all the information requested in the EDF - names of payees, date of payment, form of payment (including check numbers), and a brief description of what was purchased. Use the EDF to summarize your QB report by providing subtotals in each applicable line item.

You may insert or delete rows as needed. This spreadsheet contains formulas. If formulas are mistakenly erased, or if you have any difficulty with this spreadsheet, please contact your contract administrator.

Please upload an .xlsx (or .xls) spreadsheet to Submittable, rather than a PDF. We will also accept a link to a non-password-protected Google Sheet.

Allocate each payment to either your COA Award (column F), Cash (column G) or In-Kind (column H). Payments may be divided between your COA Award and Cash but is not required.

3 ORGANIZATION/AWARDEE NAME -or- FISCAL SPONSOR + SPONSORED PROJECT NAME

4

5 **Award Amount**

6 \$

7

8 **INCOME**

	COA AWARD	CASH	IN-KIND	TOTAL
9 EARNED INCOME				
10 1. Admission Total		\$ -		\$ -
11 2. Other Total		\$ -		\$ -
12 3. Total Earned Income		\$ -		\$ -
13 UNEARNED INCOME				
	COA AWARD	CASH	IN-KIND	TOTAL

EDF: Complete Summary Information

ORGANIZATION/AWARDEE NAME -or- FISCAL SPONSOR + SPONSORED PROJECT NAME				
Award Amount				
\$				
INCOME				
EARNED INCOME	COA AWARD	CASH	IN-KIND	TOTAL
1. Admission Total		\$ -		\$ -
2. Other Total		\$ -		\$ -
3. Total Earned Income		\$ -		\$ -
UNEARNED INCOME	COA AWARD	CASH	IN-KIND	TOTAL
4. Total Private Support		\$ -		\$ -
5. Total Public Support		\$ -		\$ -
6. Other Unearned Income		\$ -		\$ -
7. Applicant Cash		\$ -		\$ -
8. Total Unearned Income		\$ -		\$ -
9. COA Award	\$ -			\$ -
10. Total Cash (add lines 3 & 8)		\$ -		\$ -
11. Total In-Kind Support (must equal In-Kind Line 22)			\$ -	\$ -
12. TOTAL INCOME (add lines 9, 10 and 11)	\$ -	\$ -	\$ -	\$ -

EDF: Expenses Section

EXPENSES

List expenses paid within the contract period. Expenses paid up to 60 days prior to the start of the contract period may also be included if they were spent in direct support of contracted activities.

13. Administrative Fees

PAYEE	(MM/DD/YYYY) Date	Form of Payment	Check #	Memo/ Description	COA AWARD	CASH	IN KIND	TOTAL
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
TOTAL					\$ -	\$ -	\$ -	\$ -

14. Artistic Fees

PAYEE	Date	Form of Payment	Check #	Memo/ Description	COA AWARD	CASH	IN-KIND	TOTAL
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
TOTAL					\$ -	\$ -	\$ -	\$ -

15. Space Fees

PAYEE	Date	Form of Payment	Check #	Memo/ Description	COA AWARD	CASH	IN-KIND	TOTAL
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -

5. Upload Your Marketing Materials

Did you credit the City of Austin in all your marketing and publicity materials? Upload documentation showing that the logo and publicity statement were used in marketing materials for each of your contracted events. **(required)**

- Yes
- No

Marketing Materials (Uploads) **(required)**

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .pdf, .txt, .gif, .jpg, .jpeg, .png, .m4a, .mp3, .wav, .xls, .xlsx

Proof of use of Economic Development Department [logo and publicity statement](#) on pertinent publicity, programs, press materials, and/or reviews. Please make sure you have ONE sample per contracted activity. We encourage you to share anything highlighting your efforts to market to tourists and audience members with disabilities and/or whose primary language is not English.

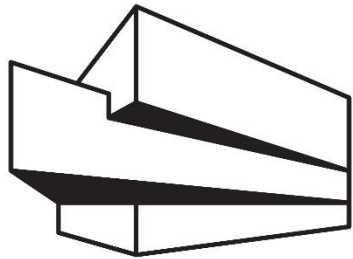
Marketing Materials (Web-links)

Optional: you may provide links to marketing materials. If you would like to provide video documentation, please provide a link here.

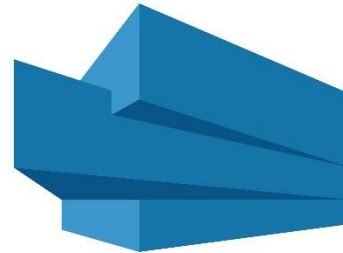
The City occasionally needs performance & exhibition images for web and/or print marketing. Would you like to share web-ready images for possible inclusion in City materials? **(required)**

- Yes
- No

Marketing and Publicity Requirements



**Economic
Development**
CITY OF AUSTIN



**Economic
Development**
CITY OF AUSTIN

Publicity Statement:

“This project is supported in part by the City of Austin Economic Development Department.”

6. Upload event images + Release Form (optional)

The City occasionally needs performance & exhibition images for web and/or print marketing. Would you like to share web-ready images for possible inclusion in City materials? *(required)*

Yes

No

Image Release Form *(required)*

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please click [here](#) to download the image release form.

Image(s) *(required)*

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

The City occasionally needs performance and exhibition images for web and/or print marketing. Contractors may submit a web-ready image for possible inclusion in City materials, upload images & required release form.

7. Complete the Grant Funded Activity Summary Table

Grant Funded Activity Summary Table



	A	B	C	D	E	F
1		Activity Name	Venue Name	Venue Address	Activity Date	Posted to VisitAustin (Y/N)
2	1					
3	2					
4	3					
5	4					
6	5					
7	6					
8	7					
9	8					
10	9					

Use one line per public event. It should match the activities listed in your most recently completed Contract Change Request Form. You must provide the name of event(s), Venue Name (s) and Address(es), and Activity Date(s). You are not required to use all 10 lines

8. Complete remaining Final Report questions

Do your activities listed in the Grant Funded Activity Summary Table match what was listed in your application (Nexus) or Pre-Contract Updated Activity Summary (Elevate)? *(required)*

Yes

No

Number of permanent Full Time jobs supported *(required)*

This should be **TOTAL** number of **FULL TIME PERMANENT** jobs within your creative practices, not only those directly supported by grant funds.

Number of permanent Part Time jobs supported *(required)*

This should be **TOTAL** number of **PART TIME PERMANENT** jobs within your creative practices, not only those directly supported by grant funds.

Number of artists hired WITH your grant funds *(required)*

Total amount paid to artists with your grant funds *(required)*

\$ USD

Number of non-artists hired WITH your grant funds *(required)*

Contract Requirement: VisitAustin.com

<https://www.austintexas.org/things-to-do/arts/submit-event/>



Home / Things to Do / Arts

Share

ECONOMIC DEVELOPMENT DEPARTMENT GRANTEE EVENTS

Submit Your Event

Would you like to list your City of Austin-funded event on VisitAustin.org? Please fill out the submission form below in order to submit your events to our [online calendar](#).

Please note: Your event will not automatically be added to the calendar once you click "Submit Event" at the bottom of the form.

Have a Question?

Posting on Visit Austin = YES

If you posted all grant funded events to VisitAustin **and** submitted a Visit Austin Form with the link for each event that was grant funded, answer YES.

Did you post ALL your contracted events to VisitAustin.com? (required)

Yes

No

Posting on Visit Austin = NO

If you did not post ALL grant-funded events to VisitAustin, OR did not submit the Visit Austin Form in Submittable for each event, answer NO and explain why in the text box

Did you post ALL your contracted events to VisitAustin.com? (required)

Yes

No

Please explain why you did not post ALL your contracted events to VisitAustin.com (required)


B I U [List Icon] [List Icon] [Quote Icon] [Link Icon]




I was not able to post all of my contracted events because (reason)|

Visit Austin Form



➤ Start at the Forms tab in Submittable

Submittable  Submissions Discover Saved Following

English   AM 

Pterosaur Summer: Beach Party

Accepted

Submitted to [Cultural Funding Grants Manager - Nexus Grant - Summer 2024](#) on Tue, Apr 16, 2024 4:21 PM

[Download](#) | [Remove Submission](#) | [Transfer Ownership](#)

ACTIVITY	MESSAGES	FORMS	NOTE	AWARDS & PAYMENTS
----------	----------	--------------	------	-------------------



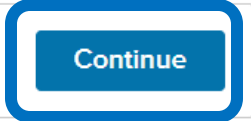
➤ Choose this form



Visit Austin Calendar Posting Confirmation

Started

Continue



Visit Austin Form

Visit Austin Calendar Posting Confirmation

Please submit one form for each Visit Austin event listing.

Are you providing a new Visit Austin Event, or an existing event that was edited? (required)

- New event listing
- Edited event listing

Do you have a working Visit Austin Weblink? (required)

- Yes
- No

Paste the Visit Austin Weblink for your event: (required)

You will receive a confirmation from Visit Austin once your event has been approved. This usually takes about a week.

Miles Partnership Tourism Marketing Training



- Grantees were required to watch at least 2 marketing workshops.

The screenshot displays the 'Courses' section of a website. On the left sidebar, a button labeled 'Recordings' is highlighted with a pink box. Two pink arrows originate from this button and point to the '2024-2025 English' and '2024-2025 Espanol' course cards. The '2023 English' and '2023 Espanol' cards are crossed out with large red X's. Each course card includes the title, lesson count, and a description of the content (e.g., '2023 Webinar Recordings' or '2024 Grabaciones de seminarios web en español'). The page header includes the 'Economic Development' logo and the user name 'Peggy Ellithorpe'. The footer contains the 'CITY OF AUSTIN' logo and 'Economic Development CITY OF AUSTIN' text.

Miles Partnership Tourism Marketing Training



- **Grantees were required to fill out the Miles Partnership Form in Submittable Miles Partnership Attendance Confirmation**

Please submit one form for each Miles Partnership session you attended/watched.

Did you attend the live session or did you watch a recording? *(required)*

- Live Online Session
- Recording

Which session did you attend/watch? *(required)*

Please type the key word given at the end of the Miles Partnership Training you attended/watched: *(required)*

Miles Partnership Login page: austin.academyfortourism.com
Miles Partnership Account Request: bit.ly/EDDMiles
Instructions - Miles Partnership Submittable Form: bit.ly/MPFormSubmittable

Miles Partnership Tourism Question in Submittable



Did you participate in at least two Miles Partnership Tourism Trainings and/or receive any 1:1 Miles Partnership consulting services? (required)

Yes

No

If you did not, [Here is the link](#) to watch the required videos, and complete the "Miles Partnership Attendance Confirmation" Form in Submittable.



9. Submit Your Report

“I attest that all of the information provided in this final report and the connected expense documentation form (EDF) and attachments are true and accurate as of the time of submission. I acknowledge that providing false information subjects me (and my Organization if this grant and Final Report were for an organization) to civil and criminal action. I further attest that I will provide documentation to further substantiate the accuracy of the application, if requested by the City of Austin, or contracted partners for purposes related to this grant program.” (required)

I attest

Save Draft

bit.ly/Checklist_Final_Report

Common Final Report Errors

- EDF is not itemized or ineligible expenses listed
- EDF missing information (payee name, date, etc)
- EDF does not add up to full award amount
- Miles Partnership Participation was not logged
- Required documents not uploaded
- Logo used but not publicity statement or vice versa

Common Final Report Errors on EDF: Not Itemized/Missing Information

					COA AWARD	CASH	IN-KIND	TOTAL
					-	\$ -	\$ -	\$ -
					-	\$ -	\$ -	\$ -
14.								
PAYEE	Date	Form of Payment	Check #	Memo/ Description	COA AWARD	CASH	IN-KIND	TOTAL
Director		12/1/24-6/3/25			\$ 1,500	\$ -	\$ -	\$ 1,500
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
TOTAL					\$ 1,500	\$ -	\$ -	\$ 1,500
15. Space Fees								

Payee name not listed

Date should not be a range, should be the actual day payment was issued

No memo or description

Form of payment not listed

Common Final Report Errors on EDF: Ineligible Expenses

9. Supplies and Materials

PAYEE	Date	Form of Payment	Check #	Memo/ Description	COA AWARD
Best Buy	1/30/2025	Credit Card		New camera lens	\$ 1,000
					\$ -
					\$ -
					\$ -
					\$ -
Supplies and Materials TOTAL					\$ 1,000

Donations or
Regranting of Grant
Funds

Equipment
purchases

Expenses paid more
than 60 days before
the start of the
contract or after the
end of the contract

Food and Hospitality
NOT pre-approved
by City Staff

Expenses related to
starting a new
business entity

See Additional
Program Details for
more information

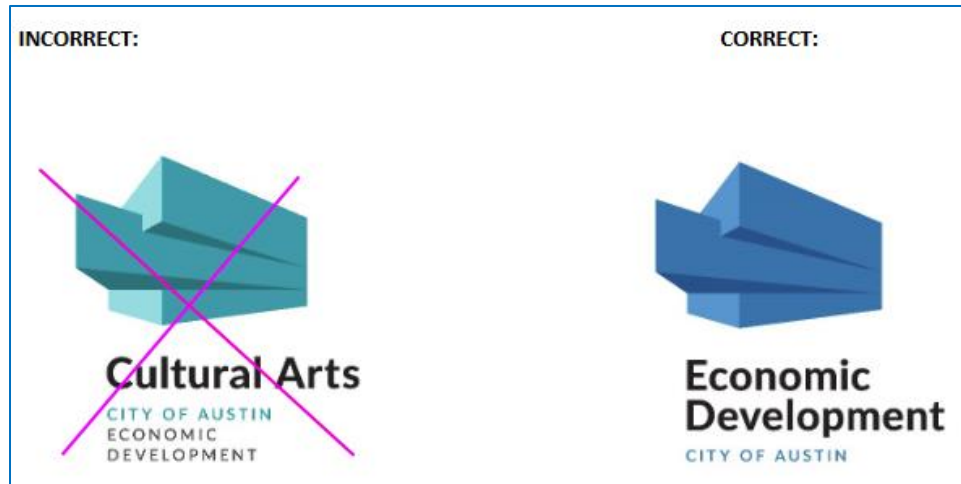
Common Final Report Errors on EDF: COA Award Does Not Equal Full Award Amount

					\$
					\$
					\$
					\$
					\$
					\$
			TOTAL COA AWARD Expenses*		TO CA Expe
				\$ 4,500	\$
	\$ 5,000				

MUST MATCH

Common Final Report Errors: Logo and Publicity Statement

1



2

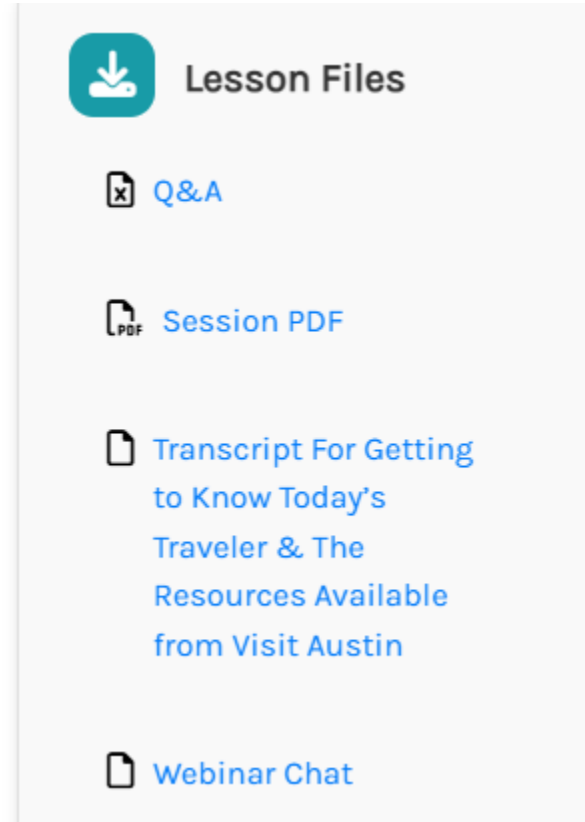
This project is supported in part by the City of Austin Economic Development Department.

or

Este proyecto es apoyado en parte por el Departamento de Desarrollo Económico de la Ciudad de Austin.

Common Final Report Errors: Miles Partnership

- You watched the videos but didn't complete the form in Submittable
- You don't remember the key word
- You never saw or heard a key word
- You didn't watch the videos



Logging Miles Partnership Training



[Manage Collaborators](#)

Miles Partnership Attendance Confirmation

Please submit one form for each Miles Partnership session you attended/watched.

Did you attend the live session or did you watch a recording? *(required)*

- Live Online Session
- Recording

Which session did you attend/watch? *(required)*

2. Inspire with Online Listings OCT 15, 2024

Please type the key word given at the end of the Miles Partnership Training you attended/watched: *(required)*

keyword

Please rate the overall quality of the speaker/marketing staff for this session. *(required)*

Select...

What was the best thing you learned, and what would you like to learn more about? *(required)*

B *I* U

Limit: 250 characters

Overall, please rate your level of satisfaction or dissatisfaction with this event. *(required)*

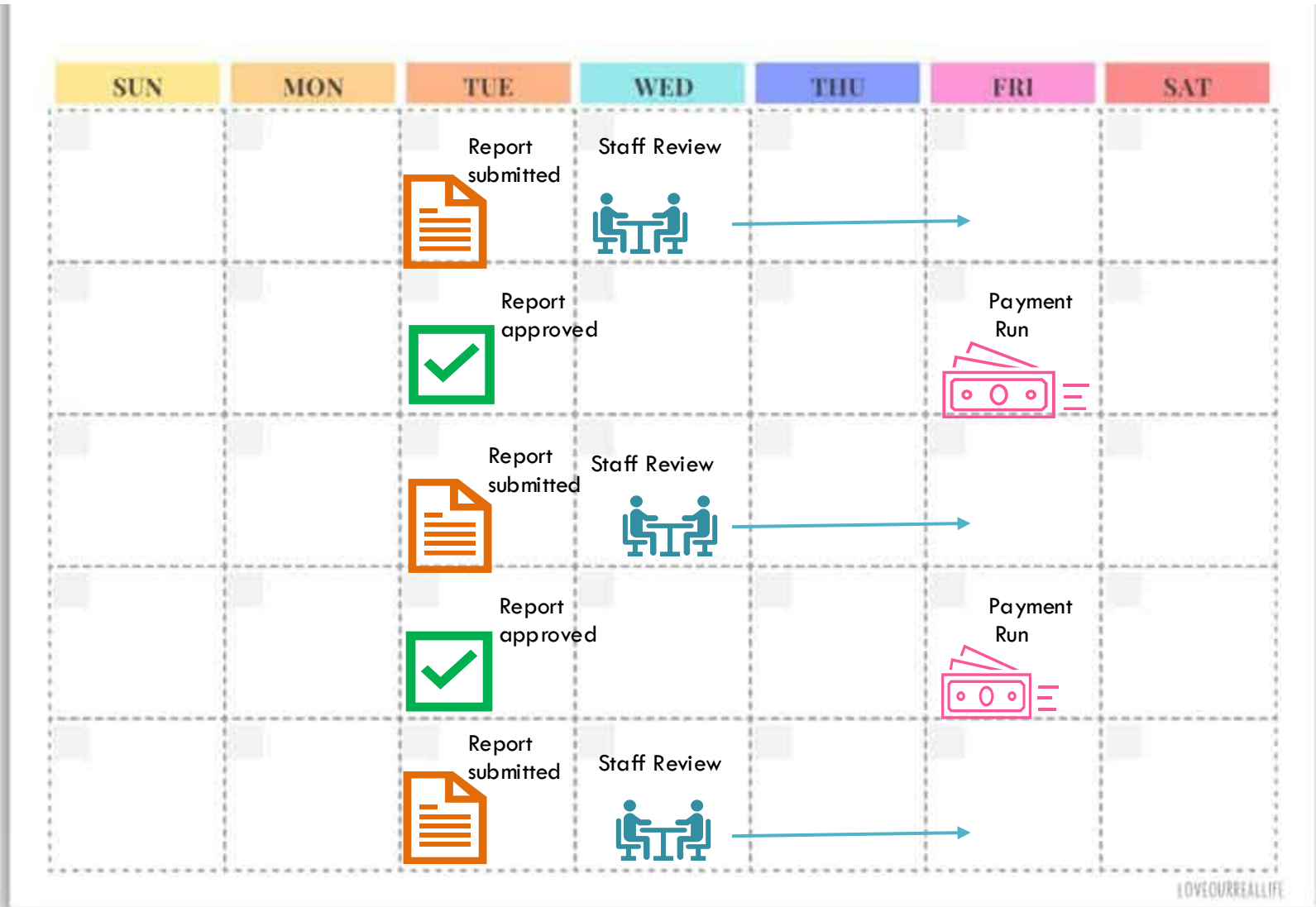
Select...

100% Reviews

The Cultural Arts Funding Program randomly selected a few grantees to participate in a Full Grant Contract Review, which consists of:

- a public event site visit
- a program check-in
- **a full review of your Final Report**

Payment Schedule



LOVEOURREALLIFE

What happens when my report IS approved?



You get paid!



Need Assistance?

For general inquires or assistance, please contact Cultural Arts Funding Program staff:

Contract Administrator	Phone	Email
Jesús Pantel	512-974-9315	Jesus.Pantel@austintexas.gov
Anne-Marie McKaskle-Davis	512-974-7854	Annemarie.Mckaskle@austintexas.gov
Peggy Ellithorpe	512-974-7978	Peggy.Ellithorpe@austintexas.gov
Jesus Varela	512-974-2444	Jesus.Varela@austintexas.gov
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[Visit us for Open Office Hours on Zoom](#)

or Visit us at the Economic Development Department, 5202 East Ben White, Suite 400 Austin, TX 78741

Every 2nd and 4th Tuesdays

10 am – 12 pm

No appointment necessary

If you need access to an internet-connected computer, you are welcome to use the computers at Austin Public Libraries or you may schedule an appointment to use computers at the Cultural Arts Division Offices.