City of San Leandro
Arts, Culture and Library Commission
Arts & Culture Grants Program Guidelines
Fiscal Year 2023-2024

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Introduction and Overview of Funding Opportunity

Arts and culture in San Leandro inspire openness and change, reflecting its people, diverse population, history, innovation, and the beauty of its natural environment.

Emerging from a forward-thinking Arts Master Plan for the City of San Leandro, the City and the Arts, Culture and Library Commission is administering a civic grants program in fiscal year 2023-2024 to support San Leandro-based nonprofit organizations and individual creators, artists or culture bearers living in San Leandro in their efforts to create a more vibrant artistic and cultural environment through projects that engage and enrich the San Leandro community.

For a definition of culture bearers, please see the Indigenous Roots Cultural Arts Center web page: https://iroots-mcknight-culturebearers.org/ The page includes a definition of culture bearers and describes a partnership between the McKnight Foundation and the Indigenous Roots Cultural Arts Center in support of culture bearers.

The City of San Leandro and the Arts, Culture and Library Commission seek applications of high artistic and/or cultural quality, with an emphasis on activities that support and celebrate the San Leandro community. Dance, music, theater, visual, literary, media arts, interdisciplinary/multidisciplinary arts, traditional/folk arts, culture, and performing arts and culture projects are eligible for grant funding through this program.

Non-profit organization-led projects will be supported with grants of up to $10,000. Individual-led projects will be supported with grants of up to $5,000.

All arts and cultural activities supported by the 2023-2024 Arts & Culture Grants Program must occur within the city of San Leandro and be completed by November 30, 2024. Final Reports will be due from grant recipients by January 15, 2025.
**Application Schedule**

- Tuesday, February 6, 2024, from 6:00 PM to 7:30 PM: Arts & Culture Grant Applicant Mixer and Q&A Session in the Estudillo Room at the San Leandro Main Library, 300 Estudillo Avenue, San Leandro.
- Thursday, Feb 29, 2024, at 5:00 PM: Arts & Culture Grants Application deadline.
- Tuesday, March 26 through Friday, May 31, 2024: Arts & Culture Grant Recipients sign and submit invoices to receive grant award payments.
- Tuesday, March 26 through Saturday, November 30, 2024: Grant period during which the grant recipient must create and display/perform/present their funded Arts & Culture Grants Program project.
- Wednesday, January 15, 2025: Final Arts & Culture Grant reports due.
Eligibility

Grant applicants must meet the following conditions in order for their application to be considered for a grant.

All Applicants

- San Leandro-based nonprofit organizations or individual creators, artists, or culture bearers living in San Leandro will be considered for funding.
- Dance, music, theater, visual, literary, media arts, interdisciplinary/multidisciplinary arts, traditional/folk arts, culture, and performing arts and culture projects are eligible for grant funding through this program.
- Only one application for one arts and culture project will be accepted per nonprofit organization or individual in the 2023-24 funding cycle.

Individual Creators, Artists, or Culture Bearers

- Individual applicants must provide proof of San Leandro residency by submitting a digital/electronic copy of a rental agreement or utility bill which clearly lists the applicant’s residential address. For individual applicants that are under the age of 18, a parent or guardian must provide the required documentation.
- Individual applicants cannot be a City of San Leandro employee.
- Individual applicants must have a portfolio with examples of work.
- If under 18 years of age on the application deadline of Thursday, February 29, 2024, an individual applicant must have a parent or legal guardian co-sign the application. Adult co-signers must also sign the contract and receive grant funds, if awarded.

Nonprofit Organizations

- To apply, organizations must be a federally recognized nonprofit with an IRS 501(c)(3) status number and determination letter. Organizations seeking to apply through a Fiscal Sponsor may be considered on a case-by-case basis. (A Fiscal Sponsor is a 501(c)(3) incorporated nonprofit organization qualified to receive and disburse funds on behalf of an unincorporated organization. Any Fiscal Sponsor applying for pass-through funds to support an unincorporated group must be San Leandro-based and meet all other eligibility requirements stipulated for incorporated organizations as contained in these guidelines.)
- Organizations must be operational for at least twelve (12) months before the application due date (offering services in San Leandro for twelve (12) months prior to the February 29, 2024 application deadline).
Requirements

Grantees, i.e., grant recipients must adhere to the following requirements.

- The Arts & Culture Grants Program supports artistic and cultural content readily available to the community. Any work created with grant funding from the Arts & Culture Grants Program must be open and accessible to the general public through a public performance or a public space for display of artwork within the San Leandro city limits. Alternatively, a publicly accessible website or social media account is an option for meeting the public performance or public space display requirements.
- Grant-funded project activities must occur between March 26, 2024, and November 30, 2024 (the grant period).
- Nonprofit organizations and individual creators, artists, or culture bearers that are awarded grant funds must maintain San Leandro residency throughout the grant period, between March 26, 2024, and November 30, 2024.
- Promote the grant funded project and related activities using online tools and/or printed materials.
- Acknowledge grant support from the City of San Leandro and the Arts, Culture and Library Commission in writing and with the display of the City of San Leandro logo for the funded project on all online tools and printed publicity and promotion materials related to the funded project.
- Provide a final Grant Report to the City of San Leandro and the Arts, Culture and Library Commission by January 15, 2025 which includes the project results described in a narrative form, images of objects created or project activities, the number of people reached by the project/project activities (for example, an audience number at an event/activity or web traffic data); and an expenditure report detailing how grant funds were spent.
- Grantees must maintain financial records of all project expenditures for a minimum of three years after the end of the grant period, November 30, 2024. Financial records, therefore, must be maintained until November 30, 2027.
- Grantees must provide those financial records to the City of San Leandro and the Arts, Culture and Library Commission upon request.
- Individuals and nonprofit organizations unable to submit grant reports or fulfill grant reporting responsibilities, including producing financial records upon request, will become ineligible for future Arts & Culture Grants Program funding from the City of San Leandro and the Arts, Culture and Library Commission.

Eligible Grant Expenses

Individuals and nonprofit organizations may apply for a grant to support specific arts and culture projects including dance, music, theater, visual, literary, media arts, interdisciplinary/multidisciplinary arts, traditional/folk arts, culture, and performing arts.

Project-related eligible expenses include:

- Supplies and materials including project-related food and beverages.
- Services
- Wages of artistic or administrative staff
- Operating costs (rent, utilities, taxes, insurance, local travel)
- Rehearsal/performance space
- Marketing, promotion, and publicity

**Ineligible Grant Expenses**

Ineligible expenses include:

- Activities occurring outside of San Leandro city limits.
- Bad debt, deficit, and debt reduction (e.g., loan fees, finance charges)
- Closed subscription series.
- Projects already funded wholly by other sources.
- Projects which are part of a post-secondary academic degree program
- Fellowships
- Awards
- Social functions or parties
- Fund-raising events
- Tuition assistance
- Schools (public or private) or other arts-in-education projects
- Out-of-state travel
- Capital construction.
- Activities with a political or religious purpose
Grant Applicant Mixer and Q&A Session: Tuesday, February 6, 6:00 PM to 7:30 PM in the Estudillo Room at the San Leandro Main Library, 300 Estudillo Avenue, San Leandro.

The City of San Leandro will host a Grant Applicant Mixer and Q&A Session to provide information to nonprofit organizations and individuals interested in applying for City of San Leandro Arts & Culture Grants Program funding. Arts, Culture and Library Commissioners and City staff will be able to answer questions and provide guidance regarding the application process. All applicants are encouraged to attend the Q&A Session.

The Grant Applicant Mixer and Q&A session will be held in the Estudillo Room at the San Leandro Main Library, 300 Estudillo Avenue, San Leandro.

Applicants who have general questions or need assistance can email LibraryInfo@sanleandro.org
Application Criteria and Evaluation

All applications are reviewed based on a set of criteria:

- Creative, artistic, or cultural quality as presented in the “Artistic Work Sample” (see below).
- Community impact and benefit
- Promotion, outreach, and community engagement plan
- Accessibility and/or visibility to the San Leandro community.

Arts, Culture and Library Commissioners and City of San Leandro staff will review grant proposals. We recommend that grantees submit complete application materials well in advance of the Thursday, Feb 29, 2024, 5:00 PM deadline.
How to apply

The deadline for submitting a completed and signed application and all additional documentation/forms is **5:00 PM on Thursday, February 29, 2024.** If you have any questions, email LibraryInfo@sanleandro.org

The Nonprofit Organization Grant Application Form and the Individual Creators, Artists, or Culture Bearers Application Form are available on the [San Leandro Arts & Culture Grant webpage](http://sanleandroartsandculturegrant.org).

Please complete, sign, save and email the appropriate application form, Nonprofit or Individual, to LibraryInfo@sanleandro.org All additional documentation/forms must also be emailed as PDF files to LibraryInfo@sanleandro.org

Please note that, depending on the sizes of the documents/forms, you may need to send multiple emails to make sure all documents and files are received. In the subject line of each email, include the Organization Name OR Artist’s Name as written on the Application Form and the phrase, “ACLC Grant Application”.

The City of San Leandro is not responsible for compatibility issues arising out of operating systems, platforms, programs, or program versions.

It is estimated that completing the application form will take approximately 1 hour. Another hour may be needed to gather attachments, make copies of the final application package, and submit.

**Nonprofit Organization Grant Applications**

A complete application packet must be submitted by **5:00 PM on Thursday, February 29, 2024**, and must include the documents listed below. All PDF documents must be emailed to LibraryInfo@sanleandro.org AND in the subject line include the Organization Name as written on the Application Form and the phrase, “ACLC Grant Application”.

1. Application Form with narrative section, project budget template, and terms and conditions. Only a completed and signed PDF form will be accepted.
2. Artistic Work Sample:
   a. Email a sample of your artwork to LibraryInfo@sanleandro.org using one of two file formats:
      i. A PDF file (maximum size of 150 MB) for written material and/or images. If you need assistance with PDF files, please email LibraryInfo@sanleandro.org
      ii. A YouTube link to an “unlisted” YouTube video for video or audio material. If you have any questions about how to designate a YouTube video as “unlisted”, please email cmocommunicationsteam@sanleandro.org.
   iii. Please email LibraryInfo@sanleandro.org if you would like to submit
an artistic work sample using another file format.
3. 501c3 Federal (IRS) Letter of Determination
4. Board of Directors roster: Most current, with board members’ names, current terms, and associations/work title/places of employment. Addresses/phone numbers not necessary.
5. Statement of Activities – most recent
6. IRS Form 990 or 990 N postcard as applicable
Individual Creators, Artists, or Culture Bearers

A complete application packet must be submitted by **5:00 PM on Thursday, February 29, 2024**, and must include the documents listed below. All PDF documents must be emailed to LibraryInfo@sanelandro.org AND in the subject line include the Artist’s Name as written on the Application Form and the phrase, “ACLC Grant Application”.

1. Application Form with narrative section, project budget template, and terms and conditions. Only a completed and signed PDF form will be accepted.
2. Artistic Work Sample:
   a. Email a sample of your artwork to LibraryInfo@sanelandro.org using one of two file formats:
      i. A PDF file (maximum size of 150 MB) for written material and/or images. If you need assistance with PDF files, please email LibraryInfo@sanelandro.org
      ii. A YouTube link to an “unlisted” YouTube video for video or audio material. If you have any questions about how to designate a YouTube video as “unlisted”, please email cmocommunicationsteam@sanelandro.org.
      iii. Please email LibraryInfo@sanelandro.org if you would like to submit an artistic work sample using another file format.
3. Creative Resumé
4. Proof of San Leandro residency (rental agreement, utility bill etc.)