



**City of San Leandro
San Leandro Arts Commission**

**Arts & Culture Grants
Fiscal Year 2018-2019**

I. Introduction and Overview of Funding Opportunity.....page 2

II. Application Schedule.....page 3

III. Eligibility.....page 4

 a. Organization

 b. Individual Artist

IV. Technical Assistance Workshops.....page 8

V. Application Criteria.....page 9

VI. Submittal Requirements.....page 10

San Leandro Arts Commission Arts & Culture Grants FY 2018-2019

INTRODUCTION

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, the San Leandro Arts Commission is launching a civic grants program to support local arts organizations and individual artists in their efforts to create a more vibrant cultural environment. The Arts Commission welcomes applications to support arts activities that engage and enrich the San Leandro community. Visual, performing, media, literary and multidisciplinary arts activities are eligible for grant funding through this program.

PROGRAM OVERVIEW

The City of San Leandro and the San Leandro Arts Commission are offering arts funding to community-based organizations located in San Leandro and for San Leandro-based individual artists in fiscal year 2018-2019. Grants may be used to support programs and/or general operating expenses to continue the on-going activities of the grantee organization, or to support activities of individual artists.

The funders seek applications of high artistic quality, with an emphasis on activities that support and celebrate the San Leandro community.

Non-profit organization-led projects will be supported with grants of up to **\$4,000**.

Individual-led artist projects will be supported with grants of up to **\$2,000**.

All arts and cultural activities supported by the 2018-19 Arts & Culture Grants Program must occur within the city of San Leandro and be completed by June 30, 2019. Final Reports will be due from grant recipients by July 31, 2019.

2018/19 TENTATIVE APPLICATION SCHEDULE

1. Guidelines & Applications Issuedweek of September 10, 2018
2. Technical Assistance WorkshopOctober 3, 2018 (6:30pm - 7:15pm)
3. Application Submittal Deadline.....October 29, 2018
4. Grant Review – Panel Meetingweek of November 13, 2018
5. Funding Recommendations sent to Arts CommissionNovember 28, 2018
6. Announce Grant Awardsweek of December 3, 2018
7. Invoicing and Grant PaymentsDecember, 2018
8. Last eligible funding dateJune 30, 2019
9. Grant Reports DueJuly 31, 2019

** Dates highlighted above are tentative and may be subject to change*

ELIGIBILITY

General Requirements

- ❑ Grant-funded activities should occur between December 1, 2018 and June 30, 2019 (the grant period).
- ❑ Only San Leandro-based organizations or individual artists working and living in San Leandro will be considered for funding.
- ❑ Artists must reside in San Leandro to be eligible. Proof of residency may be satisfied by providing a Rental Agreement, utility bill, or bank statement.
- ❑ Organizations and artists that are awarded funding must maintain San Leandro residency throughout the grant period.
- ❑ Generally, only those organizations with a mission that includes arts or culture will be considered for funding.
- ❑ To apply, organizations should be a federally recognized nonprofit with an IRS 501(c)(3) status number and determination letter. If your organization does not hold 501(c)(3) status, contact the City's Application Coordinator (eengelbart@sanleandro.org). 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, performances, etc. in San Leandro for 12 months prior to the October 29, 2018 deadline).
- ❑ Individual Artists who are awarded funds will be required to obtain and hold a current City of San Leandro business license for the duration of the grant period.
- ❑ Funded individual artists cannot be employed by the City of San Leandro.
- ❑ Organizations may use a Post Office Box address in San Leandro; however, a street address is preferred. An applicant using a P.O. Box address **MUST DEMONSTRATE** that the organization's activities are based in San Leandro and performed/exhibited in the City of San Leandro.
- ❑ Only one application will be accepted per organization, per artist, and per project in the 2018-19 funding cycle.

All grant recipients will be required to:

- Acknowledge financial support and/or market or promote the City of San Leandro on all online and printed materials related to the funded activities.
- Demonstrate administrative competency through planning, programming, and budgeting, as well as administering grant funds appropriately.
- Demonstrate promotion of funded activities and evidence of attracting an audience through statistical and demographic information.
- Provide a Final Report to the City (by July 31, 2019) that includes statistical and demographic information about the audience/community for the funded activities and the results of the project, and a budget outlining how grant funds were spent.

A. Organization Eligibility

The intent of the City of San Leandro is to support artistic content readily available to the community. *Any work created must be open and accessible to the general public.*

WHAT WE FUND

Organizations may apply for general operating funds and project-based funds.

Some examples of funding that will be considered:

- Funding artistic staff (salaries, wages, fees)
- Funding operations/administrative staff (salaries, wages, fees)
- Supporting a public presentation, production, exhibit, outdoor community celebration, arts fair or and festival
- Arts-related supplies/materials
- Most general operating costs
- Rehearsal space, office rental space
- Marketing, promotion and publicity expenses

WHAT WE DON'T FUND

Arts Commission funds cannot be applied towards these costs or projects:

- 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, parties, receptions
- Fund-raising events (Note: Development staff funding *is* acceptable)
- Tuition assistance
- Schools (public or private) or other arts-in-education projects
- Out-of-state travel
- Food and beverages
- Capital construction
- Activities with a political or religious purpose

Organizations should carefully read through the requirements and ensure that they would be able to meet them, if funded:

- Must be able to display City of San Leandro logo on marketing/publicity materials, website, other publishing.
- Must be able to produce Final Report on monies spent (grant budget) and grant activities (narrative).

Organizations unable to submit grant reports or fulfill grant reporting responsibilities will become ineligible for future arts grant funding from the City of San Leandro.

B. Individual Artist Eligibility

We seek to fund excellence in the arts. The portfolio you provide is the primary factor in evaluating each application. We are interested in how this grant award will assist you in attaining your goals as an artist.

The spirit and intent of the grant award is to support the creation of artwork or arts activity that is *open and accessible to the public*; it is not intended to support a studio work without the benefit of a public presentation. The work of artistic merit/artwork must be exhibited or take place within the San Leandro city limits.

See “What We Fund” and “What We Don’t Fund” in Organization Eligibility above for eligible and ineligible expenses.

Additionally:

- Artists must demonstrate that art activities will culminate in a local public outcome and/or benefit the community. Such activities may include performances of dance, music or theater, visual art, public art projects, exhibitions, and literary activities.
- Must obtain a current City of San Leandro business license.
- Must demonstrate that the individual is a working artist with examples of work (visual, music, theater, dance, literary, media, interdisciplinary).
- Must be at least 18 years old by the application deadline of October 17, 2018.
- Cannot be enrolled as a full-time student.
- Must document at least a two-year history of creating art / work of artistic merit.
- May be an emerging, mid-career, or established artist.
- Must be able to display City of San Leandro logo on marketing/publicity materials, website, other publishing.
- Must be able to produce Final Report on monies spent (grant budget) and grant activities (narrative).

Individual artists unable to submit grant reports or fulfill grant reporting responsibilities will become ineligible for future arts grant funding from the City of San Leandro.

TECHNICAL ASSISTANCE WORKSHOP: October 3, 2018 from 6:30 to 7:15 p.m.

The City of San Leandro will host a workshop to provide information to organizations and individuals interested in applying for **City of San Leandro Arts & Culture Grants funding**. Arts Commissioners, City staff, and the City's arts consultant will be able to answer most questions and provide guidance regarding the application process. We strongly recommend that potential grantees attend the workshop, although attendance is not mandatory in order to be eligible to apply.

The workshops will be held in the **Sister Cities Gallery on the first floor of San Leandro City Hall, located at 835 E. 14th Street, San Leandro, CA 94577**. City Hall is conveniently reached by public transport (San Leandro BART station, AC Transit bus) and is ADA accessible.

Applicants who have general questions or need assistance can contact Eric Engelbart at eenengelbart@sanleandro.org.

GRANT PROPOSAL EVALUATIONS

The City of San Leandro, San Leandro Arts Commission, and the City's arts consultant will review grant proposals for completion. We recommend that grantees submit materials well in advance of the deadline. In this way, if a document is missing or the grant has not been signed, there is ample time to contact the potential grantee for application completion.

Fully complete grant proposals will be forwarded to a Peer Review panel. The Peer Review panel may consist of Arts Commissioners and/or peers selected for their expertise in the arts, arts funding, and/or non-profit management. The City's arts consultant will facilitate the panel meeting and discussion and gather scored applications for review and distribution.

Recommendations will be forwarded to the Arts Commission and/or City Council for final approval. All award recommendations are tentative until final approval is received. Awards are contingent upon the availability of tax dollars and funding.

APPLICATION CRITERIA AND SCORING

All applications are reviewed based on a set of criteria:

- Overview and mission (organizations)
- Artistic quality and excellence
- History of programming or activity in San Leandro/Bay Area
- Management and fiscal capability (organizations)
- Public benefit
- Promotion and outreach plan / program
- Accessible or visible to the public

SUBMITTAL REQUIREMENTS – HOW TO APPLY

All completed applications must be submitted via email to eengelbart@sanleandro.org by October 29, 2018.

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

We have made every effort to streamline the grant process. It is estimated that completing the grant narrative, budget, and application form will take approximately 90 minutes. Another hour would be needed to gather attachments, make copies of the final application package, and submit.

Organization Grant Applications

The submitted materials will include:

1. APPLICATION FORM with Narrative Section (see form provided)
2. PROJECT BUDGET (template provided)
3. ARTISTIC WORK SAMPLE. Submit 1 Video or 1 Audio sample, up to 5 minutes in length; OR 1 Literary sample of 10 pages or less; OR up to 10 still image files. Upload files to Vimeo, Youtube, or a similar site and send link with application, OR submit file via Dropbox or similar file-sharing site. Note: Keep in mind that work samples will be shared and reviewed by panelists online. Make sure file names clearly reflect the contents of the file so reviewers know what they are opening. Only the following file types will be accepted: .pdf, .jpg, .tif, .mp3, .mp4, .mov.
4. 501c3 Federal (IRS) Letter of Determination (PDF)
5. Board of Directors roster: Most current, with board members' names, current terms, and associations/work title/places of employment. Addresses/phone numbers not necessary (PDF)
6. Profit and Loss Statement – most recent (PDF)
7. IRS Form 990 (PDF)

Please also make a copy of the completed and signed application package for your organization's files.

Individual Artist Grant Applications

The submitted materials will include:

1. APPLICATION FORM with Narrative Section (see form provided)
2. BUDGET (template provided)
3. ARTISTIC WORK SAMPLE. Submit 1 Video or 1 Audio sample, up to 5 minutes in length; OR 1 Literary sample of 10 pages or less; OR up to 10 still image files. Upload files to Vimeo, Youtube, or a similar site and send link with application,

OR submit file via Dropbox or similar file-sharing site. Note: Keep in mind that work samples will be shared and reviewed by panelists online. Make sure file names clearly reflect the contents of the file so reviewers know what they are opening. Only the following file types will be accepted: .pdf, .jpg, .tif, .mp3, .mp4, .mov.

4. Artist's Resumé
5. Proof of San Leandro residency (rental agreement, utility bill, bank statement, etc.)
6. Copy of City of San Leandro Business License, if Artist currently holds one

Please also make a copy of the completed and signed application package for your files.

APPLICATION DEADLINE: October 29, 2018

CONTACT WITH QUESTIONS:

Eric Engelbart, City of San Leandro, eenelbart@sanleandro.org