



FY24 Capital Projects Grant

City of Berkeley | Civic Arts Grant Guidelines

[APPLY HERE](#)

Important Dates (Subject to change)

Applications Open	January 8, 2024
Application Deadline	February 21, 2024, 11:59 pm
Grant Review Panel Meeting	April/May 2024
Grants Subcommittee Meeting – Funding Recommendations	May 6, 2024
Civic Arts Commission Meeting – Grant Awards Approval	May 22, 2024, 6:00 pm
City Council Adopts Adjusted Fiscal Year Budget (AAO#1)	January 16, 2024
Grant Activity Period	June 1, 2024 – June 30, 2025
Final Report Due	July 30, 2025

1. OVERVIEW

1.1 Purpose – Why these grants are offered.

The purpose of the Capital Projects grant program is to support the long-term sustainability of the arts and culture sector by retaining and improving arts organizations' spaces in the City of Berkeley. Capital projects and asset acquisitions funded in this program are intended to help arts organizations stay in Berkeley.

Applicants may only propose funding for a single project or asset acquisition; multiple projects proposed in a single grant application will not be considered. Arts organizations may only submit one (1) application in this grant category per grant cycle.

As smaller and less established arts organizations often do not have the capacity to raise the necessary funds for essential equipment, capital improvements, or site acquisition, **organizations with total cash revenues of under \$1,000,000 will be prioritized.**

Additionally, **capital projects that increase the accessibility of an organization to people with physical disabilities will also be prioritized.** Examples of these projects include but are not limited to, installation of accessible signage, construction of wheelchair-accessible doors and ramps, and purchasing assistive listening systems.

Please note: Completing a capital project usually impacts an organization's operating budget by either increasing or decreasing, depending on the type of project. A capital project usually requires a large investment of funds and staff resources from project conception to project closeout.

1.2 Land Acknowledgment

The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun), the ancestral and unceded land of the Chochoyeno-speaking Ohlone people, the ancestors and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. We acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley's residents have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878. As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today. The City of Berkeley will continue to build relationships with the Lisjan Tribe and to create meaningful actions that uphold the intention of this land acknowledgement.

1.3 Cultural Equity Statement

The City of Berkeley Civic Arts program commits to equity within the arts and culture sector by consistently evaluating its programs and practices. The City recognizes the multiple benefits the arts provide, regardless of race, color, religion, age, disability, national origin, sex, sexual orientation and gender identity/expression.

Beyond ensuring access to the arts, the City of Berkeley commits to supporting artists and arts organizations that represent diverse cultures, life experiences, and socio-economic backgrounds. The City supports the empowerment of perspectives and identities that have been historically and systemically underrepresented.

1.4 Capital Project Definition

A capital project is a project that helps maintain, improve, or adds to the organization's infrastructure. It results in an acquisition of a new asset or new construction, improvements, expansion, renovation, rehabilitation, repairs, or replacement of an existing facility and other infrastructure assets located in the City of Berkeley. Capital projects are expected to result in a long-term useful life and long-term benefit.

1.5 Eligibility – Who can apply?

Applicants must meet all of the following eligibility requirements:

- Applicant's official business address is located in the City of Berkeley
- Applicant is a non-profit 501(c)(3) organization
- Applicant is an arts organization
 - An arts organization is defined as an entity with a primary purpose of providing arts, creative, or cultural programming/services. The organization's purpose is assessed and verified by staff using the organization's website, mission, core activities, and IRS National Taxonomy of Exempt Entities (NTEE) codes.

1.6 Eligibility – Who can't apply?

- City of Berkeley government departments or units
- Colleges or universities
- Fiscally sponsored organizations
- For-profit businesses or sole proprietorships
- Individual artists
- Public or private school districts
- In the pilot year, recipients of previous City Council or Mayoral capital project funding

1.7 Who is encouraged to apply?

Organizations representing systemically marginalized identities, including but not limited to: Arab, MENASA (Middle Eastern, North African, South Asian); Asian; Black, African American; California Native American, Indigenous, Tribal; Disabled; Elders, Seniors; Latinx, Chicanx; LGBTQIA2S+; Low Income; Neuro-Divergent; Pacific Islander; People of Color; Trans and/or Non-Binary People; Immigrants (Documented and/or Undocumented), Refugees, Asylum Seekers, Migrants; Unhoused; Unsheltered; Veterans; or Youth 18 years of age or older are strongly encouraged to apply.

1.8 Grant Amount

All applicants may request between **\$2,000** and **\$150,000** for capital project expenses or asset acquisition.

1.9 Funding Use – Grant money can be used for these things.

A project budget is required for this application. Examples of eligible expenses for this funding include, but are not limited to:

- Assistive technology
- Contractor and permit fees
- Construction and repairs
- Down-payment for real estate purchase
- Equipment
- Established capital campaigns where Civic Arts funding would be the final amount needed
- Lighting
- Heating, ventilation, and air conditioning (HVAC)
- Project planning, assessment consultancies, or feasibility studies
- Project management salaries

1.10 Funding Use Restrictions – Grant money can't be used for these things.

Grant funds may not be used for:

- Administrative or other organizational costs unrelated to the capital project
- Locations on public or private school grounds
- Locations on college or university campuses
- Locations outside the City of Berkeley
- Multiple projects proposed within the same grant application
- Fundraising
- Regular programming
- Political advocacy or lobbying
- Spaces not available or accessible to the general public
- Start-up costs for creating new organizations or businesses
- Trusts, endowments, or cash reserves

1.11 Project Requirements

- Documentation of the project process and completion
- Project must be completed within the Grant Activity Period
- Project must be completed within the City of Berkeley
- Project must meet [Americans with Disabilities Act \(ADA\) standards](#)
- *For construction projects only:* Proof of building ownership or long-term lease

1.12 Fiscal Sponsors

The use of Fiscal Sponsors is not permitted for this grant program.

2. APPLICATION PROCESS

2.1 Grant Application Materials

All application materials must be submitted electronically before the deadline. The Capital Projects grant application consists of the following components:

- Proof of Berkeley business address
- Proof of non-profit status for applicant
- 990 or 990-EZ Income tax forms from Fiscal Years 2021 and 2022
- Narrative questions
- Key personnel biographies/qualifications
- Board of directors
- Project budget and budget notes
- Support materials

2.1 Grants Management System

All application materials must be submitted electronically using the Office of Economic Development's grants management system, [Submittable](#). Technical assistance creating a Submittable account is available through [Submittable's Customer Support](#).

Please note: Paper or physical applications are not accepted at this time.

2.2 Technical Assistance

Technical assistance for grant program-specific inquiries is available from Civic Arts staff by email, phone, or virtual appointment. Technical assistance can provide guidance around eligibility, application requirements, or review criteria.

Application resources available on the [Civic Arts website](#) are a FAQs (frequently asked questions) page and a recording of the Grant Program Webinar.

Staff contact: Hilary Amnah, Grants Program Lead
hamnah@berkeleyca.gov
510-981-7539
[Schedule a virtual appointment](#)

2.3 Accommodations for Disabilities

Individuals with disabilities who need reasonable accommodations to apply should make their requests to the Civic Arts staff at civicarts@berkeleyca.gov. Staff works with the Disability Compliance Program (ada@berkeleyca.gov) to review and fulfill the request. **Disability-related accommodation requests must be made at least 72 hours in advance of deadlines or meetings.** TTY users can dial 7-1-1 to be connected to a specially trained communications assistant from a [state relay provider](#).

2.4 Translation Services

Translation services for the grant guidelines are available upon request. Requests can be emailed to Civic Arts staff at civicarts@berkeleyca.gov. If the application is submitted in a language other than English, a third-party translation service will be used to translate application answers into English for Grant Review Panelists.

3. EVALUATION AND SCORING

3.1 Review Criteria

Applications will be evaluated in a Grant Review Panel meeting according to the following criteria:

Capital Need (25%)

- Applicant demonstrates a need for a capital improvement, site acquisition, or equipment/asset purchase
- Applicant organization has total revenue of under \$1,000,000
- Project goals are clearly defined

Planning and Implementation (30%)

- Project timeline is clear, feasible, and includes identified milestones
- Project budget is clear and reasonable given the scope
- Key personnel demonstrate qualifications or experience with managing capital projects relative to the scope
- Plans for documenting the project’s implementation and completion are feasible
- *For construction projects only:* Identified architect, contractor, consultant, or project manager demonstrate qualifications appropriate to the project goals

Accessible Community Impact (20%)

- Community benefit is clearly demonstrated
- Extent to which project enhances meaningful engagement for people with physical disabilities
- Extent to which the completed project meets ADA requirements and is accessible to people with physical disabilities

Cultural Equity (25%)

- Extent to which the organization employs diverse personnel and is governed by a diverse board of directors
- Extent to which the organization’s programming and services are rooted in institutionally underserved communities and geographically underserved areas of the city
- Extent to which the organization meaningfully engages economically-disadvantaged individuals
- Applicant shows organizational growth through changes made directly related to cultural equity in the past two years

3.2 Scoring Scale

Grant Review Panelists use the following scale to assess how well the application meets the review criteria. Numerical values are calculated to the appropriate weight for each criterion.

5	Exceptional	meets review criteria to the highest degree
4	Strong	strongly meets review criteria
3	Good	adequately meets review criteria; average
2	Fair	moderately meets some of the review criteria; needs some improvement
1	Underdeveloped	minimally meets the review criteria; greatly needs improvement
0	Weak	does not meet any elements of the review criteria

4. REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts staff reviews each application submitted before the deadline for eligibility. Eligible applications are evaluated by a Grant Review Panel in accordance with the review criteria.

4.2 Grant Review Panel

The Grant Review Panel is comprised of individuals located in the greater Bay Area with diverse backgrounds in the cultural sector. Individuals apply to be included in the panelist pool through an open call. The Civic Arts Commission approves the pool of individuals that can be selected to serve as a panelist.

Any Panelist who has a conflict of interest with an application(s) must recuse themselves from reviewing that application(s). **A ‘conflict of interest’ is defined as a situation in which a Panelist has a competing professional, financial, or personal interest that could impair their ability to perform their evaluation responsibilities objectively.**

The Grant Review Panel meeting is public and facilitated through a Zoom Webinar. All applicants receive information regarding the panel meeting’s date, time, and order in which applications will be reviewed. Applicants are encouraged to attend the panel meeting.

Applicants are permitted three (3) minutes at the end of the panel’s discussion of their application to clarify any aspects that may have been misunderstood by the panelists. The allotted three minutes may not be used to communicate additional information not included in the application.

Applicants may request their panel comments after they receive official notice of award or decline.

4.3 Civic Arts Commission Approval

After the Grant Review Panel meets to review all applications, the Civic Arts Commission’s Grants Subcommittee meets to develop funding recommendations based on scores, number of applications, and availability of funds. The Subcommittee ensures proposed grant awards are aligned with granting policies and guidelines before sending the recommendations to the full Civic Arts Commission.

Funding recommendations by the Grants Subcommittee are made public at least five (5) business days prior to the Civic Arts Commission approval. The Civic Arts Commission reviews the funding recommendations and votes on final approval.

4.4 Appeal Process

Applicants who have evidence of misconduct or technical error in the panel review process may appeal the Grant Subcommittee’s proposed funding scenario by completing an appeal form. Appeal forms must be received at least 10 days in advance of the May 22, 2024 Civic Arts Commission meeting. Applicants can email appeal forms to civicarts@berkeleyca.gov.

Once an appeal form is received, Civic Arts staff reviews the appeal form for evidence of misconduct or technical error. If misconduct or technical error is evident, the appeal is reviewed by the Grants Subcommittee, and forwarded to the Civic Arts Commission for final appeal decision.

Please note: Dissatisfaction with a final score or award amount is not grounds for appeal.

5. GRANTEE REQUIREMENTS AND POLICIES

5.1 Invoicing

Grantees must complete a Demographics Survey to receive their grant award invoice from Civic Arts. Staff will provide an invoice for 100% of the grant.

5.2 Final Report

All grantees must submit a completed Final Report form within 30 days after the Grant Activity Period ends. **Final Reports are due by July 30** unless otherwise noted. The Final Report should demonstrate how the grant-funded project was developed and implemented. The Final Report also includes evaluation questions for self-reflection and for Civic Arts staff to make improvements to the program. Grantees who do not submit a Final Report are ineligible from applying for any future Civic Arts grants.

5.3 Grant Activity Period Extension Requests

Grantees who experience circumstances that prevent them from completing their project before the end of the Grant Activity Period (June 30) may request a Grant Activity Period Extension. A Grant Activity Period Extension may be requested for up to one (1) year beyond the original end-date. **Extension requests must be received before June 30 and approved by Civic Arts staff.**

5.4 Business License

Awarded organizations must have a current [City of Berkeley Business License](#).

5.5 Acknowledging City Support

Grant recipients must acknowledge the City's financial support by using the phrase "Supported in part by a Civic Arts Grant from the City of Berkeley" or including the "City of Berkeley" in lists of supporters. Grantees must display the [City's logo](#) in all promotional materials and media.

5.6 City Permits and Permissions

Receiving a grant does not imply that Civic Arts or any other City department will produce, exhibit, or promote artwork(s) created with grant funds. It is the responsibility of the grantee to secure a venue and appropriate insurance for public presentations.

The grantee is solely responsible for securing the necessary City permits or approvals for project elements such as publicly installed art, street closures, sound amplification in public space, or murals. Planning for this should be reflected in the application narrative.

Any grant-funded art installed in the public realm or on property owned by the City of Berkeley must be reviewed and approved by the Civic Arts Commission and its Public Art Subcommittee. The review process must be complete before the project is implemented. This review process applies to murals, public sculpture, and similar projects. This review process should be reflected in the project narrative.

5.7 Incomplete Projects

Failure to complete the grant-funded project will result in a forfeiture of grant funds. Grantees with incomplete projects must return their awarded funds to the City of Berkeley.