



[APPLY HERE](#)

Important Dates (Subject to change)

Applications Open	January 8, 2024
Application Deadline	March 13, 2024, 11:59 pm
Grant Review Panel Meeting	May 2024
Grants Subcommittee Meeting – Funding Recommendations	June 3, 2024
Civic Arts Commission Meeting – Grant Awards Approval	June 26, 2024, 6:00 pm
Grant Activity Period	July 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 Arts Program grant is to support arts and cultural programming in the City of Berkeley that fall within one of two categories:

- **Non-arts nonprofit organizations located in the City of Berkeley** wishing to produce arts/cultural programming in the City of Berkeley led by a partnering arts organization or teaching artist
- **Arts nonprofit organizations located in the Greater Bay Area (outside of Berkeley)** that wish to produce arts/cultural programming in the City of Berkeley

This funding opportunity aims to (1) allow cross-sector collaborations and opportunities for non-arts organizations to hire arts and cultural workers or partner with Berkeley-based arts organizations for programming, and (2) allow Berkeley residents to engage in Greater Bay Area programming offered by non-Berkeley arts organizations.

Please note: This grant is a pilot program and funded in part with a grant from the National Endowment for the Arts. This grant category may or may not be offered in future Civic Arts grant cycles.

1.2 Land Acknowledgment

The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiu), 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 Definitions

Artistic Excellence and Artistic Merit: A review criterion required for grant awards using National Endowment for the Arts funds. For this grant program, this can mean a mastery of skills and techniques; communication of a unique vision or perspective; professional approaches to process and presentation; the artistic work(s)' contribution to the development of the community members involved, the art form, and the arts generally; or, the artistic services' contribution to developing a vibrant arts and cultural community. Artistic Excellence and Artistic Merit is considered within the context of the arts program and any community identities associated with the program.

Arts Organization: A nonprofit 501(c)3 organization 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.

Greater Bay Area: The geographic area comprised of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, or Sonoma counties.

Non-arts Organization: A nonprofit 501(c)3 with a primary purpose *other* than providing arts, creative, or cultural programming/services. For example: environmental, health, or human service organizations.

1.5 Eligibility – Who can apply?

Applicants must meet one of the following eligibility requirements:

- Applicant is a nonprofit 501(c)(3) *non-arts* organization with its official business address in the City of Berkeley
- Applicant is a nonprofit 501(c)(3) arts organization with its official business address in the Greater Bay Area but outside of Berkeley city limits

1.6 Eligibility – Who can't apply?

- Applicants seeking or receiving Civic Arts funding in other grant categories
- City of Berkeley government departments or units
- For-profit businesses or sole proprietorships
- Individual artists
- Public or private school districts
- Non-arts nonprofit organizations located outside of the City of Berkeley

- Organizations disbarred, suspended, or have any other exclusions or disqualifications from receiving federal funds

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 up to **\$5,000** for eligible program-related expenses.

Final award amounts are contingent upon City Council's adoption of the Fiscal Year 2025 budget and Civic Arts Grants allocation; amounts are subject to change.

1.9 Funding Use – You can use the grant money for these things.

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

- Administrative costs related to the program
- Artist and performer stipends
- Equipment rentals
- Production or technical staff contractors
- Supplies and materials needed for the program
- Venue and permit fees
- Up to 10% of award for indirect costs

1.10 Funding Use Restrictions – You can't use the grant money for these things.

Grant funds may not be used for:

- Activities occurring outside the City of Berkeley
- Administrative or other organizational costs unrelated to the program
- Capital improvement projects
- Festivals
- Fundraising
- Political advocacy or lobbying
- Programs in schools during school hours
- Programs on university campuses that are primarily for enrolled students
- Programs with religious or evangelical purposes

1.11 Program Requirements

- Program must have a free component
- Program must take place in the City of Berkeley
- Program must take place within the Grant Activity Period
- Program must follow the National Endowment for the Arts [sub-awardee regulations](#)

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 Arts Program grant application consists of the following components:

- Proof of nonprofit status for applicant
- Narrative questions
- Key program staff, teaching artist(s), or partnering organization qualifications
- Program budget form and budget notes
- Work samples and support materials

2.2 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.

2.3 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](#)

2.4 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](#).

2.5 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 by Grant Review Panelists using the following criteria:

Program Narrative and Timeline (25%)

- Clearly defined goals and/or proposed outcomes and an appropriate plan to determine if those goals and/or outcomes are met
- Ability to carry out the program based on such factors as the appropriateness of the budget, clarity of the project activities, resources involved, and the qualifications of the program's personnel and/or partnerships

Artistic Excellence and Artistic Merit (25%)

- Quality of the artists and other key individuals, creative process, works of art, organizations, arts education providers, artistic partners, and/or services involved in the program and their relevance to the audience/communities the project aims to serve
- Value and appropriateness of the program to the organization's mission, artistic field, artists, audience, community, and/or constituency

Community Engagement and Impact (25%)

- Extent to which community members, local businesses, and local nonprofit organizations in the neighborhood are involved in the planning and implementation of the program
- Community and/or neighborhood benefit is clearly demonstrated
- Extent to which the program activities are free
- Extent to which the program activities are accessible to people with physical disabilities

Cultural Equity (25%)

- Extent to which the program supports diverse personnel, teaching artists, and/or cultural workers through paid opportunities
- Extent to which the program's content is rooted in institutionally underserved communities and geographically underserved areas of the city
- Extent to which the program engages economically-disadvantaged individuals

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 June 26, 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 Federal Requirement for Unique Entity Identifier (UEI)

All grantees must have a Unique Entity Identifier (UEI). Grantees can request a UEI in [SAM.gov](https://sam.gov). Grantees are NOT required to have a full registration in SAM.gov. A UEI must be provided to Civic Arts before payment can be issued.

5.2 Invoicing

Grantees must complete a Demographic Survey to receive their grant award invoice from Civic Arts. Staff will provide an invoice for 100% of the grant amount following City Council's approval of the Fiscal Year's budget and after July 1.

5.3 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.

5.4 Grant Activity Period Extension Requests

Grantees who experience circumstances that prevent them from completing their program 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 six (6) months beyond the original end-date. **Extension requests must be received before June 30 and approved by Civic Arts staff.**

5.5 Business License

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

5.6 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.

5.7 Acknowledging National Endowment for the Arts (NEA) Support

For print and online program materials, the basic requirement is a phrase acknowledging support from the National Endowment for the Arts using the following language: "This program is supported in part by the National Endowment for the Arts."

- We encourage you to include "To find out more about how National Endowment for the Arts grants impact individuals and communities, visit www.arts.gov."
- In addition, we encourage you to use the [National Endowment for the Arts current logo](#) whenever possible to accurately indicate that your program has been supported by the National Endowment for the Arts.
- You may also use social media to indicate National Endowment for the Arts support of your program, such as "This program is supported in part by the National Endowment for the Arts." It is also acceptable to include the agency in a list among other program supporters. (On Twitter and Instagram, you may use @NEAarts instead of spelling out the full name of the agency.)

5.8 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.

5.9 Incomplete Programs

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