



Civic Arts Commission  
Office of Economic Development

**Civic Arts Commission  
Policy Subcommittee  
Tuesday, November 29, 2022 9:30 AM**

**PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED EXCLUSIVELY  
THROUGH VIDEOCONFERENCE AND TELECONFERENCE**

Pursuant to Government Code Section 54953(e) and the state declared emergency, this meeting of the Civic Arts Commission will be conducted exclusively through teleconference and Zoom videoconference. The COVID-19 state of emergency continues to directly impact the ability of the members to meet safely in person and presents imminent risks to the health of attendees. Therefore, no physical meeting location will be available.

To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL: <https://cityofberkeley-info.zoomgov.com/j/1614776545>. If you do not wish for your name to appear on the screen, then use the drop-down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen. To join by phone: Dial **1-669-254-5252** and enter Meeting ID: **161 477 6545**. If you wish to comment during the public comment portion of the agenda, Press \*9 and wait to be recognized by the Chair.

To submit an e-mail comment during the meeting to be read aloud during public comment, email [civicarts@cityofberkeley.info](mailto:civicarts@cityofberkeley.info) with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150-word limit. Time limits on public comments will apply.

## **Agenda**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT** (for items not on the agenda)
- 4. CHAIR'S REPORT**
- 5. DISCUSSION ITEMS WITH POSSIBLE ACTION**
  - a) Discuss draft Capital Grants guidelines (Attachment 1)

b) Discuss Poet Laureate program ideas and possible partnership with Library

## 6. ADJOURNMENT

### Attachments:

#### 1. Draft Capital Grants Program Guidelines

Staff Contact:

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Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the Civic Arts Office located at 2180 Milvia Street, First Floor, Berkeley, CA 94704.

### ADA Disclaimer

**To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.**



# FY25/26 Creative Placekeeping

## City of Berkeley | Civic Arts Grant Guidelines

*APPLICATION DEADLINE: March XX, 20XX, 11:59 PM*

### Important Dates (Subject to change)

Applications Open	
Application Deadline	
Grant Review Panel Meeting	
Grants Subcommittee Meeting – Funding Recommendations	
Civic Arts Commission Meeting – Grant Awards Approval	
City Council Adopts Fiscal Year Budget	
Grant Activity Period – Two Years	July 1, 2024 – June 30, 2026
Progress Report Due	July 30, 2025
Final Report Due	July 30, 2026

## 1. OVERVIEW

### 1.1 Purpose – Why these grants are offered.

The purpose of the Creative Placekeeping capital grant program is to support the long-term sustainability of the arts and culture sector by retaining and improving spaces for arts organizations. Capital projects funded in this program promote placekeeping by helping arts organizations stay in Berkeley.

The [United States Department of Arts and Culture](#) (USDAC) defines ‘creative placekeeping’ as *the active care and maintenance of a place and its social fabric by the people who live and work there. It is not just preserving buildings but keeping the cultural memories associated with a locale alive, while supporting the ability of local people to maintain their way of life as they choose.*

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, it 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 Chochenyo-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. 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

- Recipients of previous City Council or Mayoral capital project funding

### 1.7 Who is encouraged to apply?

Although not considered in review process, 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 **\$150,000** for capital project expenses. Awarded organizations will receive two payments: one for 50% of the award in Fiscal Year 2025 and one for 50% of the award in Fiscal Year 2026.

Final award amounts are contingent upon City Council's adoption of the Fiscal Year 2025 and 2026 budgets. Final award amounts are subject to change based on the adopted budget allocations for Civic Arts Grants in FY25 and FY26.

### 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
- Lighting
- Heating, ventilation, and air conditioning (HVAC)
- Project planning, assessment consultancies, or feasibility studies
- Supplies and materials needed for the project
- Staff overhead or 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
- Fundraising
- Regular programming
- Political advocacy or lobbying
- Spaces not available or accessible to the general public
- Start-up costs for new organizations or businesses
- Trusts, endowments, or cash reserves

### 1.11 Project Requirements

- Completed project must meet [Americans with Disabilities Act \(ADA\) standards](#)
- Project must be completed within the Grant Activity Period
- Documentation of the project process and completion
- *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 Creative Placekeeping 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 FY21 and FY22
- Narrative questions
- Key personnel biographies/qualifications
- Board of directors, including city of residence
- Project budget and budget notes
- 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 or by Calendly phone appointment. This technical assistance can help provide guidance around eligibility, application requirements, or review criteria.

Resources available at any time on the Civic Arts website are a FAQs (frequently asked questions) page and a recording of the Grant Program Webinar workshop.

Staff contact: Hilary Amnah, Grants Program Lead  
[hamnah@cityofberkeley.info](mailto:hamnah@cityofberkeley.info)  
[Schedule a phone or virtual appointment](#)

### 2.4 Accommodations for Disabilities

Individuals with disabilities who need reasonable accommodations to participate should make their requests to the Civic Arts staff at [civicarts@cityofberkeley.info](mailto:civicarts@cityofberkeley.info). Staff will work with the Disability Compliance Program to review and fulfill the request. Disability-related accommodation requests must be made at least 72 hours in advance of deadlines or meetings.

### 2.5 Translation Services

The grant guidelines are available to be translated into another language upon request. Requests can be emailed to Civic Arts staff at [civicarts@cityofberkeley.info](mailto:civicarts@cityofberkeley.info). 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
- Plans for documenting the projects 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 in assessing how well the applicant meets the review criteria. Numerical values are then translated to the appropriate weight for each criterion.

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



## 4. REVIEW PROCESS

### 4.1 Eligibility Screening

Civic Arts staff will review each application submitted before the deadline for eligibility and completeness. Eligible applications will be evaluated by a Grant Review Panel for scoring 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 panelists that can be selected to serve on a panel.

Any Review 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 Review Panelist has a competing professional, financial, or personal interests that might could impair their ability to perform their evaluation responsibilities objectively.

The Grant Review Panel meeting is public and facilitated through a Zoom Video 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 review of their application to clarify any aspects of the application that may have been misunderstood by the panelists. The three minutes to address the panelists may not be used to give additional information not included in the application.

Panel comments made by panelists in support of their scores are available to applicants upon request once they receive the official notice of their application's award or decline from Civic Arts.

### 4.3 Civic Arts Commission Approval

After the Grant Review Panel has scored all applications, the Civic Arts Commission's Grants Subcommittee meets to develop funding recommendations in alignment with the ranking of scores within and to align proposed grant awards with available funds and for consistency with granting policies and guidelines, before forwarding the recommendations to the full Civic Arts Commission.

The award amounts as recommended 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 for approval 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 official appeal form. Appeal forms must be received at least 48 hours in advance of the Civic Arts Commission meeting where final funding decisions are made. Applicants can email appeal forms to [civicarts@cityofberkeley.info](mailto:civicarts@cityofberkeley.info).

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 demographic survey to receive their first 50% grant award invoice from Civic Arts. Staff will provide an invoice for 50% of the grant amount following City Council's approval of the fiscal year's budget. After July 1, 2025, grantees must complete a Progress Report to receive their second 50% invoice for the FY26 grant award following City Council's approval of the Fiscal Year's budget.

### 5.2 Progress Report and Final Report

All grantees must submit a completed Progress Report form within 30 days after the midpoint of the two-year Grant Activity Period. Progress Reports are usually due by July 30 unless otherwise noted.

Grantees must also submit a completed Final Report form within 30 days after the end of the Grant Activity Period. Final Reports are usually due by July 30 unless otherwise noted.

The Reports should demonstrate progress toward goals and how the grant funds were used. The Final Report also includes evaluation questions for reflection and for Civic Arts staff to make improvements to the program. Grantees who do not submit a Progress Report or 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 spending grant funds before the end of the Grant Activity Period 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. Requests must be received before the end of the Grant Activity Period and approved by Civic Arts staff.

### 5.4 Business License

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

### 5.5 Acknowledging City Support

It is important that the Berkeley community know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in Berkeley. Grant recipients should 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 the Civic Arts program 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 elements such as publicly installed art, street closures, sound amplification in public space, or murals if included as part of the grant proposal. 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 award funds to the City of Berkeley.