



Civic Arts Commission
Office of Economic Development

Civic Arts Commission Meeting **Wednesday, October 19, 2022** **6:00 PM**

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/1607592269>. 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: **160 759 2269**. 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 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. APPROVAL OF MINUTES**
 - a) September 28, 2022 Draft Minutes (Attachment 1)
- 5. CHAIR'S REPORT**
 - a) No report

6. PRESENTATIONS, DISCUSSION & ACTION ITEMS (All items for presentation, discussion and possible action)

- a) FY24 General Operating Support Grant Guidelines (Attachment 2)
- b) FY24 Community Festivals Grant Guidelines (Attachment 3)
- c) FY24 Individual Artist Projects Grant Guidelines (Attachment 4)
- d) Revised Homelessness Social Practice Project Plan (Attachment 5)
- e) Establish Commissioner representatives on Civic Center Committee

7. STAFF REPORT

- a) Civic Arts Updates, Jennifer Lovvorn
- b) Public Art Program Updates, Zoë Taleporos
- c) Grants Program Updates, Hilary Amnah

8. COMMITTEE REPORTS

- a) Grants
 - Dana Blecher, Chair
 - Liz Ozol
 - Cameron Woo
- b) Policy
 - Kim Anno, Chair
 - Lisa Bullwinkel
 - Modesto Covarrubias
- c) Public Art
 - Matt Passmore, Chair
 - Kim Anno
 - Dana Blecher
 - Riti Dhesi
- d) Representative on Berkeley Cultural Trust
 - Lisa Bullwinkel

- e) Representatives on Berkeley Arts Education Steering Committee Representative
 - Liz Ozol
 - Riti Dhesi
- f) Representative on Design Review Committee
 - Cameron Woo
- g) Representative on Ad-Hoc Artists Affordable Housing Committee
 - Kim Anno

9. COMMUNICATION

- a) Burrowing Owl Fence at Opening Circle artwork at César Chávez Park (Attachment 6)

10. ADJOURNMENT

Attachments:

1. September 28, 2022 Draft Minutes
2. FY24 Arts Organization Grant Guidelines
3. FY24 Festivals Grant Guidelines
4. FY24 Individual Artist Projects Grant Guidelines
5. Revised Homelessness Social Practice Project Plan
6. Burrowing Owl Fence at Opening Circle artwork at César Chávez Park

Staff Contact:

Jennifer Lovvorn

Secretary to the Civic Arts Commission

Berkeley, CA 94704

(510) 981-7533

jlovvorn@cityofberkeley.info

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.

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.



Civic Arts Commission
Office of Economic Development

DRAFT MINUTES

Civic Arts Commission Meeting

Wednesday, September 28, 2022

6:00 PM

No physical location; meeting held exclusively through videoconference and teleconference.

1. CALL TO ORDER 6:02 PM

2. ROLL CALL

Commissioners Present: Anno (arrived at 6:15 pm), Blecher, Bullwinkel, Covarrubias, Dhesi, Ozol, Passmore, Woo.

Commissioners Absent: None

Staff Present: Hilary Annah, Grants Program Lead; Jennifer Lovvorn, Commission Secretary/Chief Cultural Affairs Officer; Zoë Taleporos, Public Art Program Lead.

Members of the public in attendance: 6

3. PUBLIC COMMENT (for items not on the agenda)

2 speakers

4. APPROVAL OF MINUTES

a) July 27, 2022 Draft Minutes.

Action: M/S/C (Dhesi/Anno) to approve the July 27, 2022 Minutes.

Vote: Ayes — Anno, Blecher, Covarrubias, Dhesi, Ozol, Passmore, Woo; Nays — None; Abstain — Bullwinkel; Absent — None.

b) **August 20, 2022 Draft Minutes.**

Action: M/S/C (Blecher/Bullwinkel) to approve the August 20, 2022 Minutes.

Vote: Ayes — Anno, Blecher, Bullwinkel, Covarrubias, Dhesi, Ozol, Passmore, Woo; Nays — None; Abstain — None; Absent — None.

5. **CHAIR'S REPORT**

- a) Bay Area arts scene – Grassroots art scene is becoming more compelling than the art presented at large institutions. Encouraged opportunities for collaboration.

6. **PRESENTATIONS, DISCUSSION & ACTION ITEMS**

- a) **Toverii Tuppa ("Finnish Hall") Arts Space going to Tax Auction, presented by Bryce Nesbitt** — No action taken.

Public Comment: 5 speakers

- b) **Recap and discussion of Civic Arts Commission retreat, presented by Jennifer Lovvorn** — No action taken.

- c) **Discuss role of Chairs relative to action items and possible "Consent Calendar" by Subcommittee, presented by Jennifer Lovvorn** — No action taken.

- d) **Mural Design by Rachel Wolfe-Goldsmith for James Kenney Recreation Center, presented by Jennifer Lovvorn and Rachel Wolfe-Goldsmith**

Action: M/S/C (Passmore/Blecher) to approve the mural design by Rachel Wolfe-Goldsmith for James Kenney Recreation Center.

Vote: Ayes — Anno, Blecher, Bullwinkel, Covarrubias, Dhesi, Ozol, Passmore, Woo; Nays — None; Abstain — None; Absent — None.

e) **Mildred Howard sculpture budget increase, presented by Zoë Taleporos**

Action: M/S/C (Bullwinkel/Blecher) to approve a budget increase of \$144,000 for a total contract amount not to exceed \$354,000 for the Mildred Howard sculpture commission.

Vote: Ayes — Anno, Blecher, Bullwinkel, Covarrubias, Dhesi, Ozol, Passmore, Woo; Nays — None; Abstain — None; Absent — None.

f) **Commissioner representatives on Civic Center Vision Committee** — No action taken.

Public Comment: 1

7. STAFF REPORT

a) Jennifer Lovvorn provided Civic Arts Program updates.

b) Hilary Amnah provided Grants Program updates.

c) Zoë Taleporos provided Public Art Program updates.

8. COMMITTEE REPORTS

a) Grants — Grant subcommittee met on September 2, 2022 to review the FY24 grant guidelines and policies; upcoming meeting on September 30.

- Dana Blecher, Chair
- Liz Ozol
- Cameron Woo

b) Policy — Chair Anno reported on Bayer Committee participation.

- Kim Anno, Chair
- Lisa Bullwinkel
- Modesto Covarrubias

c) Public Art — No report.

- Matt Passmore, Chair
- Kim Anno

- Dana Blecher
 - Riti Dhesi
- d) Representative on Berkeley Cultural Trust — New leadership for BCT.
- Lisa Bullwinkel
- e) Representative on Berkeley Arts Education Steering Committee (BAESC) — Information about California Proposition 28 for funding arts and music education.
- Liz Ozol
- f) Representative on Design Review Committee — Design Review Committee discussed the use of bird-safe glass.
- Cameron Woo
- g) Representative on Ad-Hoc Artists Affordable Housing Committee — No report.
- Kim Anno

9. COMMUNICATION

- a) Marketplace story “Programs pilot guaranteed income for artists”
- b) Carole Marasovic email regarding HUD affordable housing categories
- c) Rafael Jesús González email regarding poet laureate position

10. ADJOURNMENT Adjourn 8:04 pm

Action: M/S/C (Anno/Dhesi) to adjourn.

Vote: Ayes — Anno, Blecher, Bullwinkel, Covarrubias, Dhesi, Ozol, Passmore, Woo; Nays — None; Abstain — None; Absent — None.

Staff Contact:



Jennifer Lovvorn

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FY24/25 General Operating Support Grants

City of Berkeley | Civic Arts Grant Guidelines

APPLICATION DEADLINE: March 15, 2023, 11:59 PM

Important Dates (Subject to change)

Applications Open	March 1, 2023
Application Deadline	March 15, 2023, 11:59 pm
Grant Review Panel Meeting	May 2023
Grants Subcommittee Meeting – Funding Recommendations	June 5, 2023
Civic Arts Commission Meeting – Grant Awards Approval	June 28, 2023, 6:00 pm
Grant Activity Period – Two Years	July 1, 2023 – June 30, 2025
Progress Report Due	July 30, 2024
Final Report Due	July 30, 2025

1. OVERVIEW

1.1 Purpose – Why these grants are offered.

The Civic Arts program supports a culturally vibrant and diverse arts ecosystem within the City of Berkeley by funding grants to artists, arts organizations, and festivals.

General Operating Support grants support the growth and stability of Berkeley’s arts community through funding the operational expenses of nonprofit arts organizations. This funding is intended to empower and promote equitable representation of organizations that have been historically and systemically marginalized.

This grant program operates and is open on a two (2) year cycle. If awarded, grantees receive their award amount for Fiscal Year 2024, and will receive the same award amount for Fiscal Year 2025. A two-year cycle is used to reduce the amount of administrative time and effort required to apply for City funding.

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.

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 Arts Organization Definition

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.

1.5 Eligibility – Who can apply?

Applicants must meet the following eligibility requirements:

- Applicant is a nonprofit 501(c)(3) organization
 - Organizational entities that are nonprofit in nature (for example, artist collectives and guilds) but do not have a 501(c)(3) tax exemption may use a Fiscal Sponsor to apply. Eligible Fiscal Sponsors must be a nonprofit 501(c)(3) organization.
- Applicant's official business address is located in the City of Berkeley
- Applicant is an arts organization as defined by grant guidelines

1.6 Eligibility – Who can't apply?

- City of Berkeley government departments or units
- For-profit businesses or sole proprietorships
- Individual artists
- Nonprofit organizations that are not arts/cultural organizations (for example, social service nonprofits, religious institutions, etc.)
- Organizations receiving direct financial support from the City Council budget
- Public or private school districts

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 **\$10,000** for organizational operating expenses. Awarded organizations will receive two payments, one in Fiscal Year 2024 and one in Fiscal Year 2025. Awards will be the same amount for the FY24 payment and the FY25 payment.

Final award amounts are contingent upon City Council's adoption of the Fiscal Year 2024 and 2025 budgets. Final award amounts are subject to change based on the adopted budget allocations for Civic Arts Grants in FY24 and FY25.

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

Although a two-year organizational budget form is required, a project budget outlining how the grant funds would be used is not required for this application. Examples of eligible expenses for this funding include, but are not limited to:

- Artist and contractor stipends
- Equipment rentals
- Professional development and training
- Program supplies and materials
- Staff salaries
- Utilities and rent
- Venue and permit fees

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

Grant funds may not be used for:

- Activities in schools during in-school hours
- Activities that are primarily for university- or college-enrolled students
- Capital improvement projects
- Deficit or debt reduction
- Equipment purchases
- Expenses incurred outside of the Grant Activity Period
- Fundraising
- Political advocacy or lobbying
- Projects with religious or evangelical purposes
- Start-up costs for new organizations or businesses
- Trusts, endowments, or cash reserves

1.11 Funding Requirements

Funds must be used for operating and programming expenses within the Grant Activity Period.

1.12 Fiscal Sponsors

For the purposes of Civic Arts grants, a Fiscal Sponsor is a 501(c)(3) tax-exempt, nonprofit organization that receives awarded funds on behalf of an organizational entity that does not have nonprofit status. Fiscal sponsorship is unique to each circumstance and may take the form of processing a single check, providing complex accounting services, and/or project oversight. Fiscal Sponsors may have an official business address anywhere in the United States.

Organizational entities applying with a Fiscal Sponsor must be nonprofit in nature and have their own

accounting documentation. Organizational entities must also be comprised of more than one staff member or volunteer.

Fiscally sponsored applicants and Fiscal Sponsors should note the following:

- Proof of the Fiscal Sponsor's nonprofit status is due at the time of application
- A Letter of Agreement between the applicant organization and the Fiscal Sponsor outlining the conditions of the fiscal sponsorship is due at the time of application
- Grant application questions and materials—including all budget information—apply to the applicant organization, not the Fiscal Sponsor
- The main point of contact between Civic Arts and the fiscal sponsorship is the applicant organization, not the Fiscal Sponsor
- Fiscal Sponsors are responsible for all fiscal obligations of the applicant's awarded funds

2. APPLICATION PROCESS

2.1 Grant Application Materials

All application materials must be submitted electronically before the deadline. The General Operating Support grant application consists of the following components:

- Proof of Berkeley business address
- Proof of nonprofit status for applicant or Fiscal Sponsor
- Narrative questions
- Work samples and support materials
- Board of directors' biographies, including city of residence
- Key personnel biographies/qualifications
- Budget form and budget notes
- If fiscally sponsored: Letter of Agreement between the applicant and Fiscal Sponsor

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
[Calendly appointment scheduler](#)

2.4 Accommodations for Disabilities

Individuals with disabilities who need reasonable accommodations to participate should make their requests to the Civic Arts staff at civicsarts@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 civicsarts@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:

Arts and Cultural Programming (25%)

- Organization provides high-quality programming and services that contribute to Berkeley’s cultural ecosystem
- Organization articulates clear goals for the next two years related to its mission
- Effectiveness of organizational and programmatic evaluation strategies

Organizational Leadership (25%)

- Key personnel demonstrate the ability to reach programmatic and operational goals through qualifications and/or past experience
- Board of directors demonstrate relevant skills/experience in governing organization
- Applicant demonstrates financial health through diversified funding sources and a balanced budget (relative to budget size)
- Evidence of operational innovativeness and adaptability

Community Engagement and Impact (25%)

- Effectiveness of organizational outreach and engagement strategies appropriate to identified audience(s)
- Extent to which input and feedback is collected from community members and/or organizational partners about programming and services
- Extent to which programming and services are accessible to people with physical disabilities
- Community benefit is clearly articulated

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	Exceptional	meets review criteria to the highest degree
4	Strong	strongly meets review criteria
3	Good	satisfactorily or successfully 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 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 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.

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 invoice for the FY24 grant award following City Council's approval of the Fiscal Year's budget. After July 1, 2024, grantees must complete a Progress Report to receive their invoice for the FY25 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 or Fiscal Sponsors 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 Unused Grant Funds

Failure to use grant funds for operational purposes within the Grant Activity Period will result in a forfeiture of the award. Grantees must return unused funds to the City of Berkeley.



FY24 Community Festival Grants

City of Berkeley | Civic Arts Grant Guidelines

APPLICATION DEADLINE: March 8, 2023, 11:59 PM

Important Dates (Subject to change)

Applications Open	January 9, 2023
Application Deadline	March 8, 2023, 11:59 pm
Grant Review Panel Meeting	May 2023
Grants Subcommittee Meeting – Funding Recommendations	June 5, 2023
Civic Arts Commission Meeting – Grant Awards Approval	June 28, 2023, 6:00 pm
Grant Activity Period	July 1, 2023 – June 30, 2024
Final Report Due	July 30, 2024

1. OVERVIEW

1.1 Purpose – Why these grants are offered.

The Civic Arts program supports a culturally vibrant and diverse arts ecosystem within the City of Berkeley by funding grants to artists, arts organizations, and festivals.

The purpose of Community Festival grants is to fund community festivals and special events that:

- celebrate and preserve a rich variety of cultural opportunities for Berkeley’s residents;
- bolster Berkeley’s vitality;
- increase Berkeley’s reputation as a vibrant destination for visitors;
- create meaningful, accessible engagement with the public.

Community Festival grants support a range of events throughout the City from small-scale and first-time events to large-scale and established festivals. Community Festival Grant program-funded events must be open to the entire public and have a free component.

Please note: This grant is for festivals that are one or multi-day events, but generally events that occur one time per year. This grant is not intended to fund ongoing programming.

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.

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 Festival Definition

A festival is defined as a public event that celebrates a community, neighborhood, historically significant day, or shared cultural interest. These may include arts fairs, celebrations of cultural heritage, and other events.

1.5 Eligibility – Who can apply?

Applicants must meet all of the following eligibility requirements:

- Applicant is a nonprofit 501(c)(3), 501(c)(4), or 501(c)(6) organization
 - Organizational entities that are nonprofit in nature (for example, artist collectives and guilds) but do not have a 501(c)(3) tax exemption may use a Fiscal Sponsor to apply. Eligible Fiscal Sponsors must be a nonprofit 501(c)(3) organization.

1.6 Eligibility – Who can't apply?

- City of Berkeley government departments or units
- Individual artists
- Public or private school districts

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 **\$7,000** for festival-related expenses.

Final award amounts are contingent upon City Council's adoption of the Fiscal Year 2024 budget.

Final award amounts are subject to change based on the adopted budget allocation for Community Festival Grants in Fiscal Year 2024.

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:

- Artist and performer stipends
- Equipment rentals
- Production or technical staff contractors
- Supplies and materials needed for the festival
- Venue and permit fees

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

Grant funds may not be used for:

- Activities not available to the general public
- Activities occurring outside the City of Berkeley
- Administrative or other organizational costs unrelated to production of the event
- Capital improvement projects
- Conferences, seminars, or symposia
- Events in schools during school hours
- Events on university campuses that are primarily for enrolled students
- Events where fundraising is the primary purpose
- Events where sporting is the primary purpose (for example, tournaments, marathons, etc.)
- Ongoing programming
- Political advocacy or lobbying

1.11 Festival Requirements

- Festival must have a free component
- Festival must be open and accessible to the public
- Festival must take place in the City of Berkeley
- Festival must take place within the Grant Activity Period

1.12 Fiscal Sponsors

For the purposes of Civic Arts grants, a Fiscal Sponsor is a 501(c)(3) tax-exempt, nonprofit organization that receives awarded funds on behalf of an organizational entity that does not have nonprofit status. Fiscal sponsorship is unique to each circumstance and may take the form of processing a single check, providing complex accounting services, and/or project oversight. Fiscal Sponsors may have an official business address anywhere in the United States.

Organizational entities applying with a Fiscal Sponsor must be nonprofit in nature and have their own accounting documentation. Organizational entities must also be comprised of more than one staff member or volunteer.

Fiscally sponsored applicants and Fiscal Sponsors should note the following:

- Proof of the Fiscal Sponsor's nonprofit status is due at the time of application
- A Letter of Agreement between the applicant organization and the Fiscal Sponsor outlining the conditions of the fiscal sponsorship is due at the time of application

- Grant application questions and materials—including all budget information—apply to the applicant organization, not the Fiscal Sponsor
- The main point of contact between Civic Arts and the fiscal sponsorship is the applicant organization, not the Fiscal Sponsor
- Fiscal Sponsors are responsible for all fiscal obligations of the applicant's awarded funds

2. APPLICATION PROCESS

2.1 Grant Application Materials

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

- Proof of nonprofit status for applicant or Fiscal Sponsor
- Festival narrative questions
- Key staff and/or event personnel qualifications
- Board of directors or festival committee biographies, including city of residence
- Event budget form and budget notes
- If fiscally sponsored: Letter of Agreement between the applicant and Fiscal Sponsor
- 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 or by Calendly phone appointment. This technical assistance can help provide guidance around eligibility, application requirements, or review criteria.

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@cityofberkeley.info
[Calendly appointment scheduler](#)

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. 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. 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:

Festival Narrative and Community Significance (30%)

- Festival celebrates Berkeley’s cultural richness, historical significance, or community/neighborhood identity
- Festival goals are clearly defined
- Festival planning and activity timeline demonstrates clarity and feasibility
- Festival activities and programming are clear and directly relate to the defined goals

Festival Management and Production (30%)

- Key personnel have a history of producing similar festivals or events to the one proposed
- Applicant demonstrates ability to acquire necessary permits and insurance
- Applicant demonstrates financial responsibility through receiving diversified sources of funding relative to the budget-size and expenses
- Effectiveness of marketing and publicity strategies
- Effectiveness of festival’s evaluation strategies

Community Engagement and Impact (20%)

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

Cultural Equity (20%)

- Extent to which the festival supports diverse event personnel and performers through paid opportunities
- Extent to which the festival’s content is rooted in historically marginalized communities and geographically underserved areas of the city
- Extent to which the festival engages economically-disadvantaged individuals

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	Exceptional	meets review criteria to the highest degree
4	Strong	strongly meets review criteria
3	Good	satisfactorily or successfully 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

REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts staff will review each application submitted before the deadline for eligibility and completeness. Eligible application 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 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 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.

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

4. GRANTEE REQUIREMENTS AND POLICIES

5.1 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.

5.2 Final Report

All grantees must 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 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 festival 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 or Fiscal Sponsors must have a current [City of Berkeley Business License](#). Associated event producer must also have a current 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 festival will result in a forfeiture of grant funds. Grantees with incomplete projects must return their award funds to the City of Berkeley.



FY24 Individual Artist Project Grants

City of Berkeley | Civic Arts Grant Guidelines

APPLICATION DEADLINE: March 1, 2023, 11:59 PM

Important Dates (Subject to change)

Applications Open	January 9, 2023
Application Deadline	March 1, 2023, 11:59 pm
Grant Review Panel Meeting	May 2023
Grants Subcommittee Meeting – Funding Recommendations	June 5, 2023
Civic Arts Commission Meeting – Grant Awards Approval	June 28, 2023, 6:00 pm
Grant Activity Period	July 1, 2023 – June 30, 2024
Final Report Due	July 30, 2024

1. OVERVIEW

1.1 Purpose – Why these grants are offered.

The Civic Arts program supports a culturally vibrant and diverse arts ecosystem within the City of Berkeley by funding grants to artists, arts organizations, and festivals.

Individual Artist Project grants support artists living in Berkeley in creating new work. The new work must include a public presentation that engages Berkeley residents in a meaningful way.

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.

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 Eligibility – Who can apply?

Applicants must meet all of the following eligibility requirements:

- Applicant is an individual artist and *not* applying as a partnership, group, or collective
- Applicant is resident of the City of Berkeley
- Applicant is an artist working in dance, film and new media, folk and traditional arts, literary arts, music, social practice, theater, or visual arts
- Applicant is 18 years of age or older

Please note: Individual Artist Project grantees do not use Fiscal Sponsors.

1.5 Eligibility – Who can't apply?

- City of Berkeley employees employed at the time of the application or during any part of the Grant Activity Period
- Full-time students enrolled at the time of the application or during any part of the Grant Activity Period
- Individual Artist Project grantees from the last two Fiscal Years
- Individuals who do not live in the City of Berkeley
- Organizational applicants (for example, festivals, non-profit organizations, businesses, etc.)

1.6 Who is encouraged to apply?

- Artists in any phase of their artistic career including emerging, midcareer, and established artists
- Although not considered in review process, individuals 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, Chicax; 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.

1.7 Grant Amount

The Individual Artist Project grant is a **\$4,000** award.

Final award amounts are contingent upon City Council's adoption of the Fiscal Year 2024 budget. Final award amounts are subject to change based on the adopted budget allocation for Community Civic Arts Grants in Fiscal Year 2024.

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

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

- Artist fees
- Equipment rentals
- Living expenses during the Grant Activity Period (for example, rent, utilities, childcare, etc.)
- Stipends for collaborators
- Supplies and materials needed for the project
- Venue or studio fees

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

Grant funds may not be used for the following:

- Expenses incurred outside of the Grant Activity Period
- Joint projects funded by two or more Individual Artist Project awards
- Political advocacy or lobbying
- Project production and presentation activities outside of the City of Berkeley
- Projects for which the main intent is curation, archiving, or journalism

1.10 Project Requirements

- All project components must be completed within the Grant Activity Period.
- Public presentation. A public presentation in Berkeley is required. In-person or virtual presentations may include, but are not limited to: performing arts productions; visual art presentations, exhibitions or public art projects; social practice projects; media arts or film screenings; literary readings; or artist talks.

2. APPLICATION PROCESS

2.1 Grant Application Materials

All application materials must be submitted electronically before the deadline. The Individual Artist Project grant application consists of the following components:

- Proof of residency
 - Applicants must submit paperwork demonstrating Berkeley residency with their application. Unhoused and unsheltered artists may provide a letter from a Berkeley-based shelter or a Berkeley-based homeless service program as proof of Berkeley residency.
- Narrative questions
- Resume or Curriculum Vitae (C.V.)
- Work samples and descriptions

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 on the Civic Arts website are a FAQs (frequently asked questions) page and a recording of the Grant Program Webinar.

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hamnah@cityofberkeley.info
[Calendly appointment scheduler](#)

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. 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. 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:

Artistic Practice and Experience (30%)

- Work samples demonstrate high-quality or promise
- Resume or Curriculum Vitae (C.V.) demonstrates high-quality or promise through its artistic history and accomplishments
- Reasoning for how funding will enhance, develop, and/or transform the applicant’s artistic practice is compelling

Project Narrative (30%)

- Project goals are clearly defined
- Project plan and timeline demonstrate clarity and feasibility
- Project processes demonstrate originality, skill, and depth of concepts
- Proposed final work is impactful for the artist and City of Berkeley

Cultural Equity (30%)

- Applicant clearly conveys how their personal experiences and/or identities are rooted in and reflective of historically marginalized communities.
- Applicant demonstrates an appropriate relationship between their creative practice and a historically marginalized community(ies)

Community Impact (10%)

- At least one venue, broadcast format, or virtual platform for public presentation is identified; feasibility of using identified venue is articulated.
- Proposed public presentation is appropriate to the project goals and engages a defined Berkeley audience/community in a meaningful way.

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	Exceptional	meets review criteria to the highest degree
4	Strong	strongly meets review criteria
3	Good	satisfactorily or successfully 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 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 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 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.

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 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.

Please note: Applicants should be aware of the tax implications upon receiving the award and maintain documents required for state and federal income taxes.

5.2 Final Report

All grantees must 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 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 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 Artist Showcase

Individual Artist Project grantees are required to participate in a virtual Artist Showcase to present their final project processes and products as a cohort. The Artist Showcase is an opportunity to see other grantees' work and share their work with the Civic Arts community. The Artist Showcase may be recorded and used for Civic Arts promotional purposes.

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, required public presentation, or participate in the Artist Showcase will result in a forfeiture of grant funds. Grantees with incomplete projects must return their award funds to the City of Berkeley.



Civic Arts Program

SOCIALLY ENGAGED ART – HOMELESSNESS IN BERKELEY, CA PROJECT PLAN

PROJECT OVERVIEW

Economic and social forces have led to an increase in homelessness in the Bay Area, with a rising number of unhoused people in Berkeley, CA. According to a countywide point-in-time count conducted by [EveryOne Home](#), the number of unhoused individuals in Berkeley, CA in 2022 totaled 1057, of which 803 were unsheltered.

Berkeley Civic Arts seeks to commission three Socially Engaged Art projects that respond to homelessness in Berkeley, CA as a complex social issue. Artist will be required to partner with an organization in Berkeley that works directly with the unhoused population. The organization will primarily act in an advisory capacity, but may also be a collaborator in the project. The artist will be required to compensate the organization as part of their budget proposal.

For the purpose of this project plan, Berkeley Civic Arts defines Socially Engaged Art as:

Art that foregrounds social issues, political activism, and community collaborations, that aims to create social and/or political change through collaboration with individuals, communities, and institutions in the creation of participatory art.

There are no specific requirements for artistic media or format for these projects, except that the artists create visual documentation that may live on after the projects are completed. Project documentation may take the form of photography, video, audio, print publication, or other forms to be discussed with Civic Arts staff.

BUDGET

Each of the three projects will receive \$15,000 to cover all project expenses. This includes artist fees, partnering organization fees, materials, travel, and documentation.

ARTIST ELIGIBILITY

Professional practicing artists residing in the 21 Northern California Megaregion Counties are eligible to apply:

Alameda; Contra Costa; El Dorado; Marin; Merced; Monterey; Napa; Placer; Sacramento; San

Benito; San Francisco; San Joaquin; San Mateo; Santa Clara; Santa Cruz; Solano; Sonoma; Stanislaus; Sutter; Yolo; Yuba.

ARTIST SELECTION PROCESS

Civic Arts Staff will issue a Request for Proposals (RFP). Applicants will be asked to provide:

- A letter of interest and summary of artistic practice
- Resume
- Up to 10 images/videos of past work
- A brief proposal of how they might address the project, the organization they wish to partner with, and tactics for social engagement

All applications will be reviewed and scored by a Public Art Review Panel to identify a shortlist of finalists for the opportunity. The Review Panel will consist of a Civic Arts Commissioner, two outside arts professionals, and a staff member from the City of Berkeley’s Homeless Services.

The shortlist of finalists will be invited to interview with the Review Panel and present the following:

- Overview of past projects
- Overview of the project proposal and selected partnering organization
- Tactics for social engagement
- Anticipated outcomes and impact
- Anticipated documentation approach
- Timeline for completing the project
- Budget summary

TIMELINE (Subject to change)

Project Outline Approval	October 19, 2022
RFP Issued	November 2022
RFP Deadline	January 2023
Artist Review Panel	January 2023
Artist Interviews	February 2023
Approval of Proposals	February 22, 2023
Artists Under Contract	March 2023
Project Schedule	TBD

FURTHER INFORMATION

Zoë Taleporos, Public Art Program Lead, Civic Arts, City of Berkeley
ZTaleporos@cityofberkeley.info or 510-981-7538

The Owls Need a New Fence

Executive Summary

- The old fence seemed like a good idea in its day, when owls were many and dogs were few
- Conditions have changed: Far fewer owls, many more dogs
- Off-leash dogs easily breach the fence and invade the owl sanctuary
- Owls have been killed and injured
- The new fence will preserve an artful look while offering real security
- The amended route will keep the Open Circle viewing area open to the public year round
- The Chavez Park Conservancy will pay for the fence. It will cost the City nothing
- Construction needs to be complete by Oct. 1, as a condition of the grant.



The old fence seemed like a good idea in its day, when owls were many and dogs were few. But conditions have changed: Far fewer owls, many more dogs.

The old fence was completed in 2011 as part of the public art project entitled “Open Circle.” The work was funded by the Open Circle Foundation and produced jointly with the City of Berkeley Public Art Program.

A quarter century ago, that area was a busy winter gathering place for migratory Burrowing Owls. According to some old-timers, the owls there could be so numerous that one had to be careful not to step on one. At the time of its installation, the low-rise “Art Deco” fence seemed like a reasonable compromise between bird protection and artistic ambition.

A decade later, circumstances have changed. Owl numbers statewide dropped dramatically. Where once the owls were seen in dense numbers in our park, in recent years they have been absent or rare. None appeared in the winter of 2017-18. In the following years, only one resided in the fenced area, sometimes just for a few days.

The recent winter of 2021-2022 saw an exceptionally high population of two owls both residing for more than three months in the fenced area. Their presence generated intense public interest, with press coverage, visitors coming from throughout the region, and more than 700 Conservancy brochures distributed.

While owl numbers dropped, recent years have seen a dramatic rise in the dog population. The number of pet dogs in the U.S. stood around 78 million in 2011. It increased to 90 million in 2021 and saw a sharp rise with the spread of the pandemic.

The new reality is fewer owls, more dogs.

These historic trends have created a new situation where the old fence design no longer works.



Off-leash dogs easily breach the old fence and invade the owl sanctuary. Owls have been killed and injured.

The old fence is barely 32 inches high and the gap between its top two cables is 9 inches. There is no fence at all over areas with a concrete retaining wall. Off-leash dogs have no problem leaping over or slipping through this fence.



These pictures show a few of the incidents where off-leash dogs invaded the Burrowing Owl space. Eyewitness reports speak of many more instances, including cases where owls were present and dogs attacked the birds.



At least one owl was killed in the park. The year following this incident, no owls came to the park at all. More recently, this past February 3, the highly visible and hugely popular owl in the fenced area suffered an injury to its left wing, consistent with a dog attack. It disappeared the following day.

The Burrowing Owl is covered under the Migratory Bird Treaty Act and its California equivalent. These birds are entitled to protection not only by human decency, but by federal and state law. Parties that fail to protect them when protection would be simple and inexpensive have been sued and fined.

The new fence will preserve an artful look while offering real security. The amended route will keep the Open Circle viewing area open to the public year round.

When owls are present, the Burrowing Owl Sanctuary is a high-visibility spot with many hundreds of park visitors stopping for a view. A chain link fence would be out of place here, particularly because many of the viewers are children. The spot demands a fence that offers real security for the birds with an artful eye appeal and transparency for human viewers of all ages.

The Chavez Park Conservancy has obtained two design proposals. One is for a wrought iron fence with vertical bars of the sort seen in gardens and recreational areas. It would be four feet high with a top rail, painted black, with the vertical elements four inches apart. This is a standard kind of fence with an upscale look. See Appendix A.

The other proposal is a custom design for a horizontal cable fence, also four feet tall, with a metal top rail, and stainless steel cables running horizontally four inches apart. The steel posts and the top rail would be galvanized and powder coated any desirable color, for example forest green. See Appendix B.

Each design has particular strengths and weaknesses. Both designs bring a combination of security for the birds with an artful visual appeal and high transparency for park visitors viewing the owls.

Both designs will amend the route of the old fence on the southern end to maintain year-round public access to the Open Circle seating area. No owl has resided in the southern extremity of the sanctuary for at least eight years. There is no reason to keep it closed.

The Open Circle is the only vantage point from which Burrowing Owls on the rip-rap at the edge of their sanctuary can be viewed. It is also the prime bird viewing hotspot on the east side of the park, and a popular seating area year round. When it is closed off, the south gate is frequently overstepped and sometimes vandalized. The public's evident desire to use the Open Circle year round can and should be accommodated.

The Chavez Park Conservancy will pay for the fence. It will cost the City nothing. But construction needs to be complete by Oct. 1, as a condition of the grant.

The two fence design quotes currently on the table are each in excess of \$30,000. The vertical iron fence quote is at \$33,950 and the horizontal cable fence at \$32,228.

The Chavez Park Conservancy understands and is sympathetic to the City's financial issues with the Marina Fund and the City budget generally. To make this Burrowing Owl safety fence feasible for the City in this time of financial tightness, the Conservancy has obtained a commitment from a local donor who wishes to remain anonymous. As a result, the Conservancy is in a position to cover the full cost of either of the two current fence proposals.

In other words, the new owl fence will cost the City nothing. The Conservancy is not asking the City to spend money on this project. The Conservancy is bringing the money to the City.

There is one condition on the grant. Construction of the new fence has to be completed before the owls are likely to arrive for the winter. In recent years the most recent owl arrival was dated Oct. 3. To be on the safe side, construction should be completed by October 1 this year.



APPENDIX A

TRI-CITY FENCE CO., INC.

1175 Benicia Rd.
VALLEJO, CA 94591
Phone (510) 758-4954 or (707) 644-5764
Fax (707) 644-0422

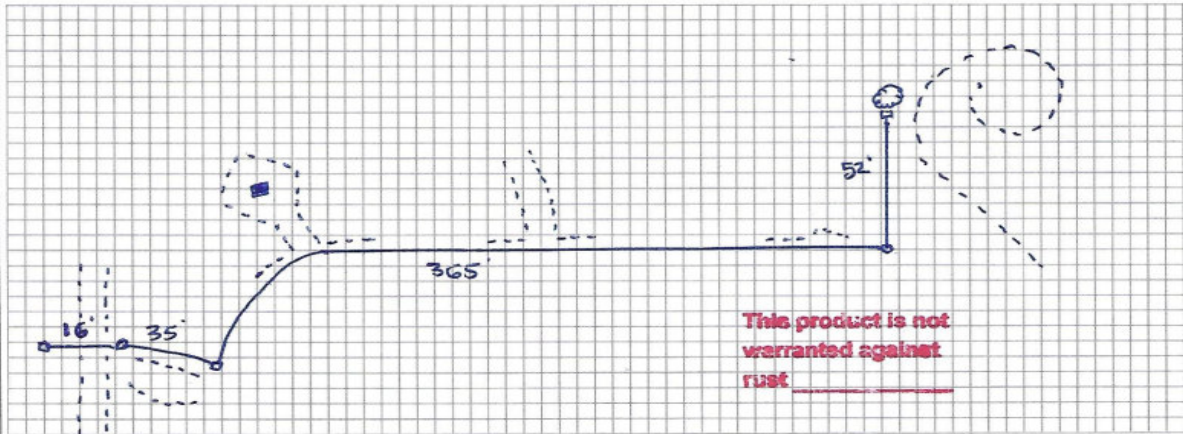
47328

CONTRACTORS LIC. NO. 637245

Martin@chavezpark.org

MATERIAL ORDER DATE:	
VENDOR:	T.C.F. P.O. #:
POST DELIVERY DATE:	SCREEN DELIVERY DATE:
APMT#:	APMT. DATE: 5-31-22
MAS CODE:	BID DATE: 6-2-22
SOLD DATE:	

SUBMITTED TO: Chavez Park Conservancy	CONTACT: Martin Nicolaus	SOLD DATE:
BILLING ADDRESS: 1342 California St	JOB NAME: Cesar Chavez Park	JOB #:
	JOB LOCATION: 11 Spinnaker way	PREVIOUS BID#:
CITY, STATE, ZIP: Berkeley CA 94703	CROSS STREET: Maring Blvd	
PHONE #:	CITY, STATE: Berkeley	
P.O. #:	JOB SITE PHONE NO.:	JOB CONTACT PAGER/MOBILE #510-717-2414



SPECIAL TOOLS	BARBED WIRE	LINE STAKE SET BY CUSTOMER	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	USA#:	EXPIRE DATE:
Jack Hammer <input type="checkbox"/>	# Str's Up Out In	TRI-CITY TO REMOVE FENCE	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
Core Drill <input type="checkbox"/>	DOMESTIC <input type="checkbox"/> IMPORTED <input type="checkbox"/>	HAUL AWAY OLD FENCE	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	SPECIAL INSTRUCTIONS: Install 468 Ft of 4x4 w/ 0/I with 3-4x4' Single gates & 1-12' x 4' double gate. Customer to show location for gates. 0/I being installed has 1" top & bottom rails & 5/8 pickets. Option to install Commercial Grade panels with 1 1/2" top & bottom rails & 3/4 pickets add 17.213 ⁰⁰	
Rock Drill <input type="checkbox"/>	RAZOR RIBBON BARBED TAPE	HAUL AWAY DRILLING DEBRIS	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
Welder <input checked="" type="checkbox"/>	FTG.	COLOR	Black		
Other _____	TENSION WIRE	FABRIC	0/I		
INSTALL	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	SLATS			
Level <input type="checkbox"/>	TOP <input type="checkbox"/>	POSTS	2" SQ		
Straight Top <input type="checkbox"/>					
Contour <input checked="" type="checkbox"/>	GAUGE BOTTOM <input type="checkbox"/>				

FTG.	HGT.	GAUGE FABRIC	TYPE	LINE POSTS	TERMINAL POSTS	TOP RAIL	BARBS	NO. SGLE	NO. DBLE	NO. ROLL	WIDTH	HEIGHT	C/L FRAME	OA STYLE	POST SIZE
				X	X		UP <input type="checkbox"/> DOWN <input type="checkbox"/>	3			4	4		1 1/2	2"
				X	X		UP <input type="checkbox"/> DOWN <input type="checkbox"/>	1			12	4		1 1/2	2 1/2
				X	X		UP <input type="checkbox"/> DOWN <input type="checkbox"/>						X		
				X	X		UP <input type="checkbox"/> DOWN <input type="checkbox"/>						X		

FTG.	HGT.	POSTS	TOP RAIL	BOTTOM RAIL	PICKETS	SPACED	STYLE
468	4	2 x 2 x 6 GA.	1" x 1" X GA.	1" x 1" X GA.	5/8 x 5/8 X GA.	4.5 O.C	Lifeguard

By execution of this document, Buyer acknowledges that he has read and understands the terms and conditions set forth on the reverse and front side hereof and within any attachments.

The Buyer assumes all responsibility for all utility lines upon the Buyer's property. The Buyer shall indemnify and hold harmless Tri-City Fence from any and all damages or liabilities resulting from any cut or damaged utility lines including, but not limited to, gas, water, electric, telephone, and cable lines. Buyer agrees that if rock is encountered, a special per hole digging charge may be assessed.

FOR THE SUM OF	\$ 33,950 ⁰⁰
4% Fuel Charge	\$
3% Credit Card Fee	\$
DOWN PAYMENT 1/2	\$
BALANCE DUE	\$

NOTICE TO OWNER
Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, 3132 Bradshaw Road, Sacramento, California. Mailing address: P.O. Box 26000, Sacramento, California 95826.

TERMS: CASH UPON COMPLETION 30 DAYS
DEPOSIT REQUIRED

Submitted by Seller: *[Signature]* Date: 6-2-22
Accepted by Buyer: _____ Date: _____
Accepted by Seller: _____ OFFICER OF SELLER Date: _____

WHITE - OFFICE COPY PINK - CUSTOMER COPY CANARY - FIELD COPY

APPENDIX B

WORK ESTIMATE



IVS Fences & Iron Work
*A beautifully crafted fence does more
 than boost your home's curb appeal.*

Ph. (510) 377-4628

Estimate: #0806
 Date: June 20, 2022

Customer(s):
 Martin Nicolaus
 Cesar Chavez Park
 Berkeley, CA. 94710
 Ph. (510) 717-2414

PROJECT DESCRIPTION
<p>This estimate is to build and install a new 450' W x 4' H ornamental fence made of 2" x 2" x 6' iron post 2" x 1" x 14G for two swing gates one of this gates will be 8' opening x 4' tall and one more of 36" opening using a 3/16 / 4.8 mm stainless steel cable making 4" of separation in between cables . Also using 2" x 1" x 11G for top rails all iron is powder coated & galvanized. .</p> <p>Material: (6) 3 /16 / 4.8 mm x 1,000 stainless steel rolls (300) Luloth 3/16 stainless steel tensioner (59) 2" x 2" x 11G x 6' iron post (22) 2" x 1" x 14G x 24' iron gate frame and top rail (206) 50 lb post concrete (Hardware) for three swing gates (Green) powder coating all will be galvanized as well.</p> <p>I.V.S REMOVE THE EXISTING METAL POST AND CABLES TO THE RECYCLING PLACE</p> <p>IVS Fence will perform the installation at Cesar Chavez Park. Berkeley, CA. 94710</p>

DESCRIPTION	Qty	PRICE	TOTAL
Material	1	\$17,600.00	\$17,600.00
Labor	1	\$13,000.00	\$13,000.00
SUBTOTAL			\$30,600.00
SALES TAX			\$1,628.00
TOTAL ESTIMATED			\$32,228.00

DISCLAIMER: IVS Fences is not liable for any damages involving weather/climate changes, natural disasters etc..
 Above information is not an invoice and only an estimate of services described above. This estimate is non-contractual.
We do require 15% deposit, 35% to commence the project
 If you have any questions concerning this estimate, contact Ignacio V, 510.377.4628, ivs-fences@gmail.com
 Thank you for your business!