



Civic Arts Program  
Office of Economic Development  
City Manager's Office

## **BERKELEY CIVIC ARTS COMMISSION**

# **GRANT FUNDING GUIDELINES**

**Grants open to Berkeley-based  
Arts non-profit organizations, Arts programs of service non-profits, and  
Individual Artists**

**CITY'S FY2019**  
**(July 1, 2018 through June 30, 2019)**

For Activities Occurring Between July 1, 2018 and June 30, 2019  
(Calendar Years 2018 & 2019)

**Deadline for Applications**  
**April 20, 2018 by midnight**

Applications must be submitted online through Submittable:

<https://cityofberkeleyoed.submittable.com/submit>

## TABLE OF CONTENTS

INTRODUCTION.....	Page 3
CIVIC ARTS COMMISSION MISSION.....	Page 3
CIVIC ARTS COMMISSION POLICY STATEMENT.....	Page 3
APPLICATION PROCEDURE	
Funding Workshop Date.....	Page 4
Submission Deadline.....	Page 4
CIVIC ARTS GRANTS CATEGORIES.....	Page 5
GENERAL ELIGIBILITY REQUIREMENTS	
Requirements.....	Page 6
Restrictions.....	Page 7
Fiscal Sponsor.....	Page 8
GRANT REVIEW PROCESS	
What Happens to Your Application.....	Page 9
Review Criteria.....	Page 10
CHECKLIST FOR SUBMITTING AN APPLICATION.....	Page 11
TIMELINE.....	Page 12
BERKELEY CITY COUNCIL MEMBERS.....	Page 13
CIVIC ARTS COMMISSION MEMBERS AND PROGRAM STAFF.....	Page 13

## **INTRODUCTION**

The Berkeley Civic Arts Commission (BCAC) believes that the arts are a significant part of Berkeley's identity, history and desirability as a city. The BCAC utilizes its grant making to strengthen Berkeley's arts landscape in order to enrich the city as a whole. Grant funds are strategically targeted to continue building a healthy civic arts ecosystem. The Civic Arts Commission makes funding recommendations to the City Council after a review panel evaluates the proposals and gives recommendations to the Commission.

## **CIVIC ARTS COMMISSION'S MISSION**

The Civic Arts Commission was established by Ordinance 5253-NS and amended by Ordinance 5631-NS to advise the City Council on all matters affecting the beauty and culture of the City, as well as to:

- Encourage programs for the cultural enrichment of the city and help make city resources available to cultural groups.
- Provide assistance to groups and individuals wishing to sponsor neighborhood events.
- Coordinate and strengthen existing organizations in the arts and develop cooperation with regional organizations.

## **CIVIC ARTS COMMISSION POLICY STATEMENT**

The City of Berkeley is committed to:

- *the growth and stabilization of Berkeley's arts community;*
- *the support of organizations and artists that represent diverse cultures including ethnic and racial minorities, deaf and disability cultures, seniors, youth, gays, lesbians and feminists;*
- *the empowerment and equal representation of cultural perspectives that have been traditionally/historically underrepresented via access to funding projects;*
- *support of activities that contribute to the development and enhancement of the Berkeley community or specific neighborhoods or particular constituencies.*

## **APPLICATION PROCEDURE**

We have transitioned to a 1-year cycle. We are no longer administering a 2-year grant program.

In an effort to provide you with detailed information regarding arts funding, a free grant application workshop will be held. Workshops provide previous and new grant applicants an opportunity to ask questions and receive clarification on how to complete the application. We are using an online application system. We will cover this process in detail during the funding workshop. In addition, instructions are available on the City website to familiarize you with the online process.

Fill out and submit grant application here: <https://cityofberkeleyoed.submittable.com/submit>

## **GRANT WORKSHOP DATE**

All new and returning applicants to the civic arts grant program are encouraged to attend a grant information workshop on **March 15, 2018 from 6-7:30 pm at the South Branch Library located at 1901 Russell St, Berkeley, CA 94703.**

**For Individual Artists there will be a meet and greet on March 15, 2018 from 5:30pm-6:00pm at the South Branch Library located at 1901 Russell St, Berkeley, CA 94703.**

If you have questions that were not answered in the Guidelines and Workshop, before submitting a full proposal, **applicants are strongly encouraged to contact City staff at (510) 981-7533** for an initial assessment of a proposal's compliance with the Civic Arts Program's Grant Guidelines. Staff's e-mail address is: [mmerker@cityofberkeley.info](mailto:mmerker@cityofberkeley.info). If you have questions **specifically regarding how to use the online application system, or a request regarding a paper application due to disability, please call or email staff to make an appointment. We will not be able to help you on a walk-in basis.**

*An expression of interest by staff or the Commission should not be construed as an indication of forthcoming grant approval.*

## **SUBMISSION DEADLINE FOR CIVIC ARTS GRANT APPLICATION**

Completed applications must be [submitted online](#) no later than **April 20, 2018, at midnight.**

## **CIVIC ARTS GRANTS CATEGORIES**

The Civic Arts Grants are operating on a one-year cycle based on the City of Berkeley Fiscal Year (July 1-June 30). Awards will be contingent on the allocation from the City Council given each year. The current budgeted amount is approximately \$389,000.

Civic Arts Grants will be awarded according to the following categories.

Organizations with a 3-year average budget of \$500,000 and above	up to \$15,000
Organizations with a 3-year average budget under \$500,000	up to \$10,000
Individual Artists	Up to \$5,000

\*Budget levels will be calculated based on the cash income and expense. In-kind can be listed but should be kept separate from the budget numbers used for calculating eligibility.

## GENERAL ELIGIBILITY REQUIREMENTS

The following requirements apply to ALL applicants:

- Applicant must be located within the boundaries of the City of Berkeley
  - Individual artists must have lived in Berkeley for at least 2 years and be able to provide proof of residence. Individual artists must have a Berkeley-based fiscal sponsor.
  - Organizations must have a corporate address in Berkeley and have the majority (over 50%) of their programming calendar in the city.
- Have been in stable existence conducting a majority (at least 51 percent) of its arts activities in Berkeley for no less than two (2) years. Stable is defined as the ability to demonstrate sound financial and administrative practices, along with consistent programming.
- Demonstrate nonprofit and tax-exempt status, as identified by Section 501(c)(3) of the Internal Revenue Code. An applicant that is a nonprofit 501(c)(3) and has organizational by-laws and a functioning Board of Directors that meets regularly must have copies of the minutes, resolutions, and a roster of the Board or advisory group, available on request.

OR

Organizations WITHOUT tax-exempt 501(c)(3) status must have a non-profit Fiscal Sponsor based in Berkeley and submit a Letter of Agreement between the organization and Sponsor
- Returning applicants must have completed and submitted their Final Report for the currently funded grant. **Failure to submit your Final Report by the deadline will result in consideration of the current application as incomplete.**
- The applicant must be one of the following:
  - An organization with a mission statement clearly focused on the development, production, and/or presentation of arts activities.
  - An ongoing program of a non-arts or service –based organization that is focused on the development, production, and/or presentation of arts activities. The applicant’s organizational budget category will be based on the arts-program budget only.
  - An artist working with an ongoing professional practice involving the development of creative work to be shared with the public
- Must comply with federal regulations pertaining to federal grant recipients, i.e., meet the provisions of the following statutes:
  - Title VI of the Civil Rights Act of 1964
  - Title IX of the Education Amendments of 1972
  - Section 504 of the Rehabilitation Act of 1963
  - Age Discrimination Act of 1975
- Organizations that are not primarily arts or cultural providers are eligible to apply **only** if they are committed to the development of an ongoing, substantial, and integral arts program within their organization.

## RESTRICTIONS

The following restrictions apply to ALL applicants:

- The applicant organization cannot be from another City agency or department.
- Applicants and projects can only apply in one category. Applicant organizations or artists may be named as a partner in another application, but proposals cannot be for the same project.
- Any previously awarded Civic Arts Grant projects must be completed and closed out before new grant funds will be disbursed.
- Previously awarded Civic Arts Grant projects cannot apply for funding two years in a row under the same project. **Applies only to Individual Artists.**
- Public and private K-12 schools and school districts are not eligible for direct funding. Artists and art organizations can apply to work in after-school activities but cannot be part of the school day curriculum.
- The awarding of funds does not imply that the Civic Arts Commission or any other City agency will produce, exhibit, or present the art created. It is the responsibility of the applicant to secure a venue and any required permits for public activities.

The city DOES NOT fund the following:

- Organizations or activities that are part of the curricular base of colleges or universities (this does not apply to artistic presenting units of a university or college that are working on a program outside of the curriculum).
- For-profit organizations
- Start-up costs/seed money for new organizations of businesses
- Social service-oriented programs that are not primarily arts programs
- Operating expenses for private commercial facilities
- Programs taking place in-school during the daily curriculum
- Out-of-state travel
- Programming or activities taking place outside of the grant window
- Capital construction and/or acquisitions (except for disabled access)
- Equipment purchases
- Deficits or debt reduction

## **FISCAL SPONSOR**

*What is a Fiscal Sponsor?* A fiscal sponsor is a 501(c)(3), non-profit organization that has been assigned the responsibility to process the funds of another organization or individual artist. This can take the form of processing a single check or providing complex accounting services and project oversight and is unique to each circumstance.

Organizations and individuals applying for funding through a Fiscal Sponsor should take particular note of the following requirements that the Fiscal Sponsor must meet:

- The Fiscal Sponsor shall be responsible for all fiscal and contractual obligations of the applicant.
- Fiscal sponsors must be based in Berkeley.
- A written contract or Letter of Agreement between the applicant and the Fiscal Sponsor specifying the conditions of the Fiscal Sponsor arrangement must accompany the Civic Arts Grant application. **(This agreement must be between the Fiscal Sponsor and the organization or artist(s); a memorandum or letter to the Civic Arts Commission is not sufficient)**. Please see the Fiscal Sponsor Supplemental Information Sheet included in the application.
- Funds awarded through Fiscal Sponsorship will not be applied against any funds awarded to the Fiscal Sponsor for their own operations or programming; i.e., if the Fiscal Sponsor is also an applicant to the Civic Arts Grants Program.

Information submitted in the grant application, including all budget information, applies to the organization or individual conducting the program, not the Fiscal Sponsor.

## WHAT HAPPENS TO YOUR APPLICATION

After being reviewed for completeness and processed by the Civic Arts Program staff, applications go through a three-step process:

1. Complete applications are reviewed by a Funding Review Panel made up of Civic Arts Commission representative(s) and outside review panelists who reflect the diversity of our cultural community and have broad knowledge about issues in the field. Panelists score and rank applications within each category based on the criteria for review. The ranking determines funding recommendations.
2. The Civic Arts Commission then reviews the Panel's recommendations.
3. Lastly, the Berkeley City Council considers and approves the Civic Arts Commission's recommendations for funding.

Panels convene in public meetings to review, discuss and score applications. Applicants may attend review panel meetings as *observers only*. ***No interaction between observers and staff or review panelists is allowed.*** Conflict of interest is avoided in all panel deliberations. Panel members shall not review, discuss, or score applications from organizations with which they have any affiliation. For information on the confirmed dates and place of panel meetings, please call the Civic Arts Program office at (510) 981-7533.

Civic Arts Program funds for the next Fiscal Year are dependent upon City Council approval of the City's annual budget for the coming year. The City Council usually approves the budget in June or July, although this may occur later in the calendar year. **Please do not call the Civic Arts Program Office before September 7, 2018**, to request information on the status of grant awards, because the information will not be available prior to that date.

## **REVIEW CRITERIA**

It is important to note that the evaluation of applications by the Funding Review Panel is based on a scoring system utilizing the following criteria.

### **Organizational Scoring Criteria:**

#### Artistic Merit & Professional Quality

- The applicant's art and cultural work demonstrates high quality and strong artistic merit or promise through its artistic history, accomplishments, and examples of previous work.

#### Quality of Identified Goals and Strategy

- Applicant's programmatic and operational goals align with organization's mission and programmatic trajectory; processes to implement work are clear; and work demonstrates high quality and relevance to identified communities.

#### Capacity

- Applicant demonstrates high qualifications and capacity of staff and board relative to programming and operational goals; overall fiscal health of applicant is good and organization demonstrates ability to obtain necessary funding.

#### Community Impact

- Applicant clearly articulates programs and outreach appropriate to their identified audience(s); programs clearly and significantly support the communities, partners, and artists identified; demonstrated ability of the applicant to support Berkeley's diverse cultural traditions and values, including capacity to support the City's underserved communities.

### **Individual Artist Scoring Criteria:**

#### Artistic Merit & Professional Quality

- The artist's work demonstrates high quality and strong artistic merit or promise through their artistic history, accomplishments, and examples of previous work.

#### Quality of Proposed Project

- Project goals are clearly defined; demonstrate originality, clarity, and depth of concepts.
- Project process, timeline, and budget are clear and align with proposed ideas.

#### Impact and Public Benefit

- Project comes at a critical point in the applicant's current artistic trajectory; the project is relevant to past work, but makes thoughtful advances in their practice.
- Clearly outlines an appropriate public activity which allows the City's public to access and learn from the project. Some examples include: library talk, open studio, play reading or poetry in the park, etc.

**CHECKLIST FOR SUBMITTING AN APPLICATION**  
All the items below are prompted for in the online application.

**Large Organizations: with a budget of \$500,000 or above**

- General Application Questions
- Narrative Description Questions
- 3-Year Budget Form, including budget notes
- 501(c)(3) Federal Tax Exempt Status Letter
- Staff and/or Project Personnel Bios (relevant to program focus)
- List of Board of Directors
- Program Calendar (last, current, and projected year)
- Work Samples & Descriptions

**Small to Mid-Size Organizations: with a budget of up to \$500,000**

- General Application Questions
- Narrative Description Questions
- Short Budget Form, including budget notes
- 501(c)(3) Federal Tax Exempt Status Letter (unless fiscally sponsored)
- Staff and/or Project Personnel Bios (relevant to program focus)
- List of Board of Directors
- Work Samples & Descriptions

If fiscally sponsored:

- Fiscal Sponsor Supplement including a letter of agreement between applicant and fiscal sponsor and the fiscal sponsor's Federal Tax Exempt Status Letter

**Individual Artist**

- General Application Questions
- Narrative Description Questions
- Individual Artist Budget, including budget notes
- C.V. or Resume
- Fiscal Sponsor Supplement including a letter of agreement between applicant and fiscal sponsor and the fiscal sponsor's Federal Tax Exempt Status Letter
- Work Samples & Descriptions

## **Civic Arts Grants**

### **FY2019 TIMELINE**

(Dates subject to change)

July 1, 2018 - June 30, 2019 (City's Fiscal Year)

February 20, 2018	Grant application distribution
March 15, 2018	Civic Arts Grant Workshop at South Branch Library
April 20, 2018	Application deadline
End of April 2018	Staff reviews applications for eligibility and completeness and distributes them amongst the five reviewers.
May 10, 2018	Grant Subcommittee panel meeting to evaluate applications
May 23, 2018	Civic Arts Commission reviews Grant Panel recommendations and adopts recommendations for City Council approval
July 10, 2018	City Council meeting to approve grant allocations
Early August 2018	Letter & Invoice mailed to Applicants confirming FY2019 grant award
Beginning September 2018	Grant awards are issued as invoices are received

**CITY OF BERKELEY**

Jesse Arreguin, *Mayor*

**BERKELEY CITY COUNCIL**

Linda Maio, *District 1 Councilmember*  
Cheryl Davila, *District 2 Councilmember*  
Ben Bartlett, *District 3 Councilmember*  
Kate Harrison, *District 4 Councilmember*  
Sophie Hahn, *District 5 Councilmember*  
Susan Wengraf, *District 6 Councilmember*  
Kriss Worthington, *District 7 Councilmember*  
Lori Droste, *District 8 Councilmember*

**CIVIC ARTS COMMISSION**

Kim Anno, Chair (*Mayor Arreguin*)  
Elizabeth Ozol, Vice Chair (*Councilmember Hahn*)  
Shannon Jackson (*Councilmember Worthington*)  
Matthew Passmore (*Councilmember Maio*)  
Terry Taplin (*Councilmember Davila*)  
Jennifer Lovvorn, (*Councilmember Wengraf*)  
Aida Gamez, (*Councilmember Droste*)  
John Slattery (*Councilmember Bartlett*)  
Kevan Jenson (*Councilmember Harrison*)

**STAFF**

Mary Ann Merker, Civic Arts Coordinator, Commission Secretary  
Chrystal O'Malley, Civic Arts Assistant Management Analyst  
Jessica Moreno, Civic Arts Intern