City of Berkeley Arts Organizations and Arts Programs Grants Guidelines
FY22 Grant Cycle for Berkeley-based Arts Nonprofit Organizations and Arts Programs of Service Nonprofits: Two-Year Grant Activity Period of July 1, 2021 – June 30, 2023

APPLICATION DEADLINE: January 19, 2021, 5:00pm PST

Applications are available online at: https://cityofberkeleyoed.submittable.com
For any questions regarding the grant please contact Civic Arts Staff at civicarts@cityofberkeley.info

IMPORTANT DATES
Applications Open October 26, 2020
Civic Arts Grants Information Webinar October 27, 2020
Grant Writing Tips Webinar November 10, 2020
Application Deadline January 19, 2021
Grant Application Review Panel Meetings April-May, 2021
Grants Committee Meeting – Funding Recommendations May 18, 2021
Commission Meeting – Grant Awards Approval May 26, 2021
City Council Adopts Two-Year Budget June 29, 2021
Two-Year Grant Activity Period July 1, 2021 – June 30, 2023

1. PURPOSE, ELIGIBILITY, STANDARDS, GRANT AMOUNTS, USE RESTRICTIONS & FISCAL SPONSORS

1.1 Purpose
Recognizing that arts and culture are integral to the Berkeley’s identity, history and desirability as a place to live and visit, the Berkeley Civic Arts Commission utilizes its grant making to foster a healthy civic arts ecosystem and to strengthen diverse cultural expressions in order to enrich the city as a whole. Civic Arts grant funds provide general operating support that is strategically targeted to: bolster the growth and stability of Berkeley’s arts community; support a wide array of nonprofit arts organizations, and arts programs of service nonprofits throughout the City of Berkeley; and empower and promote equitable representation of cultural perspectives that have been historically marginalized.

1.2 Eligibility
Applications that are complete and submitted by the deadline will be accepted from ALL applicants that meet the following conditions:

- Organization must be housed in the City of Berkeley with its corporate address in the City of Berkeley or operate within a City of Berkeley-owned facility. Organization and fiscal sponsor address will be verified in GuideStar by City staff. (Fiscal Sponsor does not need to be located within the City of Berkeley.)
- Have a majority (at least 51%) of its arts activities in Berkeley for no less than two years.
- Applicant’s grant funded operations, programs, or activities take place during July 1, 2021 – June 30, 2023.
- Applicants to the Arts Organization Funding Category are able to also submit an application to the Festivals Funding Category.
• Applicant is in good standing on previous and/or current City of Berkeley Civic Arts Grants and any other City department grants or agreements. Note: Any previously awarded Civic Arts Grants programming must be completed and closed out and final report submitted before grantees are eligible to apply for new funding.
• Demonstrate current nonprofit and tax-exempt status, as identified by Section 501(c)(3) of the Internal Revenue Code. The following additional documentation must be made available upon request: organizational by-laws, roster and meeting calendar for a functioning Board of Directors or advisory group, copies of meeting minutes and resolutions.
• Applicants WITHOUT tax-exempt 501(c)(3) status must acquire a nonprofit and tax-exempt 501(c)(3) fiscal sponsor and must submit a current letter of agreement between the applicant organization and fiscal sponsor that was executed within the last 3 years.
• Applicant must be one of the following:
  o A nonprofit organization with a mission statement clearly focused on the development, production, and/or presentation of arts and culture.
  o An ongoing program of a non-arts or service-based nonprofit organization that is focused on the development, production, and/or presentation of arts and culture. The applicant’s organizational budget category will be based on the arts-program budget only.
• 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.
• The organization must operate and offer its arts programs in a non-discriminatory manner and in compliance with all applicable laws, including, without limitation, anti-discrimination laws covering protected classes.

1.3 Standards of Practice
The following Standards of Practice provide practical benchmarks to guide and measure organizational grant applicants relative to professional practices in the field which support the overall well-being of the arts ecosystem. An organization’s adherence to these standards is taken into consideration by the review panel as part of the grant application evaluation as described Section 3.1: Evaluation Criteria and Weighting.

Recommended Minimum Standards of Practice for All Applicant Organizations
• Artists who are participating in programming in a substantial way are compensated with at least an honorarium, except for:
  o Artists enrolled as students who are receiving course credit for their involvement with the organization.
  o Artists who are amateur participants in a community arts organization such as a community chorus or a community orchestra.
  o Artists who are amateur participants in a non-accredited arts and cultural training program, such as a school of theater or school of dance.

Additional Recommended Standards for Applicant Organizations with average annual budgets above $500,000
• At least the equivalent of one full-time paid employee with duties including executive and/or artistic management.
• Current practice of Annual Reviewed Year-End Financial Reports.
• Healthy ratio of budget spent on administration and overhead to programs and artist fees.
• Artists and staff compensated at generally accepted professional standards for the field within the San Francisco Bay Area.
• Provide reasonable accommodations for people with disabilities to ensure access to offices, rehearsal spaces, training and other facilities necessary to prepare programs.

1.4 Grant Amounts & Grant Cycle
New This Year! Civic Arts Grants for Arts Organizations are now operating on a two-year grant cycle. Grant applications are only being accepted once every two years. Applications will be accepted in spring 2021 for the two-year cycle of FY22 (July 1, 2021 – June 30, 2022) and FY23 (July 1, 2022 – June 30, 2023). Grant award amounts determined through this process will be paid out to grantees on an annual basis contingent upon the allocation of funds from the City Council annually.

The total amount allocated to each of the three grant categories (Arts Organizations, Festivals, and Individual Artists) will be recommended by the Civic Arts Commission’s Grants Committee after an evaluation of the review panel results and based upon the size of the applicant pools and the corresponding scores. The Grants Committee’s recommendation will be forwarded to the full Civic Arts Commission for approval.

Arts Organizations Grants are awarded according to the following categories:

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<tr>
<th>Organization Size based on 2-year Average Annual Budget</th>
<th>Possible Annual Grant Award Amount</th>
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<tbody>
<tr>
<td>Small Organizations: 2-year average annual budget up to $100,000</td>
<td>up to $8,000</td>
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<tr>
<td>Mid-Size Organizations: 2-year average budget $100,000 - $1,000,000</td>
<td>up to $10,000</td>
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<tr>
<td>Large Organizations: 2-year average budget over $1,000,000</td>
<td>up to $12,000</td>
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Budget levels will be calculated based on cash income. In-kind donations and volunteer work may be listed but should be kept separately from the budget numbers used for calculating eligibility.

1.5 Funding Use Restrictions
The following restrictions apply to ALL applicants:
• Applicant organization may not be an agency or department within the City of Berkeley.
• Applicant organizations may only apply for one Arts Organizations Grant, however Applicant may apply for both an Arts Organization Grant and a Festival Grant.
• Applicant organization may not also apply for an Individual Artists Project Grant.
• Any previously awarded Arts Organizations Grant programming must be completed and closed out and final report submitted before new grant funds will be disbursed.
• Public and private K-12 schools and school districts are not eligible for funding. Organizations may apply to work in after-school programs, but grant funded activities may not be part of the school day curriculum.
• The awarding of funds does not imply that the Civic Arts Program or any other City department 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 of Berkeley DOES NOT fund the following:
• Organizations or activities that are part of the curriculum 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 or businesses.
● Social service-oriented projects that are not primarily arts focused.
● 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 ADA accessibility improvements).
● Equipment purchases.
● Events where fundraising is the primary purpose.
● Deficit or debt reduction.

1.6 Fiscal Sponsors
Definition of Fiscal Sponsor: Fiscal sponsor is a 501(c)(3) tax exempt and nonprofit organization that has been assigned the responsibility to process the funds of another organization. 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 applying for funding through a Fiscal Sponsor should take particular note of the following requirements that the Fiscal Sponsor must meet:

● Fiscal Sponsor shall be responsible for all fiscal obligations of the grantee’s awarded funds.
● Fiscal sponsors may be located anywhere within the United States.
● A written contract or Letter of Agreement dated within the last 3 years between the applicant and the Fiscal Sponsor specifying the conditions of the Fiscal Sponsor arrangement must accompany the Grant application. (This agreement must be between the Fiscal Sponsor and the organization; a memorandum or letter to the Civic Arts Commission is not sufficient).
● If the Fiscal Sponsor is also an applicant to the Arts Organizations Grants Program for their own organization, any funds awarded to the organizations that they fiscally sponsor will not be counted as part of the fiscal sponsor’s application budget.
● Information submitted in the grant application, including all budget information, applies to the organization conducting the program, not the Fiscal Sponsor.

2. GRANT APPLICATION MATERIALS
In order to be considered for funding, applicants must submit fully completed grant applications and all required application materials. The Arts Organizations Grants Program application consists of the following components:

● General Application.
● Narrative Description.
● Program Calendar (last, current, and projected year).
● Staff and/or Project Personnel Bios (relevant to program focus).
● List of Board of Directors.
● 2 Year Budget Form, including budget notes.
● 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 within the last 3 years.
● Work Samples and Descriptions of Art Programs/Activities from within the last 3 years.
3. EVALUATION CRITERIA & SCORING SYSTEM

3.1 Evaluation Criteria and Weighting
Applications will be evaluated according to the following criteria which are described so that applicants may have an idea of how the panel will score each application:

Artistic Merit & Professional Quality_________________________________________ 25 percent
● The applicant’s art and cultural work demonstrates high quality and strong artistic merit or promise through its artistic history, accomplishments, and examples of recent (within the last 3 years) previous work.

Quality of Identified Goals and Strategy_______________________________________ 25 percent
● 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. Given its mission, the applicant’s ability to define and achieve appropriate artistic goals, its commitment to creativity and quality and, if appropriate to its mission, the development of new work.

Capacity_______________________________________________________________ 25 percent
● Applicant demonstrates qualifications and capacity of staff and board relative to programming and operational goals and organization demonstrates ability to obtain necessary funding.
● Demonstrated financial health for no less than two years as evidenced by:
  o Receiving diverse sources of funding and not being overly dependent on any one source of contributed income.
  o Managing a budget size and percentage of earned revenue appropriate to the programming or arts activity.
  o Not carrying an operating deficit unless it is strategically planned with reserves to cover the deficit.
● Given the applicant’s budget size and age, the general state of its governance and organizational development, management, and operational and financial soundness, ability to achieve appropriate audience and fundraising goals; extent of operational innovativeness and adaptability to external trends.
● Applicant is in good standing with the City of Berkeley and has met final reporting requirements for previously awarded grants in a timely manner. Organizations who have submitted prior year’s final report late will have their scores reduced according to how late the report was submitted. See Section 3.3.
● Adherence to Standards of Practice outlined in Section 1.

Cultural Equity Impact_______________________________________________________ 15 percent
● Demonstrated ability of the applicant to support Berkeley’s diverse cultural traditions and values, including capacity to support and empower the City’s underserved communities.
● Applicant clearly articulates how their program, project or artistic expression is rooted in and reflective of historically marginalized communities and geographically underserved areas of the city.
● Programming and other activities that reach out to economically disadvantaged communities and communities that lack conventional arts venues or formal arts programs.
• The organization demonstrates a commitment to cultural equity. For example, strategic board development to ensure that the board of directors includes members from historically marginalized communities.

Community Impact

10 percent

• Applicant clearly articulates programs and outreach appropriate to their identified audience(s); programs clearly and significantly support the communities, partners, and artists identified. This may include socially distanced programming and outdoor spaces programming if permitted by Health Orders, or digital productions and online/virtual classes/workshops.

• The reach of the applicant’s core programs and the extent to which they engage audiences and provide opportunities for participatory involvement in the arts, including targeted engagement and lifelong arts learning opportunities (i.e., youth, seniors, etc.); the effectiveness of its audience-development activities and its plans for reaching a diverse, broad-based audience and the contribution it makes to sustaining a local community of artists.

3.2 Rating System

When evaluating each criterion, panelists will use the following 10-point scale, which is then translated to the appropriate weight for each criterion:

- Exceptional (9 - 10 points)
- Somewhat Exceeds Expectations (8 – 8.9 points)
- Meeting Accepted Standards (7 – 7.9 points)
- Needs Improvement to Warrant Funding (6 – 6.9 points)
- Does Not Merit Funding (0 – 5.9 points)

An application must receive an overall score of at least 70 percent of total possible points in order for the panel to consider it for funding. However, achieving a score of at least 70 percent of total possible points does not guarantee that the panel will recommend an application for funding, as funds may not be sufficient to recommend a grant for all applicants that score above the minimum threshold. Prior success in receiving an Arts Organizations Grant is no assurance that an applicant will be awarded another grant.

3.3 Scoring penalty for late final reports

Final reports are typically due no later than August 29 following the close of the City of Berkeley’s fiscal year on June 30. For the FY19/20 grants, that deadline was extended to December 31, 2020 due to COVID-19. Grantees who submitted their final reports for the FY 19/20 Civic Arts Grants late will receive a grant application score penalty as follows:

For reports submitted after the 12/31 deadline
For each month after the deadline (the last day of the month)

5 points deducted from total score
Another 5 points deducted from total score. (Penalty accrues monthly)

4. APPLICATION REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts Program staff will review for completeness and eligibility all applications that meet the deadline. Applications that pass this initial review will then be evaluated for their strengths by a separate Grant Review Panel, which will rely on the application and related materials submitted by applicants.

4.2 Grant Review Panel

2180 Milvia Street, Berkeley, CA 94704 ● Tel: (510) 981-7539 ● TDD: (510) 981-6903 ● Fax: (510) 981-7099 E-Mail: civicarts@cityofberkeley.info
Applications will be reviewed in categories differentiated into three categories (Small, Mid-Size Organizations, and Large Organizations) in order to make the competition among applications more equitable.

The Review Panel is comprised of individuals with substantial background in the arts and a demonstrated commitment to cultural equity, usually drawn from the ranks of experienced and skilled managers and board members of greater Bay Area arts organizations, professional practicing artists from visual and performing arts fields, and experienced arts grant-makers from the philanthropic and public sectors. An open call and application for potential review panelists will be advertised. Review panelists will be approved by the Civic Arts Commission.

Review panelists must not have any conflict of interest, which is defined as a situation in which a panelist has a competing professional, financial, or personal interest, which might make it difficult to fulfill his or her duties impartially and could impair an individual's ability to perform his or her duties and responsibilities objectively. A conflict of interest exists even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the selection process, the Grants Program, the Civic Arts Commission and the City. If a panelist has a conflict of interest, they must recuse themselves and they must notify the City staff in advance of the panel (so that they're not assigned a lead reader role for those cases) and they must leave the room during any panel discussions regarding the applicant with whom there is a conflict of interest so that the panelist does not influence the process.

The City may engage an experienced consultant to conduct an in-depth examination of aspects of selected applications, in which case the consultant’s reports will also be provided to the Review Panel. In addition, the City may provide prior grant report information and other officially gathered information to the Review Panel.

Applicants are encouraged to attend the Grant Review Panel meeting which will be held through Zoom Video Webinar. Staff will email the grant review schedule and Zoom link to attend the meeting.

Applicants are not permitted to address the Review Panel. Panel notes summarizing the Review Panel comments will be made available to applicants upon request following City Council’s approval of the annual budget.

4.3 Civic Arts Commission Approval and City Council Review
After the Grant Review Panel has scored all applications, the Civic Arts Commission’s Grants Committee meets to develop funding recommendations in alignment with the ranking of scores within each category 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 Committee are made public at least five business days prior to the Civic Arts Commission approval. The Civic Arts Commission reviews the funding recommendations for approval. Grant awards are subject to the City Council’s adoption of the annual budget, which usually occurs in June.

4.4 Appeal or Public Comment to the Civic Arts Commission
In order to evaluate the appeal and for the City’s record-keeping purposes, applicant will provide a written appeal to the civicarts@cityofberkeley.info. Appeals and public comments need to be received at least 24 hours before the final approval at the Civic Arts Commission meeting on May 26, 2021.
5. SELECTED GRANTEE CONTRACTUAL REQUIREMENTS

5.1 Business License
Successful grant applicants must have a current Berkeley Business License in order for their grant awards to be processed.

5.2 Invoices
Grantees may invoice for 100% of the grant amount once they have received the grant award invoice/agreement from the City of Berkeley’s Civic Arts Program.

5.3 Progress Report and Final Report
All Grantees must complete and submit the City’s Mid-Cycle Grant Progress Report form at the end of the first year no later than 60 days after the fiscal year end and the City’s Final Report form for the grant no later than 60 days after the fiscal year end of the second year. Grantees must be current on filing required reports before they can receive grant funding. Submitting a progress report and/or final report later than the deadline will affect the applicant’s score for the following year’s grant application as noted in the scoring criteria – see section 3.3 “Scoring penalty for late final reports.” Applicants who have not submitted a progress report and final report will be ineligible from applying for any future Civic Arts Grants.

5.4 Accommodations
Individuals with disabilities who need reasonable accommodations to participate should make their requests to the Civic Arts Staff at civicarts@cityofberkeley.info who will work with the Disability Compliance Program to evaluate the individual’s request. Individuals must make a disability-related accommodation request at least 72 hours in advance of any deadlines or meetings to ensure that the City has an adequate opportunity to provide reasonable accommodation.

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. All grantees should recognize Civic Arts Grants in the same manner in which it recognizes other contributors in terms of benefits, type size on publications, and frequency of acknowledgement. Failure to comply with this request may affect future grant opportunities.

Grant recipients must acknowledge the City’s financial support in all appropriate materials and media. The acknowledgement should read, “Supported in part by a Civic Arts Grant for Arts Organizations from the City of Berkeley” or similar language, unless the City is a part of a list of supporters. In the latter case, the acknowledgement may say simply City of Berkeley. Grantees must display the City’s logo whenever other sponsor logos are displayed, and in accordance with City logo use guidelines.