

**City of San Leandro
San Leandro Arts Commission**



**Arts & Culture Grants
Fiscal Year 2021/22**

Introduction and Overview of Funding Opportunity..... page 2

Application Schedule..... page 3

Eligibility page 4

 Organizations ... page 6

 Individual Artists... page 8

Technical Assistance..... page 9

Application Criteria page 9

Submittal Requirements page 10

San Leandro Arts Commission Arts & Culture Grants 2021-2022

INTRODUCTION

Arts and culture in San Leandro inspire openness and change, reflecting its community, diverse population, history, innovation, and the beauty of its natural environment.

The San Leandro Arts Commission supports local arts organizations and individual artists in their efforts to create a more vibrant cultural environment. The Arts Commission welcomes applications to support arts activities which engage and enrich the San Leandro community. Visual, performing, media, literary, traditional, and multidisciplinary arts activities are eligible for grant funding through this program.

In this funding cycle, we will consider applications from nonprofit organizations that are not primarily an arts organization, but which provide art and cultural activities to citizens of San Leandro.

PROGRAM OVERVIEW

The City of San Leandro and the San Leandro Arts Commission are offering arts grant funding to community-based organizations located in San Leandro and San Leandro-based individual artists in fiscal year 2021-22. The funders seek applications of high artistic quality, with an emphasis on activities that support and celebrate the San Leandro community.

Grant funding may be used to support programs and/or general operating expenses to continue the on-going activities of grantee organizations, or to support activities of individual artists.

In keeping with our core values of diversity and equity, the San Leandro Arts commission seeks to support a vibrant and inclusive community. We honor and celebrate the voices and cultures of all prospective grantees.

Non-profit organization-led projects will be supported with grants of up to **\$4,000**.

Individual-led artist projects will be supported with grants of up to **\$2,000**.

All arts and cultural activities supported by the 2021-22 Arts & Culture Grants Program must occur within the city of San Leandro and be completed by June 30, 2022. Final Reports will be due from grant recipients by July 31, 2022.

2021/22 APPLICATION SCHEDULE

1. Guidelines & Applications Issued June 21, 2021
2. Technical Assistance..... by appointment
3. Application Submittal Deadline..... September 15, 2021
4. Grant Review – Panel Meeting September 2021*
5. Funding Recommendations sent to Arts Commission Sept./Oct. 2021*
6. Announce Grant Awards October 2021*
7. Invoicing and Grant Payments Oct./Nov. 2021*
8. Last eligible funding date June 30, 2022
9. Grant Reports Due July 31, 2022

* Dates of consideration by review panel, Arts Commission, and City Manager are tentative and subject to change without notice.

ELIGIBILITY

General Requirements

- Grant-funded activities must occur between October 1, 2021, and June 30, 2022 (the grant period).
- Only San Leandro-based organizations, or individual artists working and living in San Leandro, will be considered for funding.
- Artists must reside in San Leandro to be eligible. Proof of residency may be satisfied by providing a rental agreement, utility bill, or bank statement.
- Organizations and artists that are awarded funding must maintain San Leandro residency throughout the grant period.
- Generally, only those organizations with a mission that includes arts or culture will be considered for funding. THIS YEAR, HUMAN SERVICE ORGANIZATIONS AND OTHER ORGANIZATIONS PROVIDING ARTS PROGRAMMING AND ACTIVITIES ARE ALSO ELIGIBLE.
- To apply, organizations should be a federally recognized nonprofit with an IRS 501(c)(3) status number and determination letter. If your organization does not hold 501(c)(3) status, contact the City's Communications & Community Relations Manager, Paul Sanftner (psanftner@sanleandro.org). Organizations seeking to apply through a Fiscal Sponsor may be considered on a case-by-case basis. (A Fiscal Sponsor is a 501(c)(3) incorporated nonprofit organization qualified to receive and disburse funds on behalf of an unincorporated organization. Any Fiscal Sponsor applying for pass-through funds to support an unincorporated group must be San Leandro-based and meet all other eligibility requirements stipulated for incorporated organizations as contained in these guidelines.)
- Organizations must be operational for at least twelve (12) months before the Application Due Date (i.e., offering services, performances, etc. in San Leandro for 12 months prior to the September 15, 2021, deadline).
- Individual Artists who are awarded funds will be required to obtain and hold a current City of San Leandro business license for the duration of the grant period.
- Funded individual artists cannot be employed by the City of San Leandro.
- Organizations may use a Post Office Box address in San Leandro; however, a street address is preferred. An applicant using a P.O. Box address **MUST DEMONSTRATE** that the organization's activities are based in San Leandro and performed/exhibited in the City of San Leandro.
- Only one application will be accepted per organization, per artist, and per project in the 2021-22 funding cycle.

All grant recipients will be required to:

- Acknowledge financial support and/or market or promote the City of San Leandro on all online and printed materials related to the funded activities.
- Demonstrate administrative competency through planning, programming, and budgeting, as well as administering grant funds appropriately.
- Demonstrate promotion of funded activities and evidence of attracting an audience through statistical and demographic information.
- Provide a Final Report to the City (by July 31, 2022) that includes statistical and demographic information about the audience/community for the funded activities and the results of the project, and a budget outlining how grant funds were spent.

Organization Eligibility

The intent of the City of San Leandro is to support artistic content readily available to the community. Ideally, any grant-supported work must be open and accessible to the general public.

WHAT WE FUND

Organizations may apply for **general operating funds** and/or **project-based funds.**

Grant funding may be applied toward:

- Funding artistic staff (salaries, wages, fees)
- Funding operations/administrative staff (salaries, wages, fees)
- Supporting a public presentation, production, exhibit, outdoor community celebration, arts fair and/or festival
- Arts-related supplies/materials
- Most general operating costs
- Rehearsal space, office rental space
- Marketing, promotion, and publicity expenses

WHAT WE DON'T FUND

Arts Commission funds cannot be applied towards these costs or projects:

- Activities occurring outside of San Leandro city limits
- Bad debt – Deficit and debt reduction (e.g., loan fees, finance charges)
- Closed subscription series
- Projects already funded wholly by other sources
- Projects which are part of a post-secondary academic degree program
- Fellowships
- Awards
- Social functions, parties, receptions
- Fund-raising events (Note: Funding development staff **is** acceptable)
- Tuition assistance
- Schools (public or private) or other arts-in-education projects
- Out-of-state travel
- Food and beverages
- Capital construction
- Activities with a political or religious purpose

All funded organizations will be required to:

- Display City of San Leandro logo on marketing/publicity materials, website, other publishing.
- Produce Final Report on monies spent (grant budget) and grant activities (narrative).

Organizations unable to submit grant reports or fulfill grant reporting responsibilities will become ineligible for future arts grant funding from the City of San Leandro.

Individual Artist Eligibility

We seek to fund excellence in the arts. The portfolio you provide is the primary factor in evaluating each application.

We are interested in how this grant award will assist you in attaining your goals as an artist.

The spirit and intent of the grant award is to support the creation of artwork or arts activity that is open and accessible to the public. It is not intended to support a studio work without the benefit of a public presentation.

The work of artistic merit/artwork must be exhibited or take place within the San Leandro city limits.

See “What We Fund” and “What We Don’t Fund” in Organization Eligibility above for eligible and ineligible expenses.

Additionally, individual artist(s) applicants must:

- Demonstrate that art activities will culminate in a local public outcome and/or benefit the community. Such activities may include performances of dance, music, theater, visual art, public art projects, exhibitions, traditional/folk art works, and literary activities.
- Obtain and hold a current City of San Leandro business license.
- Demonstrate they are a working artist by providing examples of work (visual, music, theater, dance, literary, media, interdisciplinary).
- Be at least 18 years old by the application deadline of September 15, 2021.
- Not be enrolled as a full-time student.
- Document at least a two-year history of creating art / work of artistic merit.
- Be able to display City of San Leandro logo on marketing/publicity materials, website, other publishing/social media.
- Be able to produce a Final Report on monies spent (grant budget) and grant activities (narrative).

Individual artists unable to submit grant reports or fulfill grant reporting responsibilities will become ineligible for future arts grant funding from the City of San Leandro.

TECHNICAL ASSISTANCE – 2021

Technical assistance will be provided on a case-by-case basis. The City's arts consultant will provide 1-1 assistance by phone or teleconference, depending on the needs of the applicant.

Applicants who have general questions or need assistance can contact the City's Communication and Community Relations Manager, Paul Sanftner, at PSanftner@sanleandro.org.

FAQs will be posted, in advance of the deadline, to the City's Art Commission web page at www.sanleandro.org/depts/citymanager/arts_commission.

GRANT PROPOSAL EVALUATIONS

The City of San Leandro, San Leandro Arts Commission, and the City's arts consultant will review grant proposals for completion. We recommend that grantees submit materials well in advance of the deadline. In this way, if a document is missing or the grant has not been signed, there is ample time to contact the potential grantee for application completion.

Fully complete grant proposals will be forwarded to a Peer Review panel. The Peer Review panel may consist of Arts Commissioners and/or peers selected for their expertise in the arts, arts funding, and/or non-profit management. The City's arts consultant will facilitate the panel meeting and discussion and gather scored applications for review and distribution.

Recommendations will be forwarded to the Arts Commission and/or City Council for final approval. All award recommendations are tentative until final approval is received. Awards are contingent upon the availability of tax dollars and funding.

APPLICATION CRITERIA AND SCORING

All applications are reviewed based on a set of criteria:

- Overview and mission (organizations)
- Artistic quality and excellence
- History of programming or activity in San Leandro/Bay Area
- Management and fiscal capability (organizations)
- Public benefit
- Promotion and outreach plan / program
- Proposed funded activities will be accessible or visible to the public

SUBMITTAL REQUIREMENTS – HOW TO APPLY

All applications are to be completed through the Google Form (link provided above) or in Word (PC-based) and saved in a PDF format. The submission deadline is September 15, 2021.

The City of San Leandro is not responsible for compatibility issues arising out of operating systems, platforms, programs, or program versions.

We have made every effort to streamline the grant process. It is estimated that completing the grant narrative, budget, and application form will take approximately 90 minutes. Another hour would be needed to gather attachments, make copies of the final application package, and submit.

Organization Grant Applications

The **submitted** materials will include:

1. APPLICATION FORM with Narrative Section
2. PROJECT BUDGET (template provided)
3. ARTISTIC WORK SAMPLE. Submit 1 Video or 1 Audio sample, up to 5 minutes in length; OR 1 Literary sample of 10 pages or less; OR up to 10 still image files. Upload files to Vimeo, Youtube, or a similar site and send link with application, OR submit file via Dropbox or similar file-sharing site. Note: Keep in mind that work samples will be shared and reviewed by panelists online. Make sure file names clearly reflect the contents of the file so reviewers know what they are opening. Only the following file types will be accepted: .pdf, .jpg, .tif, .mp3, .mp4, .mov.
4. 501c3 Federal (IRS) Letter of Determination
5. Board of Directors roster: Most current, with board members' names, current terms, and associations/work title/places of employment. Addresses/phone numbers not necessary
6. Profit and Loss Statement – most recent
7. IRS Form 990

Please also make a copy of the completed and signed application package for your organization's files.

Individual Artist Grant Applications

The **submitted** materials will include:

1. APPLICATION FORM with Narrative Section (see form provided)
2. BUDGET (template provided)
3. ARTISTIC WORK SAMPLE. Submit 1 Video or 1 Audio sample, up to 5 minutes in length; OR 1 Literary sample of 10 pages or less; OR up to 10 still image files.

Upload files to Vimeo, Youtube, or a similar site and send link with application, OR submit file via Dropbox or similar file-sharing site. Note: Keep in mind that work samples will be shared and reviewed by panelists online. Make sure file names clearly reflect the contents of the file so reviewers know what they are opening. Only the following file types will be accepted: .pdf, .jpg, .tif, .mp3, .mp4, .mov.

4. Artist's Resumé
5. Proof of San Leandro residency (rental agreement, utility bill, bank statement, etc.)
6. Copy of City of San Leandro Business License, if Artist currently holds one

Please also make a copy of the completed and signed application package for your files.

APPLICATION DEADLINE: September 15, 2021

CONTACT WITH QUESTIONS:

Paul Sanftner, Communications and Community Relations Manager, City of San Leandro, PSanftner@sanleandro.org