

CITY OF WEST HOLLYWOOD ARTS GRANT PROGRAM

Frequently Asked Questions

(Revised July 2015)

What is the California Cultural Data Project and why must we complete this?

The California Cultural Data Project (CACDP) is the most ambitious and comprehensive effort ever to gather and analyze information about the contributions of the cultural sector to California's economy and quality of life. The California Cultural Data Project will benefit the cultural sector by providing comprehensive, standardized data on arts and culture. This data will allow the cultural community to articulate and provide evidence for the sector's assets and needs, and its contributions to the state.

In terms of the application process, the CACDP is also a great benefit to the organizations applying for funding. The CACDP requires organizations to create an online profile to which they submit quantitative data (income, expenses, audience numbers, etc.) that is stored in a central data bank. This information only needs to be entered once a year and can then be downloaded and submitted with grant applications to all participating arts funders. This will significantly decrease the amount of time organizations spend on applications and will enable and encourage many organizations to seek additional grant-funding opportunities. The City's participation in the California Cultural Data Project has been underwritten by the Los Angeles County Board of Supervisors through the LA County Arts Commission.

Only City Arts Grant applicants are required to complete the CACDP. If arts organizations with budgets less than \$25,000 annually do not feel they have the capacity to complete the CACDP, they might consider applying for funding under the City's Arts Participation Grant program, which provides up to \$1,000 in funding for small projects. Organizations applying under Cultural Resource Development Grants are not required but are encouraged to submit their California Cultural Data Project Report.

Must the applicant register with the California Cultural Data Project to be eligible for all West Hollywood grant opportunities?

Arts organizations must register with the California Cultural Data Project to be eligible for the City Arts Project Grant. Emerging arts organizations applying for the Cultural Resource Development Grant are encouraged to register with the California Cultural Data Project. However, the technical assistance provided as part of the Cultural Resource Development Grant can be used to assist the organization in getting set up with the California Cultural Data Project.

What types of grants are available?

There are five (5) types of arts grants available to eligible nonprofit organizations including:

- **Arts Participation Grants** are available year-round and will be reviewed by the Arts and Cultural Affairs Commission on a case-by-case basis. These grants are designed for arts education projects developed by educational, social service or community-based organizations or for small budget arts organizations with an annual budget of \$25,000 or less. The maximum award any organization may

receive under this grant is \$1,000. To be considered for an Arts Participation grant, please contact the arts grant administrator for more details.

- **Community Enrichment Grants** are available year-round and are intended to support a variety of community-based programs, projects and events developed/produced by nonprofit organizations where a modest grant can make a meaningful and sustainable difference in enriching the cultural life of the West Hollywood community. The maximum award any organization may receive under this grant is \$1,000. To be considered for a Community Enrichment Grant, please contact the arts grant administrator for more details.
- **The City Arts Project Grant Program** is intended for the production, performance or presentation of arts programs/projects by nonprofit organizations. Organizations may apply for two years of grant funding with one application. The organization may apply for two projects, one for each project year. The projects are not required to be related and may be completely separate in terms of scope, audience, artists, or other project components. The maximum grant award is a \$7,500 per year for a total period of 2 years (\$15,000 for a two year grant).
- **Cultural Resource Development Grants** supports arts organizations with budgets under \$75,000 and an interest in strengthening their organization's infrastructure. The Cultural Resource Development Grant provides two benefits for nonprofit arts organizations by supporting both the organization's mission to provide arts programming, and to support the organization itself with technical assistance to improve its ability to fundraise, develop audiences, and build its administrative structure. With one application an organization will be awarded funding for three years, following which the organization may apply for funding through the City Arts Project Grant category. Maximum grant award per year is \$2,500 with an additional \$1,500 in technical assistance. With its first successful application, the organization would be awarded a three-year contract (maximum grant of \$7,500 and technical assistance of \$4,500 payable over 3 years).
- **One City One Pride Arts Festival Grants** are designed to support a variety of programs, projects and events developed/produced by nonprofit organizations and individual artist groups to expand the celebration of June Pride Month through meaningful arts and cultural activities. The maximum amount that can be awarded through this grant is \$7,500.

Where can I get an application?

The City of West Hollywood 2015 Arts Grant Applications are available on-line at www.weho.org/arts.

What do I need to do before starting the on-line arts grant application?

Before you begin your on-line application, we **highly recommend** you do the following:

1. Create a folder on your hard drive and label it "2016 Arts Grant Application" or as appropriate.

2. Complete Part I of the on-line application and click on the SAVE/SUBMIT button to receive the following “Thank You” email that includes the (edit link). The edit link will allow you to continue work on your application at a later date.

Thank You!

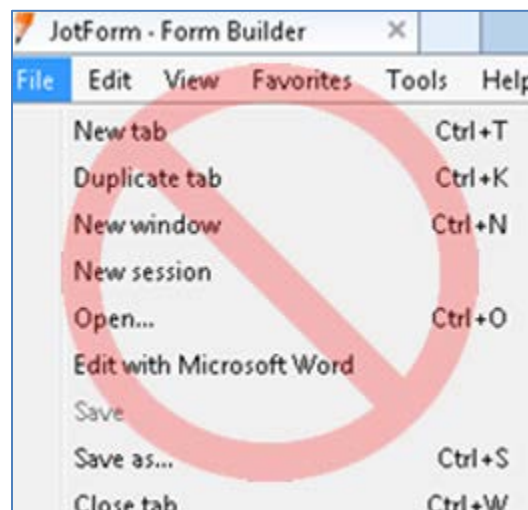
Your submission has been received. You can edit this application until the deadline of

September 10, 2015. If you wish to edit this application, please SAVE the following link which will enable you to edit your submission: {edit_link}

Here is a copy of your submission: {pdf-link}

Save the “Thank You!” email that contains the edit _ link and copy of your submission.in the 2016 Arts Grant Folder on your hard drive. The City will not download grant applications until the application deadline of September 10, 2015.

DO NOT ATTEMPT TO SAVE YOUR APPLICATION VIA YOUR WEB BROWSER.



3. Complete narrative portions of the online grant application in a word processing program of your choice such as Microsoft Word and gather all required information including but not limited to the California Cultural Data Project Report (as applicable), marketing and promotional materials, artistic documentation (visual materials, sound file links, video snippet links, etc) and two years of programming documentation. The programming documentation is generally a list of programs presented by your organization during the past two years that demonstrates the organization’s ability to produce and realize various types of programs. This can be in the form of a link to your website, seasonal brochure (pdf) or Word document detailing two years of programming, etc. Save these items in the “2016 Arts Grant Application” folder on your hard drive. *Note:*

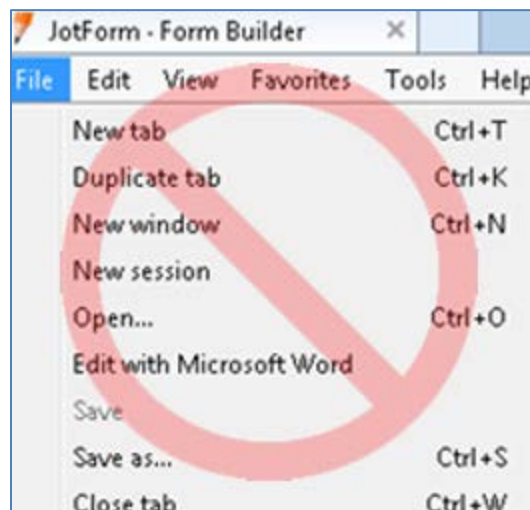
Marketing materials are not programming documentation unless it contains a two year list of programming.

4. Once you have copied and pasted and/or edited information on the on-line application, click on the SAVE/SUBMIT button as illustrated below. There are three SAVE/SUBMIT buttons throughout the application to assist you with saving your work.

Please click on the Save/Submit button to register and continue work on your proposal. Do not attempt to save the proposal via your web browser. There is also a Save/Submit buttons throughout this form. You will receive the following "Thank You" email: Your submission has been received/saved. If you wish to edit your proposal, please SAVE the following link which will enable you to edit your proposal: {edit_link} Here is a copy of your submission: {pdf-link} You will be able to edit your application until the deadline of Thursday, September 10, 2015. Please save the {edit_link} on your computer hard drive.

SAVE/SUBMIT

5. **DO NOT ATTEMPT TO SAVE YOUR APPLICATION VIA YOUR WEB BROWSER.**



How do I save and edit the online arts grant application?

Please see instructions above for saving, editing and submitting your application. Again, the City will not download applications until after the deadline of Thursday, September 20, 2015.

Must the project and or performance take place at a venue in West Hollywood?

Projects must take place in West Hollywood or in the immediate West Hollywood adjacent area. The Commission funds projects that are presented in West Hollywood and that serve the West Hollywood Community.

Organizations interested in performing at:

West Hollywood Park or Kings Road Park contact (323) 848-6308.
Plummer Park contact (323) 848-6530.

West Hollywood Park Public Meeting Room Council Chambers contact (323) 848-6377.

Is there a charge for the use of City facilities for grant funded projects and performances?

No. Facility rental fees are waived for grant funded projects and performances.

There are other suitable venues within West Hollywood that could serve as a performance or art space: outdoor spaces and parks; churches, schools, theatres; and other art or art-friendly spaces.

Are performance and/or presentation date (s) and location (s) required at the time of application?

Yes, for the first year project. Should your organization receive a grant award, you must confirm the performance and/or presentation date (s) and location (s) by **December 1, 2015** for the project proposed for 2016.

Can the applicant charge an admission or request suggested donations?

Yes.

I would like my project/performance to be presented as part of the One City One Pride Arts Festival (Pride Month celebration). When is the One City One Pride Arts Festival?

The 2016 One City One Pride Arts Festival will be held May 22, 2016 (Harvey Milk Day) – June 30, 2016. Organizations interested in presenting projects/performances during the festival should apply for funding through the One City One Pride Arts Festival Grant program. For more information on the One City One Pride Arts Festival contact Michael Che, Arts Coordinator at (323) 848-6377 or email mche@weho.org.

Can I apply for a grant this year, even though I received funding last year?

If you received either a City Arts Project Grant or Cultural Resource Development Grant last year, you do not need to reapply for 2016, as you were recommended for two years of funding through the City Arts Project Grant or three years of funding for the Cultural Resource Development Grant. If you applied for and received funding through one of the other grant programs, you are eligible you reapply.

Does the Arts and Cultural Affairs Commission fund individuals?

Yes. Individual artists can apply under the One City One Pride Festival Arts Grant opportunity. However, funding is capped at a certain amount. Individual artists may be able to secure the service of a sponsoring nonprofit arts organization for the project of the artist.

Does the applicant need 501 [c] 3 (nonprofit) status?

To apply for a City Arts Grant or Cultural Resource Development Grant, the applicant must be a registered nonprofit arts organization. However, individual artists, collaborative groups, or collectives without their own nonprofit status may use another nonprofit organization as a fiscal sponsor to apply for an Arts Participation or Community Enrichment grant. You do not need nonprofit status to apply for a One City One Pride Arts Festival Grant.

What are the responsibilities of a fiscal sponsor?

The fiscal sponsor receives and manages the grant funds for the project and signs the grant agreement and other required award documents, if the proposal is approved. The fiscal sponsor is the entity that provides financial accountability for the project and must be a nonprofit arts organization.

What is the maximum amount an applicant can request?

The maximum award any organization may receive for a City Arts Project Grant is \$7,500. The maximum award for Cultural Resource Development Grant is \$4,000. The maximum award for a Community Enrichment Grant is \$1,000. The maximum award for an Arts Participation Grant is \$1,000. The maximum award for a One City One Pride Arts Grant is \$7,500.

Are matching funds required?

Matching funds are required for City Arts Project Grant applications only. Organizations must be able to demonstrate a 1:1 funding match. Up to 50% of that match may be from in-kind support.

What does “in-kind” mean?

In-kind refers to any contribution of labor, materials, goods or services donated to the project. It can include contributions of professional time, volunteer hours and office space including use of equipment for programmatic purposes, materials donated for publicity, promotion and other public program items.

How are funds distributed?

100% of the funds are distributed within 30 days of execution of Grant Agreement and upon receipt of information confirming dates and locations of the project.

Is there a time limit for project completion?

The term of each grant project is one year, from January 1 to December 31 of the grant year.

When will applicants be notified of funding?

The application review process takes approximately two months. If the project is funded, the sponsoring organization will be sent an award letter via email by December 1, 2015 containing documents that must be signed and returned to the City of West Hollywood.

If my application is unsuccessful, can I apply again?

Yes. Please contact the arts grant administrator to discuss your project and see if there are any suggestions for improvement.

If funded, what are your reporting requirements?

The City of West Hollywood requires that grantees submit a Final Report within 30 days of completing the grant project, which describes in detail the use of the grant, special public outreach efforts paid for by the grant, and an itemized expenditure report. The City will provide you with the Jotform link for the Final Report Form, if you are awarded an arts grant.

Failure to file a Final Report will result in the following:

- a. Requested return of grant funds for that year;
- b. Forfeit of any awarded grant funds for the coming year, and
- c. The inability to request funding in the future without the completion of the final report.

If funded, what are your insurance requirements?

If funded, the City requires that all grantees maintain general liability insurance in an amount not less than two hundred thousand dollars (\$200,000) per occurrence for bodily injury, personal injury, and property damage for the duration of the arts grant agreement with the City.

How should we acknowledge the City and the West Hollywood Arts and Cultural Affairs Commission?

The City of West Hollywood requires that the grantee acknowledge the City of West Hollywood Arts Grant Program and the Arts and Cultural Affairs Commission on all applicable marketing materials, public notices, website announcements, etc. City shall provide the grantee with applicable logos and sample language for brochures and programs.

Will there be grant workshop for applicants?

Yes. A workshop to review and answer questions about the application process and grant requirements has been scheduled for **Thursday, August 6, 2015 at 6 p.m. in the Community Meeting Room at West Hollywood City Hall located at 8300 Santa Monica Boulevard.** 2 hours validated parking will be provided in the Kings Road Parking Structure at the northeast corner of Santa Monica Blvd and Kings Road, 2 blocks west of City Hall.

Who should I contact if I need I need more grant information or have questions about the application process?

Contact the program administrator at the City of West Hollywood at (323) 848-6354 or pbonds@weho.org. We also encourage you to check our website for information and updates.

When are applications due?

The application deadline for City Arts Project Grant, Cultural Resource Development Grant, and One City One Pride Arts Festival Grant must be received by 3:00 p.m. **Thursday, September 10, 2015.**