



COMMUNITY GRANT GUIDELINES (2019 – 2020)

Please review this document completely before beginning the application.

The City of West Hollywood is pleased to offer WeHo Arts Community Grants 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. Applications can be submitted at any time throughout the year.

WeHo Arts Community Grants may be applied for at any time during the year and will be awarded until funds are no longer available. Community Grant requests will not be considered for fundraising efforts, capital campaigns or religious-based program/events.

Please contact the program staff before beginning an application to determine eligibility and available funding at pbonds@weho.org (323) 848-6354.

Grant Program Purpose

The City has identified the following objectives for the WeHo Arts Community Grant:

- Support for community-based organizations that want to add artists and performances to their community programs or events, or undertake an arts education program for a specific population such as older adults, children or special needs groups;
- Support for small arts projects developed by educational, social service, or community-based organizations in which art is not the primary mission of the organization;
- Designed to enhance free public events with an arts component;
- Intended to provide payment or honorariums to performers, singers, musicians, poets, or other artists;
- Support for productions or presentations of art projects developed by small non-profit arts organizations;
- Designed to increase access to and/or participation in the arts and could be used for art making or arts participation activities, typically for educational purposes, in support of the organization's mission.

General Requirements

To be eligible for consideration, organizations must meet **all** of the following requirements:

1. Organizations must be a registered and active 501(c)(3) nonprofit organization or provide evidence that they are under a fiscal sponsorship agreement with another nonprofit organization.
2. Organizations must be able to demonstrate commitment to and involvement with the West Hollywood community.
3. Projects must take place in West Hollywood or in the immediate West Hollywood adjacent area during calendar year 2019-2020 and include West Hollywood residents in the proposed activities.
4. Organizations must provide proof in the form of a Certificate of 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.
5. Applicants must submit an on-line application. Applicants might be asked to present their request in person at a meeting of the Performing Arts and Cultural Affairs Subcommittee.

Review Process

All applications will be screened initially by staff to ensure compliance with the eligibility requirements. Applicants who do not meet these requirements will not be forwarded onto the Performing Arts and Cultural Affairs Subcommittee of the Arts and Cultural Affairs Commission.

The Performing Arts and Cultural Affairs Subcommittee will review applications on a case-by-case basis and as long as funding is available.

Applications will be reviewed on the following criteria:

- Expertise of artist(s) involved as demonstrated through professional artist resume/CV
- Purpose of grant
- Timeliness of program/project/event
- Impact on community
- Audience served
- Organization's involvement in and service to the West Hollywood community;
- Fiscal responsibility
- Innovation/collaborations and/or partnerships
- Overall need for proposed project

Grant decision will be made within 30-60 days of submission.

Grant period is up to one year (July 2019 – June 2020).

Grantees must submit a final report 30 days following the realization of the grant funded program, project or event.

Important Notes

- All grant information provided by the applicant becomes public record.
- Any organization that accepts grant funding is subject to audit by the City to ensure that grant funds were used for the project as reported by the organization.

The organization should maintain and retain records (i.e., invoices, receipts, bank statements and/or accounting system records) on revenue and expenditures related to the project for at least three years. Should organizations not adequately account for use of the grant funds, they may be ineligible for any further grant funding from the City.

- Applicants (as applicable) are required to cost out in-kind support from the City as part of its project budget (*facility use and technical support*)
- Organizations, artist collectives and individual artists interested in using City facilities for programming should include project related expenses associated with the use of the facilities in the appropriate project budget section.
- When preparing the project budget, make sure to **include the City grant request** on the appropriate budget line. The project budget should adequately support the project goals and objectives, and the total amount needed to successfully realize the project in West Hollywood.

Annual Arts Grant Program Workshop

The City will conduct its Annual Arts Grant Program Workshop, **Thursday, August 1, 2018 at 6:00 p.m.** at the West Hollywood City Hall Community Meeting Room located at 8300 Santa Monica Boulevard, West Hollywood. Parking is available in the City Hall automated parking structure at 1055 N. Sweetzer, West Hollywood.

Connect with Us

Please connect with us by visiting:

www.weho.org/arts

www.facebook.com/WeHoPride

www.facebook.com/WeHoArts

www.twitter.com/WeHoArts

www.instagram.com/WeHoArts

Venues for Performing and Presenting Arts Grant Projects

City facilities are highly in demand. We encourage artists and organizations to seek out non-City owned facilities in which to present the proposed grant-funded project. **The receipt of a grant does not guarantee the use of City facilities.** Artists, artist collectives and non-profit organizations should be realistic when developing the project, budget and timeline and be conscious of City facility demands.

Artists, artist collectives and non-profit organizations must include cost of rehearsal and performance time in a facility as part of its project budget. **Should the City accommodate the project in one of its facilities, the organization must include the cost of the space in its budget and include it as an in-kind donation by the City.**

Non-City-owned facilities

Organizations are encouraged to seek non-City-owned facilities and non-traditional spaces. The venue should adhere to regulations on use of space. Some non-traditional spaces could include schools, places of worship, or bars/clubs in West Hollywood.

The City has compiled a list of basic rates and amenities for West Hollywood Theaters, though organizations should always double check with the facility to verify information and pricing (<http://www.weho.org/home/showdocument?id=18036>). Theaters in West Hollywood include the following:

- Actor's Company (<http://theactorscompanyla.com>),
- Lee Strasberg (losangeles@strasberg.com)
- 11:11 Theatre (<https://www.1111exp.com>)

CITY FACILITIES

Please consult City Staff on the availability City facilities before indicating that the City facility would be the host location for the event. City facilities include the following:

Fiesta Hall, Plummer Park: Seats up to 300 depending on layout, The facility has a stage, dressing rooms, kitchen, courtyard, stage lighting (not movable, organization must hire lighting tech at \$78.42 (three hour minimum). Users are responsible for set-up and break down. There is ample on-site parking. The facility has a projector and screen but the City's approved contractor must be hired to use the City's equipment in Fiesta Hall. Alternatively, organizations may provide their own equipment.

https://apm.activecommunities.com/weho/Facility_Search?facility_id=26

Plummer Park Community Center, Rooms 1+2 can accommodate up to 80 people. There is no stage, dressing rooms and users are responsible for set-up and break down, ample onsite parking. Wooden floor (could accommodate dance).

https://apm.activecommunities.com/weho/Facility_Search?facility_id=77

Plummer Park's Long Hall: Small gallery space suitable for exhibitions. Grantee is responsible for all installation, framing, insurance, and de-installation, as well as staffing of the gallery space. The gallery space must be open at least 3 days per week, 4 hours per day (minimum of 12 hours per week is required). Use of this space requires approval by the City's Arts Division. Failure to open and staff the gallery space during hours of operation may result in:

- a) Forfeiture of grant award and return of grant funds;
- b) Ineligibility to request funding in the future without the completion of the final report.

West Hollywood Park Auditorium: The auditorium can accommodate up to 300 persons. However there are only 100 seats available. Organizations wishing to have more chairs would need to provide them. This facility has a large indoor stage, no dressing room, very basic stage lighting (Group may be able to use auxiliary lighting bars to attach additional lighting supplied by the Grantee). There is ample on site parking. Users are responsible for set-up and break down.

https://apm.activecommunities.com/weho/Facility_Search?facility_id=37

West Hollywood City Council Chambers: 139 fixed seats, with an additional 20-30 temporary seats may be added for a total of approximately 169 seats. There is no stage. For screenings, theatrical and visual presentations in the West Hollywood City Council Chambers, Waveguide technical support is required at \$450 (for 4 hours).

West Hollywood Library Community Meeting Room: This facility seats up to 100. No stage, no stage lighting and no dressing rooms. There is a projector, screen and sound

system. Waveguide technical support is required at \$450 (for 4 hours) for the use of audio/visual equipment.

https://apm.activecommunities.com/weho/Facility_Search?facility_id=94

Kings Road Park Pavilion: Small, recently refurbished indoor facility that can be used for readings, workshops or small performances. Comfortably seats up to 40 persons. Projects that take place in Kings Road Park must conclude by dusk, as the Park closes at dusk. There is no stage or designated dressing room. However, the kitchen may be used as a dressing room. Users might be responsible for setup.

https://apm.activecommunities.com/weho/Facility_Search?facility_id=76

Outdoor spaces: While outdoor spaces in the parks or other City owned property can provide terrific locations for programming, they also may require significant coordination with City staff, depending upon the project. In some cases, a Special Event Permit might be required. It is recommended that the user discuss with City staff prior to submitting an application that involves using an outdoor space.

Attachment A – Facilities and Recreation Services Department Fee Schedule

FACILITIES AND RECREATION SERVICES DEPARTMENT RECREATION SERVICES FEE SCHEDULE FY 18-19	ADOPTED FEE
	FY 18-19
INDOOR FACILITY USE	
Large Rooms	
West Hollywood Park Auditorium (w/stage) Plummer Park & Fiesta Hall	
Resident Private - First Hour Per Day	\$110
Resident Private - Each Additional Hour	\$35
Non-Resident, Non Profit - First Hour Per Day	\$121
Non-Resident, Non Profit - Each Additional Hour	\$35
Non-Resident, Private - First Hour Per Day	\$242
Non-Resident, Private - Each Additional Hour	\$35
Security Deposit	\$150
Sound and Lighting Technician - Hourly	\$78.42
West Hollywood Park - Library City Council Chambers	
Resident Private - First Hour Per Day	\$110
Resident Private - Each Additional Hour	\$35
Non-Resident, Non Profit - First Hour Per Day	\$121
Non-Resident, Non Profit - Each Additional Hour	\$35
Non-Resident, Private - First Hour Per Day	\$242
Non-Resident, Private - Each Additional Hour	\$35
Sound and Lighting Technician-Hourly	At Cost
Security Deposit (Fee previously listed separately in this schedule)	\$150
West Hollywood Park - Community Meeting Room	
Resident Private - First Hour Per Day	\$130
Resident Private - Each Additional Hour	\$35
Non-Resident, Non Profit - First Hour Per Day	\$141
Non-Resident, Non Profit - Each Additional Hour	\$35
Non-Resident, Private - First Hour Per Day	\$262
Non-Resident, Private - Each Additional Hour	\$35
Sound and Lighting Technician-Hourly	At Cost
Security Deposit (Fee previously listed separately in this schedule)	\$150
Mid Size Rooms	
Plummer Park Great Hall, Combo Rooms 1&2 or 5&6	
Resident Private - First Hour Per Day	\$55
Resident Private - Each Additional Hour	\$30
Non-Resident, Non Profit - First Hour Per Day	\$75
Non-Resident, Non Profit - Each Additional Hour	\$30
Non-Resident, Private - First Hour Per Day	\$110
Non-Resident, Private - Each Additional Hour	\$30
Security Deposit	\$150

FACILITIES AND RECREATION SERVICES DEPARTMENT RECREATION SERVICES FEE SCHEDULE FY 18-19	ADOPTED FEE
	FY 18-19
Small Rooms	
Plummer Park Rooms 1, 2, 3, 4, 5, 6, Art Room 1, Art Room 2,	
Resident Private - First Hour Per Day	\$45
Resident Private - Each Additional Hour	\$24
Non-Resident, Non Profit - First Hour Per Day	\$65
Non-Resident, Non Profit - Each Additional Hour	\$24
Non-Resident, Private - First Hour Per Day	\$90
Non-Resident, Private - Each Additional Hour	\$24
Security Deposit	\$150
West Hollywood Park and Sky Room	
Resident Private - First Hour Per Day	\$36
Resident Private - Each Additional Hour	\$12
Non-Resident, Non Profit - First Hour Per Day	\$50
Non-Resident, Non-Profit - Each Additional Hour	\$15
Non-Resident, Private - First Hour Per Day	\$72
Non-Resident, Private - Each Additional Hour	\$12
Security Deposit (Fee previously listed separately in this schedule)	\$150
Kings Road Park (New separate section for Kings Rd Park)	
Resident Private - First Hour Per Day	\$56
Resident Private - Each Additional Hour	\$12
Non-Resident, Non Profit - First Hour Per Day	\$70
Non-Resident, Non-Profit - Each Additional Hour	\$15
Non-Resident, Private - First Hour Per Day	\$92
Non-Resident, Private - Each Additional Hour	\$12
Security Deposit (Fee previously listed separately in this schedule)	\$150
Kitchen Facilities	
Resident/Non-Resident (All Classifications) With Room Rental of Great Hall, Fiesta Hall, Auditorium, 5&6	\$20
Deposits	
Resident (All Classifications) With Room Rental	\$150
Non-Residents (All Classifications) With Room Rental	\$150
<i>May be required or waived where appropriate - see each individual room.</i>	