



## WEHO ARTS GRANT PROGRAM

# ARTS PROJECT GRANT GUIDELINES

Calendar Years 2022 and 2023

**Please review this document completely before beginning application.**

### WEHO ARTS GRANT PROGRAM GENERAL REQUIREMENTS

At the time of sharing this document the City of West Hollywood is still actively responding to the Coronavirus (COVID-19) pandemic. We do not know when audiences will be permitted to gather, nor do we know when City-owned facilities will be available for grantee rentals and presentations.

The City of West Hollywood follows recommendations from the Los Angeles County Department of Public Health (Public Health), California Department of Public Health (CDPH), and the Centers for Disease Control and Prevention (CDC). If, during your contracted grant term, we are not able to accommodate the funded in-person presentation or project, we may ask the grantee to submit a plan to present their program in an online (virtual) format to take place during the same grant term.

The City of West Hollywood through its Arts Division and Arts and Cultural Affairs Commission provides accessible arts and cultural programming for all residents.

The mission of the Arts and Cultural Affairs Commission is to promote and nurture the arts and cultural life of the City of West Hollywood. The Commission supports quality arts and cultural organizations in the City; promotes arts and cultural activities; and advises City Council on policies affecting the arts and cultural life of the City, its residents and organizations that provide such services to the City.

The City offers a wide range of grant opportunities that support:

- Community-based programs, projects, and events;
- Organizational development;
- The production, performance, or presentation of art projects including projects that enhance the celebration of June Pride Month;
- Increased visibility of Transgender artists; and
- Career development of individual artists.

The City of West Hollywood is pleased to offer arts grants to eligible artists and nonprofit arts organizations for the production, performance or presentation of art projects that take place in the City of West Hollywood and that serve the West Hollywood community. These general guidelines pertain to the following grant categories: **Arts Project, Organizational Development, Transgender Arts Initiative, and WeHo Artist**. The general guidelines for the **One City One Pride LGBTQ Arts Festival** grant will be published in August 2021. The **Community Arts** grant category functions on a different timeline and with a separate review process. Review the Community Arts grant guidelines for more information.

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We invite and encourage artists and organizations representing diverse populations and diverse artistic disciplines to apply for these grants. As stated in our Cultural Equity Statement, the City of West Hollywood's Arts Division and Arts and Cultural Affairs Commission's definition of diversity includes all ways in which people differ, including but not limited to, race, ethnicity, gender, socioeconomic status, education, age, gender identity, gender expression, sexual orientation, ability, geography, citizenship status, religion, language, physical appearance, and the intersection of these various identities. We commit to ensuring cultural equity in all arts policies and practices. Read the Cultural Equity Statement in its entirety at [weho.org/arts](http://weho.org/arts).

All grant applications are submitted electronically. Applications are accessed through the City's website at [weho.org/arts](http://weho.org/arts).

### ARTS GRANT REVIEW PROCESS

The City employs a peer panel review process for applications submitted for Arts Project Grants, One City One Pride LGBTQ Arts Festival Grants, Organizational Development Grants, and Transgender Arts Initiative Grants. The review process is a standard process and best practice for government-funded arts grant programs. The peer review panel consists of five (5) qualified arts professionals and individuals who are experienced in disciplines of the arts or have a record of arts activities, experience, and knowledge. The peer review panel scores applications based on the grant review criteria established by the Arts and Cultural Affairs Commission. Arts grantee scores are presented to the Performing Arts and Cultural Affairs Subcommittee of the Arts and Cultural Affairs Commission to assign funding amount recommendations. The Subcommittee's recommendations are reviewed and approved by the Arts and Cultural Affairs Commission. The Commission's funding recommendations are reviewed and approved by the City Council.

The WeHo Artist Grant applications are reviewed by the Performing Arts and Cultural Affairs Subcommittee, then forwarded to the Commission for approval.

The WeHo Arts Community Grants are reviewed by the Performing Arts and Cultural Affairs Subcommittee on a bi-annual basis and forwarded to the Commission for approval.

### ARTS GRANT PROGRAM ELIGIBILITY

- Applicants who are organizations must be a registered 501 (c)(3) nonprofit and active nonprofit or provide evidence that they are under a fiscal sponsorship agreement with another nonprofit organization.
- Applicants may only receive funding from one grant category each calendar year.
- If the applicant is already receiving funding from another City Division or Department, or is co-sponsored by a City Council office, they are not eligible for an Arts Grant for that same project or program.
- City of West Hollywood elected and appointed officials, its employees and their immediate family members are not eligible to apply.
- Proposed projects may not include fundraisers, capital campaigns, murals, or religious-based programs/events.
- Proposed projects must take place in West Hollywood or in the immediate West Hollywood adjacent area (within 5 blocks of the border) and demonstrate marketing and outreach strategies targeting West Hollywood residents and constituents. If you are unsure of the borders of West Hollywood please see the map found [here](#).

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- Applicants must be based in LA County (WeHo Artist applicants must reside in the City of West Hollywood).
- Applicants must submit an on-line application by the deadline.

### 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. Should organizations not adequately account for use of the grant funds, they may be ineligible for any further grant funding from the City.

### EXPECTATIONS DURING FUNDED PERIOD

- 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. This does not apply to individual artist applicants.
- Grantees must send a Thank You letter OR attend a City Council meeting to speak about their grant during their grant period.
- Grantees must attend an orientation meeting.
- Grantees are entitled to no more than 10 hours of in-kind City facility usage.
- Grantees are required to pay for any technology consultants (used for any lighting, film screenings, and projections primarily), if utilizing a City facility.
- Funded projects must take place during the contracted period.
- Grantees must submit a Media Advisory Form 60 days prior to funded program.
- Grantees are required to submit a Final Report within 30 days of completing the grant project.

## ABOUT THE ARTS PROJECT GRANT (2-YEARS)

The City of West Hollywood is pleased to offer the Arts Project Grant to eligible, nonprofit arts organizations for the production, performance or presentation of art projects that take place in the City of West Hollywood and that serve the West Hollywood community.

Organizations may apply for two years of grant funding with one application. The organization will be required to apply for two projects, one for each project year (year one: January 1, 2022 –December 31, 2022 and year two: January 1, 2023 – December 31, 2023).

The projects are not required to be related and may be separate in terms of scope, audience, artists, or other project components. At the conclusion of year one, upon successful completion of the year one project, the organization will be required to submit an update for its year two project for review and approval by the Arts and Cultural Affairs Commission. In order to receive its year two grant, the organization must be in compliance with all other eligibility requirements and have submitted its Final Report for the year one project within the 30 days of completing its grant project.

**\$73,000**     **Total amount of available funding in this category in 2022**

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**\$10,000**      **Maximum award per organization per calendar year**

**APPLICATION DEADLINE IS 3 P.M. THURSDAY, JULY 1, 2021.**

## ARTS PROJECT GRANT CATEGORY PURPOSE AND OUTCOMES

**The City of West Hollywood and Grantees in the Arts Project Grant category can expect to:**

- Engage residents and visitors with the arts; expand arts audiences.
- Recognize and champion local cultural resources; discover and explore new places for artmaking.
- Provide a variety of quality arts programming that is financially and geographically accessible for the residents of West Hollywood; increase access to arts experiences.
- Increase revenues for local businesses; support business partnerships.

## ARTS PROJECT GRANT ELIGIBILITY REQUIREMENTS

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

1. The primary mission of the organization must be the production and/or public presentation of one or more disciplines of the arts.
2. Applicants must plan to present for the public within the City of West Hollywood or immediately adjacent (within 5 blocks of the border of West Hollywood) within the funded calendar year. The proposed project should be 1 (one) presentation per year, as opposed to a series of projects over an extended period.
3. Organizations must be able to demonstrate artistic experience in their field, and an understanding of the unique aspects and cultural diversity of the West Hollywood community.
4. Organizations must provide a CA Data Arts Report for the previous 2 years (2019, 2020).
5. Organizations must be able to demonstrate fiscal responsibility and a 1:1 funding match. Up to 50% of that match may be drawn from in-kind support.

## ARTS PROJECT GRANT REVIEW CRITERIA

All applicants will be screened initially by staff to ensure compliance with the eligibility requirements. Applicants who do not meet these requirements will not be presented to the grants panel for review.

**A peer review panel will evaluate and score grant applications using the following criteria:**

1. Excellence of the organization as demonstrated in its history of programming, in fulfilling its mission, and in its artistic and organizational leadership. (0-25 points)
2. Relevancy to the West Hollywood Community as demonstrated in an understanding of the unique aspects and cultural diversity of the West Hollywood Community. (0-30 points)
3. Managerial and fiscal competence as demonstrated in thorough documentation of the proposed project budget and budget notes. (0-20 points)
4. Cohesive project with a clear timeline, detailed budget, and marketing plan. (0-25 points)

**NOTE:** Organizations whose business location is within the City of West Hollywood will receive a bonus of 4% points to their total score.

**NOTE:** The Arts and Cultural Affairs Commission reserves the right to reassign a grant application to another grant category for which the application and organization may be more appropriate.

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## ARTS PROJECT GRANT APPLICATION TIMELINE

Thursday, July 1, 2021	Application deadline
July 29, 2021	Peer review of grant applications
August 12, 2021	Performing Arts and Cultural Affairs Subcommittee make funding recommendations
August 26, 2021	Arts and Cultural Affairs Commission consider approval of funding recommendations
September 2021	City Council considers approval of funding recommendations
September 2021 – November 2021	Grant recipient notifications, administration of grant award contracts, and mandatory orientation
January 2022	Earliest award of grant funds* <i>*Award of funds depend on grantee's compliance with contracting requirements, such as insurance.</i>

## ARTS GRANT PROGRAM WORKSHOPS

The City will conduct three virtual Arts Grant Program Workshops:

Thursday, April 22, 2021 at 10AM (PT)

Monday, May 10, 2021 at 1PM (PT)

Tuesday, June 8, 2021 at 7PM (PT)

## ARTS PROJECT GRANT APPLICATION DEADLINE

**Application DEADLINE is 3 p.m. Thursday, July 1, 2021.**

For more information please call: Eva Angeloff at (323) 848-6354 or email [eangeloff@weho.org](mailto:eangeloff@weho.org). You can also find more information at [www.weho.org/arts](http://www.weho.org/arts)