



WEHO ARTS GRANT PROGRAM

ORGANIZATIONAL DEVELOPMENT GRANT GUIDELINES

Calendar Years 2023, 2024, 2025

Please review this document completely before beginning application.

ABOUT THE ORGANIZATIONAL DEVELOPMENT GRANT (3-YEARS)

The City of West Hollywood's WeHo Arts Organizational Development Grant supports non-profit arts organizations with an interest in strengthening their organization's infrastructure. This grant is intended for newer, smaller and/or less-experienced non-profits, or established nonprofits undergoing organizational transitions, with budgets generally under \$100,000 and often volunteer run.

This grant category provides two benefits for nonprofit arts organizations: 1) supporting the organization's mission to provide arts programming; and 2) supporting the organization by specifically funding technical assistance to improve its ability to fundraise, develop audiences, and build its creative capacity.

With its first successful application, the organization will be awarded a three-year contract (maximum grant of \$5,000 and maximum technical assistance of \$9,000 payable over 3 years). The technical assistant is selected by the grantee from a pre-approved roster. Technical assistance support is to provide a short-term consultancy of approximately 15-30 hours, per year, depending upon the consultant's hourly rate, in order to gain some skill, knowledge, systems, or other organizational tool that the organization can then incorporate into its operations and practices when the consultant concludes their work plan with the organization.

Grantees who are awarded funding in this category are required to attend the West Hollywood Artist Bootcamp during their funded period. This highly sought-after program will provide grantees additional tools and resources essential to an organization's professional growth.

**\$ 4,000 Total amount* of available funding in this category for 2023
(includes WeHo Artist Bootcamp)**

**\$3,000 of the award is required to be paid to a pre-qualified technical assistant*

APPLICATION DEADLINE IS 3 P.M. FRIDAY, JULY 1, 2022.

WEHO ARTS GRANT PROGRAM

ORGANIZATIONAL DEVELOPMENT GRANT CATEGORY PURPOSE AND OUTCOMES

The City of West Hollywood and Grantees in the Organizational Development Grant category can expect to:

- Participate in the WeHo Artists Bootcamp.
- Engage residents and visitors with the arts; expand arts audiences.
- Recognize and champion local cultural resources; discover and explore new places for artmaking.
- Facilitate a relationship with an experienced consultant to provide specific professional and business development activities that will aid in building its capacity, strengthening its infrastructure, and/or extending the reach of its programming activities.
- Gain or maintain a competitive edge for a variety of arts grant opportunities.

YEAR 1 EXPECTATIONS

In Year 1, grantees **are required** to:

Give a 5-10 minute presentation, alongside other OD Grantees, of the challenges of sustainability in the arts economy and their experience in the Bootcamp.

Year 1 funding is \$4,000.

\$3,000 is to be paid to a pre-qualified Technical Assistant (TA).

Here are some examples of how previous grantees utilized the TA in their first year:

- GOAL SETTING: Set a schedule for one-on-one meetings with TA to review mission statement and organizational structure
- FINANCE: Begin to review financial plan including fundraising
- COMMUNICATION: Review outreach systems, including website, newsletters, and social media

YEAR 2 EXPECTATIONS

In Year 2, grantees **are required** to:

Give a 5-10 minute presentation, alongside other OD Grantees, describing how organization leadership has addressed some of the challenges, implemented what they learned in the Bootcamp, and how they're preparing for their arts project.

Year 2 funding is \$4,000.

\$3,000 is to be paid to a pre-qualified Technical Assistant.

Here are some examples of how year 2 grantees furthered their year 1 goals with the TA in their second year:

- Clarify and refine the organization's mission, vision, and values
- Develop draft responses to grant questions
- Organize data for CA [SMU Data Arts](#)

YEAR 3 EXPECTATIONS

In Year 3, grantees **are required** to:

Present a public art project or performance in West Hollywood and submit a SMU Data Arts Report.

Year 3 funding is \$6,000.

\$3,000 is to be paid to a pre-qualified Technical Assistant.

Here are some examples of how year 3 grantees utilized the TA in their final year of OD funding:

- Sourcing appropriate grant funds for future programming
- Consult with organization leadership for next steps
- Assist with input of data into SMU Data Arts and submission of Final Report

WEHO ARTS GRANT PROGRAM

ORGANIZATIONAL DEVELOPMENT 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. This includes, but is not limited to, arts education, performing arts, literary arts, folk art, cultural art, multi-media and film arts, music, and/or visual arts.
2. Organizations must be able to demonstrate a history (at least one year) of arts programming which reflects their mission statement.
3. Organizations must be able to demonstrate the ability to manage a contract with an outside consultant and provide a clearly articulated need for technical assistance.
4. Organizations must describe their connection and commitment to the City of West Hollywood.
5. Organizations must be non-profit, based in LA County, and must submit an on-line application by the application deadline.

ORGANIZATIONAL DEVELOPMENT 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 forwarded on to the grants panel for review.

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

- Clearly articulate the expectations for the Technical Assistant (0-30 points)
- Commitment to the West Hollywood Community (0-10 points)
- Clearly articulate the current challenges within the structure of the organization. (0-40 points)
- History of programming and relationship to organization mission (0-20 points)

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

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.

WEHO ARTS GRANT PROGRAM

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, Community Arts, Organizational Development, Transgender Arts Initiative, and WeHo Artist**. The general guidelines for the **WeHo Pride LGBTQ Arts Festival (formerly called the One City One Pride)** grant will be published in July 2022.

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.

All grant applications are submitted electronically. Applications are accessed through the City's website at weho.org/arts.

ARTS GRANT REVIEW PROCESS

The City employs a peer panel review process for applications submitted for Arts Project Grants, WeHo Pride LGBTQ Arts Festival (formerly called the One City One Pride) 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 and Community Arts Grant applications are reviewed by the Performing Arts and Cultural Affairs Subcommittee, then 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.

WEHO ARTS GRANT PROGRAM

- 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](#).
- 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 one million dollars (\$1,000,000) 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.

WEHO ARTS GRANT PROGRAM

ORGANIZATIONAL DEVELOPMENT GRANT APPLICATION TIMELINE

Friday, July 1, 2022	Application deadline
July 27, 2022	Peer review of grant applications
August 11, 2022	Performing Arts and Cultural Affairs Subcommittee make funding recommendations
August 25, 2022	Arts and Cultural Affairs Commission consider approval of funding recommendations
September 2022	City Council considers approval of funding recommendations
September 2022 – November 2022	Grant recipient notifications, administration of grant award contracts, and mandatory orientation
January 2023	Deadline to select pre-qualified TA from roster 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 Workshops:

Wednesday, May 11, 2022 at 10AM (PT)

Thursday, June 9, 2022 at 12PM (PT)

Wednesday, June 22, 2022 at 2PM (PT)

ORGANIZATIONAL DEVELOPMENT GRANT APPLICATION DEADLINE

Application DEADLINE is 3 p.m. Friday, July 1, 2022.

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