



# WEHO ARTS GRANT PROGRAM

## WEHO ARTIST GRANT GUIDELINES

Calendar Year 2023

Please review this document completely before beginning application.

### ABOUT THE WEHO ARTIST GRANT

The WeHo Artist Grant aims to nurture and support the long-term development of an artist's ideas by providing funds that increase the capacity for artists to realize work, advance the conditions of creation, and navigate the complexities of both making art and making a career. By directly providing funds to individual artists, the City hopes to keep artists in West Hollywood, attract new artists to the City, and contribute to the quality of our economic and social well-being. The grant may be used in any capacity to fulfill the proposed project within the calendar year.

**\$15,000**      Total amount of available funding in this category per year  
**\$ 5,000**      Total award per artist

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

#### WEHO ARTIST GRANT CATEGORY PURPOSE AND OUTCOMES

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

- Recognize, support and champion local artists.
- Maintain West Hollywood as a home for artists while attracting new artists.
- Present a 3-to-5-minute film that describes or summarizes the project, how the project contributed to the quality of life in West Hollywood, and how the grant affected their ability to complete the project as well as make a public presentation in December 2023.

#### WEHO ARTIST GRANT ELIGIBILITY REQUIREMENTS

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

- Artists who were recipients of the WeHo Artist Grant within the previous 3 years are not eligible to receive this grant. (You cannot have been a recipient in 2020, 2021, or 2022.)
- Applicants enrolled as a student in an academic institution are not eligible to apply in that discipline of study.
- Applicants must be registered on the West Hollywood Artists Registry.
- Applicants must submit 2 examples of previous work (new articles and/or media clips are not qualified as examples of previous work).
- The legal address of the artist must be in the city of West Hollywood. No exceptions. Click [HERE](#) to view City of West Hollywood street address list. Applicants may be required to show proof of residency.

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- Applicants must submit a cohesive project with a timeline and budget.

### WEHO ARTIST 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 Subcommittee for review.

**The Performing Arts and Cultural Affairs Subcommittee will evaluate and score grant applications using the following criteria:**

1. Vision and clarity of proposed project (25 points)
2. Impact of the funding on the professional development of the applicant and West Hollywood Community (40 points)
3. Artistic portfolio as demonstrated by the previous work example(s) submitted (25 points)
4. Professional resume (10 points)

**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.

### 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

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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](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, 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 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.

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- 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 ARTIST GRANT APPLICATION TIMELINE

Friday, July 1, 2022	Application deadline
Thursday, August 11, 2022	Performing Arts and Cultural Affairs Subcommittee review applications and make funding recommendations to Arts and Cultural Affairs Commission
Thursday, August 25, 2022	Arts and Cultural Affairs Commission consider approval of funding recommendations
September 2022	Grant recipient notifications, administration of grant award contracts, and mandatory orientation
December 2022	Earliest award of grant funds* <i>*Award of funds depend on grantee's compliance with contracting requirements.</i>

## **WEHO ARTS GRANT PROGRAM**

### **ARTS GRANT PROGRAM WORKSHOPS**

**The City will conduct four 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)

Thursday, June 23, 2022 at 7PM (PT) – **WeHo Artist Grant Specific Workshop**

### **WEHO ARTIST 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](mailto:eangeloff@weho.org).  
You can also find more information at [www.weho.org/arts](http://www.weho.org/arts)