



# WEHO ARTS GRANT PROGRAM

## COMMUNITY ARTS GRANT GUIDELINES

Calendar Year 2023

Please review this document completely before beginning application.

### ABOUT THE COMMUNITY ARTS GRANT

The City of West Hollywood is pleased to offer the WeHo Community Arts Grant intended to support BIPOC or female lead non-profit arts organizations, non-profit arts organizations which serve traditionally underserved groups, or have social justice centered missions. Proposed presentations can include programs celebrating heritage months, social justice centered art presentations, limited educational and participatory programs (workshops), and performances which engage BIPOC artists and audiences.

WeHo Community Arts Grant applications are reviewed by the Performing Arts and Cultural Affairs Subcommittee as well as the Arts and Cultural Affairs Commission.

**\$6,000**      **Total amount of available funding in this category per year**  
**\$2,000**      **Maximum award per organization per year**

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

#### COMMUNITY ARTS GRANT CATEGORY PURPOSE AND OUTCOMES

The purpose for the grant is to fund art projects that support community goals through cultural equity. This category will encourage projects that celebrate heritage months, arts education, participatory art programs (workshop), arts projects which engage BIPOC artists, and social justice centered art projects.

**The City of West Hollywood and Grantees in the Community Arts 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, and support business partnerships.
- Increase access to and/or participation in the arts through education.
- Amplify, express, explore, address, and celebrate identity, experience, and culture.

#### COMMUNITY ARTS GRANT ELIGIBILITY REQUIREMENTS

## WEHO ARTS GRANT PROGRAM

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

- Eligible organizations are LA County-based non-profit arts organizations who can demonstrate BIPOC and/or female representation in the organization's leadership and/or participating artists.
- Eligible organizations should have at least 1 year of art project history and be able to provide 2 work samples.
- Eligible projects may include
  - a) Projects that celebrate heritage months
  - b) Arts education programs
  - c) Participatory art programs (workshops)
  - d) Arts projects which engage BIPOC and/or female artists
  - e) Arts projects centered on the theme of social justice
- Applicants must have a current non-profit tax status.
- Projects must take place in West Hollywood or the immediate West Hollywood immediately adjacent (within 5 blocks of the border of West Hollywood).
- Applicants must demonstrate a marketing and outreach strategy targeting West Hollywood residents and constituents.

### COMMUNITY ARTS 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.

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

- Cohesive project with clear timeline and budget
- Clear description of audience outreach
- BIPOC and/or female representation
- History of art making and work samples

**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.

## WEHO ARTS GRANT PROGRAM

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

# WEHO ARTS GRANT PROGRAM

## 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](#).
- Proposed projects should take place in calendar year 2023.
- 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.

## COMMUNITY ARTS GRANT APPLICATION TIMELINE

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## WEHO ARTS GRANT PROGRAM

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| 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*<br><i>*Award of funds depend on grantee's compliance with contracting requirements.</i>                         |

### ARTS GRANT PROGRAM WORKSHOPS

The City will conduct three virtual Arts Grant Program Workshops:

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

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

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

### COMMUNITY ARTS GRANT APPLICATION DEADLINES

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)