



ORGANIZATIONAL DEVELOPMENT GRANT GUIDELINES

Calendar Years 2024, 2025, 2026

Please review this document completely before beginning application.

ABOUT THE ORGANIZATIONAL DEVELOPMENT GRANT (3-YEARS)

The City of West Hollywood's 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 (\$5000 each year). The organization is required to select a technical assistant from a pre-approved roster. The grantee organization is required to pay the selected technical assistant \$5000 for consulting services, for each of the first 2 (two) years of the funded period.

Technical assistance support is to provide a short-term consultancy of approximately 40 hours, per year, depending upon the consultant's hourly rate, to gain new 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 this category are required to produce 1 (one) presentation (performance, workshop, event) during the third year of the funding period.

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.

**\$ 10,000 Total amount* of available funding in this category for 2024
(includes WeHo Artist Bootcamp)**

***Monetary award includes WeHo Artist Bootcamp registration.**

WEHO ARTS GRANT PROGRAM

APPLICATION DEADLINE IS 3 P.M. FRIDAY, JULY 1, 2023.

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

Year 1 funding is \$5,000.

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

Pay selected TA consultant \$5,000

Submit Scope of Work by February 1, 2024 and Final Report by December 31, 2024

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

Year 2 funding is \$5,000.

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

Pay selected TA consultant \$5,000

Submit Scope of Work by February 1, 2025 and Final Report by December 31, 2025

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

Year 3 funding is \$5,000.

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

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

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.

WEHO ARTS GRANT PROGRAM

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.
6. Organizations are eligible if they are: 1) working on succession planning; 2) have been formed in the past five years and need organizational systems in place; 3) are seeking to develop and expand their existing audiences into West Hollywood community; and/or 4) are seeking support with fundraising opportunities or grant writing.

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 state specific need for a Technical Assistant (0-5 points)
- Proposed project's contribution to the range of artistic styles, subject matter, and types of presentations (0-5 points)
- Clearly articulate the current challenges within the organization. (0-5 points)
- History of programming and relationship to organization mission (0-5 points)

NOTE: Organizations whose business location is within the City of West Hollywood will receive a bonus of 1 point to their total score, per City policy.

WEHO ARTS GRANT PROGRAM GENERAL REQUIREMENTS

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;
- 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.**

WEHO ARTS GRANT PROGRAM

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, 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 nine (9) 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 will score 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.

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](#).
- Applicants must be based in LA County (WeHo Artist applicants must reside in the City of West Hollywood).

WEHO ARTS GRANT PROGRAM

- Organizations with budgets of \$1 Million Dollars or more are required to provide a cultural equity statement.
- Applicants must submit an application online 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 to be used on one day.
- 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.

ARTS GRANT PROGRAM TIMELINE

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| Friday, July 1, 2023 | Application deadline |
| August 17, 2023 | Peer review of grant applications |
| September 14, 2023 | Performing Arts and Cultural Affairs Subcommittee make funding recommendations |
| September 28, 2023 | Arts and Cultural Affairs Commission consider approval of funding recommendations |
| October 9, 2023 | City Council considers approval of funding recommendations |
| October 10, 2023 | Grant recipient notifications |
| Thursday, November 16 10am-12pm | Grantee Orientation (in person at Plummer Park) |
| January 2024 | Earliest award of grant funds* <i>*Award of funds depend on grantee's compliance with contracting requirements, such as insurance.</i> |

WEHO ARTS GRANT PROGRAM

ARTS GRANT PROGRAM WORKSHOP

The City will conduct one virtual Arts Grant Program Workshop:

Wednesday, May 24, 2023, 1:00 – 2:00 p.m.

*This virtual meeting will be recorded. Applicants who are unable to attend the meeting may submit questions in advance. All questions are due by **Tuesday, May 23, 2023 at 5p.m.***

ARTS PROJECT GRANT APPLICATION DEADLINE

Application DEADLINE is 3 p.m. Friday, July 1, 2023.

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