



WEHO ARTS GRANT PROGRAM

40th ANNIVERSARY CULTURAL HISTORY GRANT GUIDELINES

For projects occurring between January 1, 2025 – December 1, 2025

Please review this document completely before beginning application.

ABOUT THE 40th ANNIVERSARY CULTURAL HISTORY GRANT

The City of West Hollywood is pleased to offer the 40th Anniversary Cultural History Grant intended to celebrate 40 years of cityhood. Proposed projects should highlight the history of West Hollywood and explore the people, policies, and stories that make West Hollywood a unique and vibrant community. Eligible projects to be considered will be one of the following: the presentation of a cultural history exhibition, film screening, panel discussion, or walking tour. Proposed projects must be free and accessible to the public.

We invite and encourage individuals and organizations representing diverse populations and diverse disciplines to apply for this grant. 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.

Proposed projects may take place in June but will not be included as part of the WeHo Pride Festival and should be considered as separate from both the WeHo Pride Weekend and the WeHo Pride Arts Festival.

\$40,000 **Total amount of available funding**
\$10,000 **Maximum award per grant**

APPLICATION DEADLINE IS 3 P.M. AUGUST 29, 2024.

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40th ANNIVERSARY CULTURAL HISTORY GRANT CATEGORY PURPOSE AND OUTCOMES

The purpose for the grant is to fund cultural history exhibitions, film screenings, panel discussions, or walking tours. Proposed projects must be free and accessible to the public. Projects must take place in the city, + 5 block radius, and are not required to be in a city facility.

40th ANNIVERSARY CULTURAL HISTORY GRANT ELIGIBILITY REQUIREMENTS

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

- Eligible organizations are LA County-based individuals, collectives, or non-profit organizations.
- Applicants must submit a complete proposal, and 2 associated work samples from previously executed projects. This category does not support the development or creation of work, but rather the presentation of existing projects.
- Proposed 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.
- 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 this funding 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.
- Applicants must apply online by the deadline.

40th ANNIVERSARY CULTURAL HISTORY 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 Peer Review Panel will evaluate and score grant applications using the following criteria:

- Cohesive and achievable project proposal (0-5 points)
- Clear timeline and budget (0-5 points)
- Relevance of project to 40th Anniversary of cityhood (0-10 points)
- Quality of work samples (0-5 points)

NOTE: Applicants who live within the City of West Hollywood and 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.

ARTS GRANT REVIEW PROCESS

The City employs a peer panel review process for all grant applications submitted. The review process is a standard process and best practice for government-funded 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 will score applications based on the grant review criteria. Grantee scores are presented to the Performing Arts and

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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.

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

- Grantees 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.
- 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 presenting the funded program.
- Grantees are required to submit a Final Report within 30 days of completing the funded project.

40th ANNIVERSARY CULTURAL HISTORY GRANT TIMELINE

Thursday, August 29, 2024	Application deadline
Wednesday, September 25, 2024 11am – 3pm	Panel review of grant applications (in-person meeting)
October 2024	Performing Arts and Cultural Affairs Subcommittee make funding recommendations
October 2024	Arts and Cultural Affairs Commission consider approval of funding recommendations
November 2024	City Council considers approval of funding recommendations
November 2024	Grant recipient notifications and contract execution
January 2025	Earliest award of grant funds* <i>*Issuance of funds depend on grantee's compliance with contracting requirements, such as insurance.</i>

40th ANNIVERSARY CULTURAL HISTORY GRANT PROGRAM DEADLINE

Application DEADLINE is 3 p.m. Thursday, August 29, 2024.

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