

2011-2012 COMMUNITY ARTS GRANT PROGRAM



¡Viva el Arte! Nati Cano

Photo: R&V



Son Jarocho Project

Photo SONando Santa Barbara



Grandparents Show

Photo; Student Arts Fund



A Program of the City of Santa Barbara
in partnership with the
Santa Barbara County Arts Commission



SANTA BARBARA COUNTY
Arts Commission

Deadline: Monday, June 13, 2011

GUIDELINES

The goal of the Community Arts Program is to support programs and short-term projects that increase accessibility to and participation in the arts for under-served communities. The applications will be used to evaluate funding requests for the next funding period, September 1, 2011 through August 31, 2012. The City of Santa Barbara invites individual artists and organizations to submit applications for Community Arts funding, utilizing the attached application. The City Arts Advisory Committee encourages proposals that focus on youth, families, and underserved communities. Attendance at a technical assistance workshop is mandatory for all first-time applicants. In order to be eligible to apply for a Community Arts grant, the artist or organization must meet the following conditions:

1. Application Requirements:

To be eligible for Community Arts funding, the applicant must:

- A. Submit **five (5)** copies of application (1 original and 4 copies) assembled in individual letter-size **file** folders. Please include organization name clearly printed on each tab of file folders.
- B. Be a non-profit organization with tax-exempt status [501 (c) 3] and provide services to the City of Santa Barbara; [OR] Individual artist sponsored projects with a non-profit [501 (c) 3] umbrella.
- C. Type application in legible 10 or 12-point type.
- D. Show evidence of community need of services provided by organization or artist. Partnerships and collaborations are encouraged.

Please use the application provided and limit narrative to the space provided. Resumes, letters of support, reviews, job descriptions, and other supporting materials may be attached (Limit 5 total pages).

Credit line acknowledging grant funding support must be included in all promotional materials.

2. Application Review Criteria:

Grant applications will be used for evidence of:

- A. Use of professional artists in programs and professional pay for artistic services.
- B. Numbers of people served and cost-effectiveness of project, including matching funds and other kinds of financial and community support.
- C. Inclusion of culturally diverse communities and artists in all aspects of program planning and implementation.

3. Umbrella Organizations:

Organizations may act as an umbrella to sponsor artist-driven projects in the Community Arts Program as long as the sponsoring organization is a non-profit agency with **501(c) 3** status. The umbrella organization acts as the fiscal agent for the group or individual applying and assumes responsibilities required by the contract. Payment for services rendered is issued to the umbrella organization.

4. Restrictions:

An organization or artists may submit a grant application from only one of the following City grant categories:

- Community Events & Festivals*
- Community Arts*
- Organizational Development*

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5. Other Restrictions:

Funding Requests are **INELIGIBLE** for the following:

- A. Capital outlay for improvements and construction of buildings or facilities or for purchase of equipment over \$300.
- B. Organizations primarily involved in political action, legislation, lobbying, or projects with religious purposes.
- C. Programs in facilities that are not accessible to the handicapped.
- D. Trusts, endowment funds, or salary replacement.
- E. Profit-making organizations, ventures, or replacement of deficit funds.
- F. Arts services for events in which fund-raising is the primary purpose.

6. Application Deadline:

Application must be received by **Monday, June 13, 2011 by 5:00 PM.** Postmarks are **NOT** acceptable. **The Committee WILL NOT consider incomplete or late applications.**

7. Grant Reports:

A self-evaluation report will be required at the end of the project. Forms will be presented to each agency that receives funding under this grant program. Specific details and instructions will be listed on the report forms. Final funding will be withheld until completed forms are received from grantee.

8. Mailing Address:

*S.B. County Arts Commission
P.O. Box 2369
Santa Barbara, CA 93120*

Delivery Address:

*S.B. County Arts Commission
County Courthouse
3rd Floor, Rotunda Tower Santa Barbara, CA*

9. Total Funds Available:

The maximum award allowed for a single grant is **\$6,000.**

10. APPLICATION CHECKLIST:

- _____ Complete application.
 - _____ **Submit one original and four copies of the following, in individual letter-size manila file folders. (Mark each tab with organization name in BOLD).**
 - _____ Cover letter from organization sponsoring the grant application or partnering with artist(s) *(if other than applicant organization).*
 - _____ Signature of Board of Directors President *(or authorized signature)* for umbrella organization.
 - _____ Proof of **501(c) 3** status for applicant or umbrella organization for individual artist(s) applicant. *(One copy of State and Federal tax ID forms attached to original application). First time applicants only.*
 - _____ Completed financial statement for last completed fiscal year (for 501(c)3s or umbrella organizations)
 - _____ Completed Budget for proposed program or project *(See page 6)*
 - _____ Resumes/job descriptions for those participating in the proposed project or program.
 - _____ Audio/visual documentation - must include a self-addressed/stamped return container for materials to be returned *(limit of 3).*
 - _____ Articles, reviews, letters of support, or other support materials *(limit of 5)*
 - _____ For repeat applicants, a copy of 2008-09 Self-Evaluation form on file with the Arts Commission.
- Applicants may submit a grant draft electronically by June 1 for review, input and technical assistance from staff. First-time applicants are strongly encouraged to do so.***

Arts Commission Staff:

If you have any questions or concerns, please call:

Ginny Brush, Executive Director

568-3992

gbrush@co.santa-barbara.ca.us

Linda Gardy, Financial Analyst

568-3990

gardy@co.santa-barbara.ca.us

APPLICATION

Please type your answers to each question using 10 or 12 pt. type. **Be as concise and specific as possible.** Submit the original and four copies of the completed application.

TOTAL PROJECT BUDGET: \$ _____
AMOUNT REQUESTED: \$ _____ (*maximum \$6,000*)

Project Start Date: _____ **Project End Date:** _____

I. ORGANIZATION INFORMATION

1. Organization Name (Applicant/Umbrella):

Mailing Address:

Phone: _____ Fax: _____
E-mail Address: _____
Website: _____

2. Project Coordinator/Contact Person:

Title: _____
Phone: _____ Fax: _____
E-mail Address: _____

3. Tax Identification Number:

4. Date organization established:

5. Board Information - Size of Board of Directors:
(Please attach list of Board members and appropriate affiliations.)

Authorized Signature: _____ Date: _____
YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND APPROVED THIS APPLICATION.

Name: _____ Title: _____

ARTIST:
The group or individual providing artistic services, if different than above must sign this application.

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

II. PROJECT INFORMATION

1. Project Description:

(Use only the space provided; additional pages will not be given to the committee.)

Describe clearly and concisely the proposed program, project or activities for which the funds are being requested. Be certain to list when the project will take place and at what location and time(s) etc.

2. Community Arts Funding History:

	FY 2008-09	FY 2009-10	FY 2010-2011
Requested	_____	_____	_____
Granted	_____	_____	_____

3. Community:

Describe the primary community this project serves. State your plan(s) to include under-served audiences in your programming and how multi-cultural artists/communities or other under-served audiences will be involved. Highlight partnerships and collaborations that serve to enhance or expand the reach of the project.

4. Funding Distribution:

Describe/list specifically what the funds will be used for. Be certain to describe who will do the work, what they will do, etc.

Examples:

1. *Project Coordinator - coordinate teachers/classes; buys arts supplies; liaison with schools parents. \$20 hr. x 40 hours x 6 weeks = \$4,800*
2. *Art supplies - paper, brushes, paint, etc. = \$1,000*
3. *Promotional materials: printing, design = \$ 1,200*

5. Cost Effectiveness:

State your plans for generating new and/or matching sources of funding to support your program. This may include donations, volunteer and in-kind services. How will you raise funds for support beyond the scope of this grant?

6. Payment of Artists:

List the rates of artistic services. Include names of proposed artists and areas of specialty if known.

7. Artist Bio's:

Describe the artist(s) involved in the project and why they are qualified to participate in your program.

III. PROJECT BUDGET

Fiscal Year - FROM: _____ **TO:** _____

I. INCOME

	2009-10	2010-11	2011-2012*	
	ACTUAL	ACTUAL	ESTIMATED	
A. Unearned				
1. Community Arts grant	_____	_____	_____	
2. City Arts grants	_____	_____	_____	
3. State/Federal grants	_____	_____	_____	
4. Individual contributions	_____	_____	_____	
5. Business/Corp. contributions	_____	_____	_____	
6. Foundation grants	_____	_____	_____	
7. Endowment	_____	_____	_____	
8. Line item Allocation in City Budget	_____	_____	_____	
9. Other _____	_____	_____	_____	
SUBTOTAL	_____	_____	_____	
B. Earned				
9. Ticket sales	_____	_____	_____	
10. Interest	_____	_____	_____	
11. Fund raising events	_____	_____	_____	
12. Organization memberships	_____	_____	_____	
C. In-kind Contributions				
(Please specify on page 7.)	_____	_____	_____	
SUBTOTAL	_____	_____	_____	
TOTAL	_____	_____	_____	

**Amount
Requested for
Project**

II. EXPENSES

1. Salaries & Wages				
<i>Administrative</i>	_____	_____	_____	_____
<i>Artistic**</i>	_____	_____	_____	_____
<i>Other</i>	_____	_____	_____	_____
2. Administrative Overhead***	_____	_____	_____	_____
3. Marketing & Publicity	_____	_____	_____	_____
4. Program Costs	_____	_____	_____	_____
5. Production Costs	_____	_____	_____	_____
6. Equipment Purchase/Rental	_____	_____	_____	_____
7. Fundraising Expenses	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____ ****
Net Income (Deficit)*****	_____	_____	_____	_____ ****

** If applicable, attach a separate sheet listing all artistic positions and rate of pay.

*** Rent, utilities, phone, etc.

**** Total of this column should equal your proposed request (maximum \$6,000)

***** If there is a deficit in any given year, please attach a separate sheet explaining how the debt was managed.

* **First-time applicants complete this column only.**

NOTES TO BUDGET:

Please use this page to explain any discrepancies that may appear in your budget. If you have a deficit in any one year, explain how your organization handled the deficit or is handling the deficit in the future.