

2019 Community Arts Grant Program

**Grant Guideline and Application Packet
Submissions due Friday November 2, 2018 5:00 p.m.**

**A program of the
City of Davis
Arts & Cultural Affairs**

Grant Guidelines

The City of Davis Community Arts Grant Program provides funds for a wide variety of community-based art programs and projects that foster excellence, diversity, and vitality in the arts. This year's program is now accepting applications. All projects must take place in the City of Davis.

Project Implementation Dates

All funded projects can begin anytime after receiving City Council approval in January 2019, and will have until June 30, 2020 to be completed.

Eligibility

Applicants who meet one or more of the following descriptions may apply:

- Davis art groups, organizations and galleries.
- Members of the university community who are extending on-campus activities into the City of Davis.
- Non-profit organizations that want to implement an arts-based program in Davis.
- Individual artists and arts educators who live in Davis or the surrounding unincorporated area, or whose primary artistic activity is in Davis, working with one of the previously described groups.

Community Art Programming Guidelines

- The City has allocated \$50,000 for arts programming in all disciplines, including but not limited to: visual, performing, literary, and media arts.
- Applicants funded in this category may request up to \$5,000.
- Applicants may seek additional outside funding support, including grants, donations, in-kind goods and services, and earned revenues.
- Projects do not need to be large in scope; the city welcomes projects of all sizes.
- All projects must take place within the City of Davis between January 2019 and June 30, 2020 unless an extension is approved by City staff. Extension approval depends on the reasons for the request and the likelihood that the project will be completed by the extended deadline.
- A project does not have to be a new activity. Continuing activities will be considered, particularly if the city funding would allow the applicant to expand the event or reach new audiences.
- A project must consist of one or more **specific** events or activities. Applicants could undertake a single project in a year - a jazz festival or an art exhibit, for example - or identify certain scheduled events - such as the opening and closing concerts during a concert season - as their project.

We Cannot Fund

- General administrative and overhead costs not directly related to the project.
- Construction or renovation of facilities and purchase of property.
- Purchase of permanent equipment except under unusual circumstances.
- Rental of live or work space, or studio fees.
- Events or activities of a religious nature or sponsored by groups or institutions that are operated primarily by religious organizations.
- Lobbying events/activities to influence opinions regarding specific legislation and/or candidates.
- Events that are not open to the public and can ONLY be accessed via a full-priced paid ticket.

Review Criteria

The City of Davis Civic Arts Commission (CAC) serves as the jury for the competition. Applications will be evaluated using the following Review Criteria:

- Compliance with Grant guidelines
- Artistic quality of proposed personnel, programs and services
- Application completeness
- Project feasibility
- Benefit to the community

The exact number of projects funded each year depends on the number of applicants who meet all funding parameters and the total amount requested for all projects. Prior funding does not guarantee continued funding. The Civic Arts Commission reserves the right to request additional information or clarification at any time before making final decisions regarding funding recommendations. Applicants will be notified if additional information is requested.

Competition Timeline

As early as possible

Contact City staff as soon as you have developed your initial concept. Experience has shown that most applicants improve their proposals by consulting with staff before developing implementation plans. **WE HIGHLY ENCOURAGE ASKING QUESTIONS.**

Friday, November 2nd

Applications Due by 5:00 p.m. Applications must be **received** by the deadline. Submit applications to: Community Arts Grants, City Manager's Office, City of Davis, 23 Russell Blvd., Davis CA 95616. Late applications will not be accepted.

November 5th

Preliminary Review and Selection of Finalists. The Civic Arts Commission will complete their first review of applications. The number of applications selected for further consideration and review depends on the number of applicants and the quality of submitted proposals and projects.

December 10th

Recommendations for 2017 Art Grant Funding. The Civic Arts Commission will complete their second review of applications and will make final recommendations for funding to the City Council. Applicants will be notified of the commission recommendation.

January 2019

City Council Approval Funds are available after the City Council approves the Civic Arts Commission's recommendations. Staff will contact selected applicants to complete a grant contract once recommendations have been finalized.

Helpful Hints for Filing a Successful Art Grant Application

- **Read the guidelines carefully and follow the application instructions thoroughly.** Discuss your application proposal with City staff early in your planning process. Complete, direct and succinct responses are best.
- **Your application must be easy to read.** All pages may be filled on your computer using the included application, or by hand in **black ink**.
- **Make sure you've included everything and all attachments are clearly labeled.** Before submitting your application, go over the checklist printed on the last page of this packet.
- **Submit your application as a single PDF file** containing the entire completed application, including attachments and AV media, and submitted via email, on a flash drive or CD.
- **Alternatively, submit ONE UNSTAPLED copy** to the City of Davis and keep one copy for your own files.
- **We encourage you to contact our staff for additional assistance.** Please call if you have any questions.

Applicant's Name _____

Application Cover Form

APPLICATION DEADLINE: 5:00 p.m., Friday, November 2nd, 2018. Late applications will not be accepted.

RETURN TO: Community Arts Grants, City Manager's Office, City of Davis, 23 Russell Blvd., Davis CA 95616

For more information: Rachel Hartsough 530-757-5640, rhartsough@cityofdavis.org

General Information

1. Project Title _____

2. Applicant's Name (s) _____

3. Contact Person (if different than above) _____

4. Contact Phone: Day _____ Evening _____

E-Mail _____

5. Applicant's Mailing Address _____

6. Amount requested from City of Davis \$ _____

7. Have you had a City of Davis Art Grant before? _____ If Yes, when? _____

Certification

By signing this application, the applicant certifies that all information included in this application is as complete and accurate as possible, and that, if funded, the applicant will comply with the city's non-discrimination ordinance.

Applicant's Signature and Title

Date

Applicant's Name _____

Application Narrative

Please answer all of the following questions. You may reformat the narrative pages of the application for use on the computer. Please include all information, and do not delete any individual section.

1. Project Description

What do you plan to do? How? When? Where? Reminder: **All projects must take place within the City of Davis between January 2019 and June 30, 2020.**

2. Project Goals

What are your project goals?

3. Artistic/Administrative Personnel

Who are your key artists and administrators? Identify them and briefly summarize their experience that qualifies them to accomplish the project goals. **Note: Resumes for all identified key personnel must be included in your application.** If you will be recruiting artists (e.g. by audition or competition), please explain your recruitment plans.

4. Target Audience

Who is your target audience? Will you be reaching a new audience that your previous work in the community has not reached? Please explain.

5. Benefit to the Community

Explain how your project will benefit the Davis community. Please describe what makes your application appropriate for City of Davis/Civic Arts Commission funding.

6. Work Plan

Outline your project's work schedule/timeline, from planning through implementation and evaluation. Include brief descriptions of key tasks, names of persons responsible for completing each task, and an estimated completion date for each. Your thorough response to this section is essential to help the commission evaluate the feasibility of your project.

7. Evaluation Plan

Describe how you will evaluate whether you have met your stated goals.
How will you measure if your program has been successful?

8. Publicity Plan

Describe your publicity plan. How will you reach out to your target audience and the Davis community?

Applicant's Name _____

Budget Worksheet

This worksheet provides space to itemize and explain your proposed budget. Please remember that the city cannot fund operating expenses, or a share of expenses related to your usual cost of doing business (percentage of annual salaries, annual rent, etc.). Make sure you review the guidelines section headed "We cannot fund" before completing your budget worksheet and summary form to insure that all requested costs are allowed.

1. Personnel Budget

Identify by title (program director, lighting staff, artist, other professional services, etc.) and name, if known, everyone who will receive a fee for services under this Grant. Specify the amount each will receive and the basis for the fee (hourly calculations, stipend, etc.). Be as complete as possible.

2. Other Expenditures

Describe all expenditures. See the groupings suggested on the Art Grant Budget Summary Form. You may modify each line item as appropriate for your project. Note: If *you are* renting a facility, you must attach a statement from the rental facility verifying costs and availability.

3. Publicity Expenditures

Describe all publicity expenditures and explain the basis for your estimated costs.

4. Other Costs

Describe any project costs not included above, and explain the basis for your estimate.

5. **CASH REQUESTED FROM CITY:** What is the total amount of cash you are requesting? _____

6. **CASH PROVIDED BY REVENUE:** Describe anticipated revenue from this project. Include how much participants will be charged, admissions and ticket prices, how much ads will sell for, etc. **Explain what you will do if revenue does not meet your estimates, or if revenue significantly exceeds your estimates.**

7. **CASH AND GOODS PROVIDED BY OUTSIDE SOURCES:** Describe all grants and gifts. Distinguish between money already awarded and funds not yet approved. Specify amounts and sources of any in-kind contributions and explain the basis for your estimate. Attach documentation to verify the funding source, restrictions, etc. **Explain what you will do if you do not receive the grants and/or gifts listed here.**

8. **CASH PROVIDED BY APPLICANT:** Describe the source of all funds committed to the project by the applicant and/or sponsoring organization.

Applicant's Name _____

Budget Summary Form

Please do not modify the format of this form.

The basis for determining the costs shown below should be explained in full on your Budget Worksheet. In-kind donations are project-specific services and materials which you receive for free or at less than fair market value. **Please detail sources and value of all in-kind donations on your Budget Worksheet.**

CASH REQUIRED

IN-KIND DONATIONS

	Requested from City	Provided by project revenue	Provided by outside grants	Provided by applicant and/or sponsor, etc.	Total Cash Needed	Provided by applicant	Provided by others
1. Personnel Total all personnel expenditures							
2. Other Expenditures							
Space /Venue Facility							
Equipment Royalties, scripts, scores							
Materials and supplies							
Insurance							
Other:							
3. Publicity Expenditures							
Printing							
Mailing							
Other:							
4. Other Costs							
TOTAL PROJECT BUDGET							

Applicant's Name _____

Attachments

Attachments Required for All Applications: Resumes, Letters of Reference, Letters of Support from Sponsoring Organization, if applicable, and other Supporting Documentation

- Key Personnel: Include resumes for all key artists and administrative staff who will be involved in your project.
- Attach at least two dated letters of reference.
- If your project is being sponsored or co-sponsored by a Davis organization, either actively (in the form of an event venue, for example) or for bookkeeping purposes (for financial pass through arrangements), you must attach a letter from the organization stating that they have reviewed your application and support the proposal as described.
- Attach any supporting documentation that will help the Commission evaluate your application. **Please do not provide over-sized copies, or materials larger than 8.5 x 11.**
- If desired, please enclose **one copy of audio-visual documentation** in your final application. **You may include jpegs, video, or audio files on a CD or flash drive, hard copies of printed media, or links to online files.** Please provide clearly labeled information describing the name, date, and format, for each sample submitted. All materials may be picked up by the applicant after the application process is complete.

Additional Attachments:

- **If you are applying for a project at, or in collaboration with, a community organization, school, or non-profit center,** you must attach a letter of support from the head administrator of the collaborating organization. The letter should indicate that the project supports the organization's goals, and that the organization will work with you to ensure a successful project. If matching funds or services are being provided, the administrator should detail the assistance being offered.
- **If you are renting a facility,** a brief letter is needed ensuring that the facility will be available for your project.

Applicant's Name _____

Application Check List

- Check your application packet. You should have one **SIGNED ORIGINAL** of the Cover Form, complete answers to all narrative questions (reformatted for the computer if desired), budget form, and attachments.
- Clearly label any audio/visual support material. This material can be returned after Grants are officially awarded.
- Provide **ONE** of the following forms of application:
 - ONE unstapled hard copy** of your complete application and written attachments, OR
 - PDF file** containing entire completed application, submitted via email, on flash drive or CD
- Keep one copy of everything for your own files.

SUBMIT YOUR ORIGINAL, SIGNED APPLICATION AND ANY AUDIOVISUAL MATERIALS TO:

Rachel Hartsough
Community Arts Grants
City Manager's Office
City of Davis
23 Russell Blvd.
Davis CA 95616

Or: rhartsough@cityofdavis.org

All application materials must be received no later than Friday, November 2nd, 2018 at 5:00 p.m. Late or incomplete applications will not be accepted. Postmarks are not acceptable.