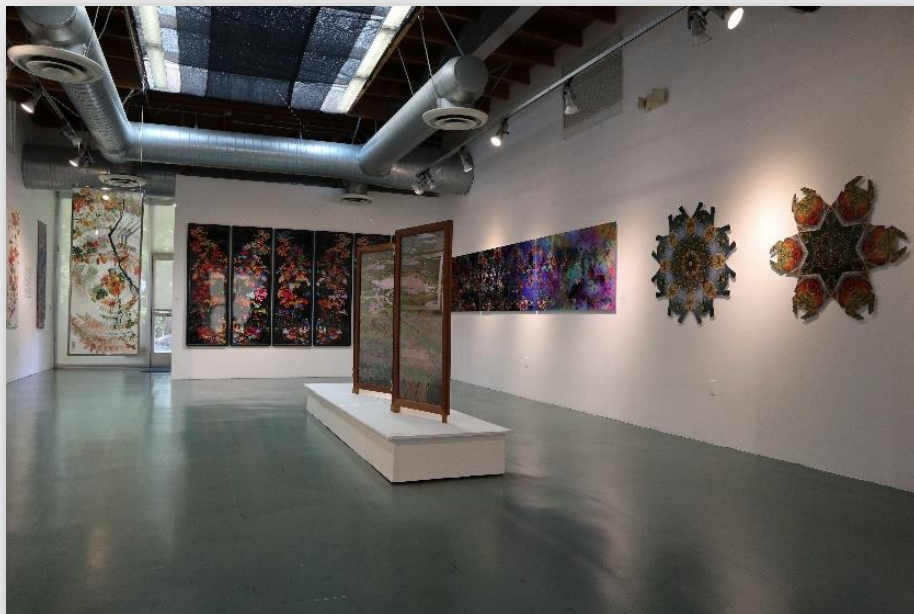


COMMUNITY ARTS GRANT PROGRAM GUIDELINES





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Introduction

The City of Manhattan Beach Cultural Arts Commission serves to encourage, develop and facilitate an enriched environment of artistic, creative and cultural activity in the City of Manhattan Beach. As a component of many services and activities, the Cultural Arts Commission manages a program to provide financial support to organizations, schools and individuals for various projects through a competitive application and review process.

The **Community Arts Grants Program** is designed to fund projects and activities that provide quality arts and cultural programming within the City of Manhattan Beach.

Our purpose is to:

- Invest in small-scale community driven projects focused on arts, culture, and place making.
- Allow for direct community engagement with the Cultural Art Commission (CAC), and creates a formal avenue to request funding for community based projects and activities.
- Generate new and innovative ideas for CAC to consider in the long term and decrease policy and process barriers to idea implementation.
- Strengthen collaboration between CAC and community arts groups by providing hands-on technical support during project implementation.

Overview

Programs and activities supported through the Community Arts Grants Program take place within the calendar year, Jan. 1 – Dec. 31 annually.

Funding will be organized by the applicant's type of organization, then into available category or categories for that organization type. Each category will have a maximum funding limit.

- \$50,000 in funding available
- Arts Organizations - \$7,000 maximum award
Projects such as: outdoor performances, art exhibitions, art installations and lecture events are anticipated in this category
- Educational Institutions and Affiliated Groups - \$1,500 maximum award
Projects such as: In school art exhibitions, theater performances, dance performances and music performances are anticipated in this category.
- Individual Artists - \$5,000 maximum award
Projects such as: studio art projects, compositions, choreography, writing, and presentations are anticipated in this category.
- Walk about events - \$7,000 maximum award
Projects such as: Art Walks, Art Fairs, and neighborhood performances are anticipated in this category
- All funds will be disbursed in a first payment of 80% of award after review of applications, and final 20% of award will be disbursed upon receipt of completed final report (due 30 days after completion of project).

Eligibility

In order to best serve the Manhattan Beach Community and ensure the viability of this program the following eligibility requirements are mandatory:

- Programs and activities supported must take place and be completed in the calendar year
- The Cultural Arts Division reserves the right to negotiate the location of grant-funded activities.

- All Arts Organizations and Educational Arts organizations must be not-for-profit, tax-exempt organizations, as determined by either the Internal Revenue Service or the California State Franchise Tax Board.
- When partnering, only one application may be submitted for that particular project involving both parties.
- For Educational Arts, projects may not include partnership with Arts Organizations. If a school would like to partner with an arts organization for a project, the organization must be the applying party.
- All funded activities must take place within the City of Manhattan Beach.

Funding Categories

Community Grant proposals will be organized into the following four funding categories:

1. ARTS ORGANIZATIONS/ARTS PROJECTS

- Arts Organizations are registered 501(c)(3) nonprofit organizations
- No organizations may submit multiple applications in any one category per funding cycle
- Arts Projects grants have a maximum award of \$7,000
- Arts Projects requests are for specific arts project activities such as performances, exhibitions, workshops or lectures that provide arts opportunities that take place in Manhattan Beach
- Arts Projects grants are not for general operating support, and awards must be clearly shown to be used for specific project support
- Any partnership with an individual or organization must include a letter of agreement from partnering entity projects

2. EDUCATIONAL INSTITUTIONS AND AFFILIATED GROUPS

- Educational Arts grants have a maximum award of \$1,500.
- Requests are only available to nonprofit schools and authorized parent groups within Manhattan Beach city limits.
- Educational Arts programs include a teaching artist from an arts organization leading a workshop or series of workshop or projects in a school within Manhattan Beach city limits.
- Educational Arts programs and projects include Theater, Music, Dance, Film and Digital Media productions.
- There is no limit to requests by school or district, though consideration will be given to projects of the same discipline from the same school.

- These grants are not for general operating support, and awards must clearly be shown to be issued for specific project support
- To be eligible for funding:
In-school projects must not be part of the regular curriculum, and any teaching artist(s) funded through the Community Arts Grants must not be a permanent hourly or salaried employee in the school district in which they will be leading activities to be funded by the Cultural Arts Program Area
- Any partnership with an individual or organization must include a letter of agreement from partnering entity.

3. INDIVIDUAL ARTISTS

- Individual Artists have a maximum award of \$5,000
- Individual Artists include artists that live or work in Manhattan Beach
- An artist not living in Manhattan Beach must show proof of lease of ownership of a studio, or own other property in Manhattan Beach, be locally employed, or be permanent teaching staff or guest lecturer during the application cycle at a Manhattan Beach school
- The funded project must take place in Manhattan Beach and be accessible by the general public through presentation or exhibition at a publicly accessible space
- These projects can include artist-in-residence programs and assemblies or performances
- The artist will demonstrate that these monies will aid the artist by enhancing his or her career in a clearly definable way
- These grants *are not intended to support teaching or education programs*, or to further projects with primarily commercial intent, but rather for individual artist development
- These grants are not for general operating support, and awards must clearly be shown to be issued for specific project support
- Any partnership with an individual or organization must include a letter of agreement from partnering entity

4. WALK ABOUT EVENTS

- Organizations or Individuals are eligible to apply for a grant to develop and present targeted events such as Art Exhibitions and Fairs, Street Performances, Neighborhood Cultural Events, Outdoor Theater and Dance Events.
- All events should be programmed for outdoor presentation in the City of Manhattan Beach, either in a neighborhood, on a street, or in a park.

Applicant Information

PROGRAM SCHEDULE*

October **Applications for the (year) cycle are due** to be submitted electronically.

November Submitted materials are reviewed and scored by members of the Manhattan Beach Cultural Arts Commission. The panel will create a funding plan for review and final approval by the Manhattan Beach City Council.

December First payments of 80% of awards are disbursed

Projects begin January of the New Year

All grantees must complete a Final Report within 30 days of program end date to receive the final payment of 20% of award. Excessively late submission of a final report may result in a reduction in the final payment.

REVIEW AND SCORING OF APPLICATIONS

Cultural Arts Commission Review and Scoring

- All eligible applications will be reviewed at a public Cultural Arts Commission meeting before the January funds distribution deadline
- Finalists will be selected by the commission and are subject to eligibility review
- Grant recipients are subject to approval by the Manhattan Beach City Council

Grantee Participation in Review and Scoring

- Applicants in all categories have the ability to provide one representative on their behalf to:
 - Be present during panel review and scoring of their organization's application
(Panelists are not able to provide any further information or communication during the panel's discussion, outside of questions relating to clarification if requested by the panel)
 - Provide a three-minute presentation to the scoring panel

(Presentations can, but are not required to include Power Point, video, sound, photos and other multimedia augmentation)

- Only one representative from each applying organization may give presentation and be present for panel
- While not required, it is strongly recommended that organizations take advantage of this opportunity to participate in their application's review process
- Presentations are not scored, and are included strictly as an opportunity to provide additional information and insight to organization and proposed project
- The date of the scoring panel will be set for (Date) for Educational Institutions & Affiliated Groups and (Date) for Arts Organizations. All applicants will receive information for schedule upon submission of application
- All applicants must be on site at least 45 minutes prior to scheduled time to allow for fluctuations in panel schedule. Any representative that is not present when the panel reviews their application forfeits their opportunity to be present

Scoring Rubric

The provided examples are for information purposes only and are not meant to be exhaustive:

- Quality of Program(s)
 - Artistic merit of programs, qualifications of artists
- Community Impact
 - Effective service to identifiable community, level of community involvement
- Management Capability
- Leadership strength, clarity and/or completeness of application, successful completion of past City-funded projects

Other Review and Scoring Information

Incomplete applications, or applications with incorrect information, will not be referred to review & scoring panel

GRANTEE REQUIREMENTS DURING PROJECT FUNDING PERIOD

Financial Management

Grant recipients are required to maintain accounts, records and evidence pertaining to costs incurred and revenues acquired under the Cultural Arts Grants program. Grantees should be able to provide upon request:

- Accurate, current and complete disclosure of the financial accounting (expenses and revenue) for the grant project
- Records that adequately identify the sources and application of funds for grant sponsored activities

Accounting records that can be supported by source documentation, like invoices, receipts, bank statements, etc.

Public Acknowledgement

- Grant recipients must credit the City of Manhattan Beach for its support of the project in printed, electronic and broadcast promotion of the funded projects
- The following acknowledgement along with a logo (which will be provided, used in original dimensions) must appear on all printed and electronic materials concerning the funded project:

“This program is funded in part by the City of Manhattan Beach.”
- Grantees failing to provide public acknowledgement may be denied funding for future applications

Promotion

- Grantees are required to keep the Cultural Arts Division informed of all program dates and times. Grantees are encouraged and expected to:
 - Establish and abide by a schedule
 - Give notifications and invitations to the Cultural Arts Division in order to extend them to the Manhattan Beach City Council and the City of Manhattan Beach’s Cultural Arts Commission at least four weeks in advance of the grant program.
- Provide full and timely information to the Cultural Arts Division so grant-funded programs may be included in the City of Manhattan Beach’s publications, as opportunities arise. This includes providing high resolution photographs of the project, related activities and participants of funded projects
- Extensively promote funded events and projects

Site Visits and Program Attendance

The Cultural Arts Division staff may monitor grant projects during the course of the grant cycle, including potential site visits. The reports of these visits will be included in grant application files and provide a basis for evaluation of future requests

Policies

- **The City of Manhattan Beach reserves the right to limit the funding amount to any applicant, regardless of eligibility** or score in the review process, based on funding limitations or goals of the program in a given year
- Once submitted, applications may be moved into a different category at the discretion of the Cultural Arts Division Staff
- Cultural Arts Division staff actively and continually review and evaluate all aspects of this program and processes
- Changes occur throughout the funding calendar, and Cultural Arts Division staff will provide updates on changes as they are adopted
- Any proposed significant change or amendments to approved projects after approval of original application must be submitted in writing to the Cultural Arts Division by the grantee for approval before any grant funds are used, and before any execution of altered activity. This includes, but is not limited to, changes in purpose, scope, services, intended timeline, personnel, location, date, activities or budget
- The Cultural Arts Division reserves the right to review, cancel or reallocate funds to projects that have significantly altered or shifted from stated goals in the original approved application and/or revised project form. Any funds cancelled must be returned to the Cultural Arts Division within 30 days of notification

Application Support

- Two information sessions that new applicants are strongly encouraged to attend, where we will cover program guidelines and application processes.
- A workshop will be offered by Cultural Arts staff to provide hands-on training with our online grant application. Any new or returning applicants are encouraged to participate.
- Staff be available for review during the application period for draft applications to receive feedback from staff. Staff will not be able to offer feedback on program content, but can provide insight on the panel process and clarity and composition of the application materials.
- Once submitted, applications may be moved into a different category at the discretion of the Cultural Arts Division staff

How to Apply

APPLICATION

All applications must be submitted online. The application is comprised of five sections, some of which include long answer sections and attachments. The application, as well as a PDF version for your information and other grant information, will be available on the City's website www.citymb.info. Deadline for regular (year) cycle grant applications is (dates).

1. Contact Information
2. Funding Type and Category
3. Project Overview
4. Narrative
5. Budget, total grant amount
 - a. Sample Budget Itemization is included as Appendix 2
6. Signature

Staff Assistance

Cultural Arts Division staff are always available to assist applicants. Please contact Martin Betz, Cultural Arts Manager, at 310-802-5406 or mbetz@citymb.info