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# Alameda County Arts Commission

## 2023 ARTSFUND GRANT PROGRAM

### GUIDELINES

Applicants must apply online at <https://acac.grantplatform.com>

**Application Deadline: Wednesday, February 15, 2023, 5:00pm**

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The Office of the Alameda County Arts Commission administers the ARTSFUND Grant Program to support Alameda County nonprofit arts and cultural organizations serving Alameda County community members. Grants will be awarded to qualifying organizations providing arts and cultural programs in the areas of visual art, dance, theater, music, literature, poetry, cultural events and traditions, and other related forms. The goals of the ARTSFUND Grant Program are to support the development of Alameda County as a center for all artistic and cultural forms and creative expression; and support arts and cultural organizations of all sizes and types that provide programs to community members throughout Alameda County. Programs may be presented through various forms such as in-person, online and virtual.

The Alameda County Arts Commission is a division of the County of the Alameda. All of the Arts Commission's programs are based on the belief that arts, culture and creativity are essential to every successful and thriving community. ARTSFUND is supported by three funding sources which include the County of Alameda; community member contributions to the ARTSFUND Program donated along with County property tax payments; and contributions by community members and County employees through the Foundation for the Arts in Alameda County.

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#### **Grant Awards**

The ARTSFUND provides grant awards for general operating support to assist with the mission and ongoing programs of the grantee organization. The grant funds can be used to support programs, general administration, and operating expenses. The standard 2023 ARTSFUND grant award will be \$2,000 to \$3,000.

This year, regardless of budget size, eligible organizations that are 100% arts and culture focused will be in the same grant level category and will receive the same standard grant award. In the past, organizations with small or medium-sized budgets received higher level grant awards than those given to organizations with large budgets. This funding differentiation has been eliminated this year. As conducted in past years, ARTSFUND will continue to give higher level grant awards to organizations that are 100% arts and culture focused; ARTSFUND will give lower grant awards to organizations which do not provide 100% arts and culture focused programs. The final grant awards will depend on the number of eligible applicants, evaluation of the applications in relationship to the criteria, and the availability of funds.

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#### **Grant Program Schedule and Funding Cycle**

Guidelines Released and Application Open: Nov. 18, 2022. Application Deadline: Feb. 15, 2023, 5:00pm.

County Reviews and Approvals: March - May 2023. Distribution of Grant Awards: June 2023. 2023 ARTSFUND

Grant Period: July 1, 2023 to June 30, 2025. Organizations who received a 2022 ARTSFUND grant award in

June 2022 are not eligible to apply to the 2023 cycle; A list of the 2022 ARTSFUND grantees are included in the Guidelines. Organizations who received an Alameda County Arts Relief Round One Covid recovery grant award in December 2020 (funded by CARES Act Funds) and/or Alameda County Arts Relief Round Two Covid recovery grant award in August 2022 (funded by ARPA Funds) are eligible to apply so long as they meet all of the Eligibility Requirements and did not receive a 2022 ARTSFUND award.

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### **Eligibility and Application Requirements**

*Please see the online application for the complete list of application questions and submission requirements.*

1. Organization's mission and primary programs must be artistic and/or cultural in nature such as visual art, dance, theater, music, literature, poetry, cultural events and traditions, and other related forms (*Submission Requirement: A written overview about the organization including mission statement, overall goals, and programs. Maximum: 3,000 characters with spaces*)
2. Organization must be in operation for at least one year prior to application deadline with their primary location within Alameda County and with the goal of providing programs to Alameda County community members. If programs, performances, or services are exclusively within a single facility, that facility must be in Alameda County (*Submission Requirement: Respond to related questions in application*).
3. Organization must be a nonprofit organization with 501(c)(3) status or an applicant functioning like a nonprofit organization may apply with a fiscal sponsor (*Document Requirement: Submission of Federal Tax-Exempt Status Letter. If using a fiscal sponsor, submission of fiscal sponsor's Federal Tax- Exempt Status Letter and copy of Sponsorship Agreement*).
4. Organization must supply a completed W9 Form (*Document Requirement: W9 Form version: Rev. October 2018; signed and dated in the year 2023. If using a fiscal sponsor, submission of fiscal sponsor's W9 Form*).
5. Organization to provide information about operating budget by providing an income and expense statement report and balance sheet for the most recently completed fiscal year of July 1, 2021- June 30, 2022 OR fiscal year January 1 – December 31, 2022 (*Document Requirement: Submission of most recently completed fiscal year income and expense statement and balance sheet; if information is not available, information from previous fiscal year can be submitted*). If the arts and culture program is only one aspect of the organization, provide detailed financial information specifically about the arts and culture programs AND the whole organization. Entities that are fiscally sponsored must provide their own income and expense statement and balance sheet and not that of the fiscal sponsor.
6. Organization must offer arts and cultural programs as a regular, on-going part of organization's activities. Arts and cultural programs must be the primary focus of the organization or the arts and cultural programs must be an essential and indispensable aspect of the organization's programs. Organization is required to have provided consistent in-person, online and/or virtual arts programs during the most recent calendar year with the intended majority of participants being Alameda County community members (*Submission Requirement: A brief narrative about arts and culture program activities from January 1, 2022 to June 30, 2023. Description of the program goals and characteristics, and general schedule. Maximum: 2,000 characters with spaces*).
7. Plan to provide consistent arts and culture programs during the ARTSFUND grant period of July 1, 2023 to June 30, 2025, with the intended majority of participants being Alameda County community members (*Submission Requirement: A brief narrative about future arts and culture programs and related goals for July 1, 2023 through June 30, 2025 during the grant period. Maximum: 2,000 characters with spaces*).
8. All programs funded with ARTSFUND grant funds must be available and open to the public. Attendance, participation and engagement may be through in-person, online and/or virtual formats. (*Submission Requirement: Confirm programs supported by the ARTSFUND will be available to the public*).

*New Section* - The Arts Commission receives funding from the California Arts Council (CAC). As a CAC grantee, the Arts Commission is now required to gather and report data to the CAC about the Arts Commission's grantee organizations and the populations they serve. The information collected in this section is for informational purposes only; ARTSFUND eligibility and grant award levels will not be based on the responses to these questions. Thank you in advance for providing this information.

9. Provide information about the demographics of the individuals in leadership positions. Provide information about the number and demographics of community members served. Also provide information about if your organization has arts and cultural programs, presentations or performances focused on cultural traditions and/or contemporary concepts of or about communities of color (*Submission Request: Provide responses to questions in application*).
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#### **Additional Information:**

An applicant organization that meets the eligibility requirements and is a 501(c)(3) nonprofit organization may apply for an ARTSFUND grant on its own behalf and may also serve as fiscal sponsor for one or more other organizations in a given grant cycle.

Applicants can be entities who function as an arts and cultural organization that provide programs to the public but do not have their own 501(c)(3) nonprofit status. In this case, the applicant organization must apply with a fiscal sponsor that does have nonprofit status. Applicant organization must have an official Advisory Group that acts in the capacity of a Board of Directors. Applicant must submit a copy of their Fiscal Sponsor Agreement including all contact information for both organizations (organization names, mailing addresses, phone numbers, email addresses,) Sponsor's Tax I.D. Number, information about the terms of the agreement, and names and signatures of both parties. Applicant to also submit the Sponsor's Nonprofit Tax-Exempt Status Letter, and Sponsor's completed W9 Form. An organization with the sole function of being a fiscal sponsor is not required to be located in Alameda County.

An independent arts and cultural organization that is part of a larger parent organization may apply as an applicant with the parent organization listed as the fiscal sponsor or as the payee; in this situation, the independent arts and cultural organization must be both programmatically and administratively distinct from the parent organization, be equivalent to a stand-alone institution with a separate mission, have its own staff and budget, and generally have an independent Board of Directors or an official Advisory Committee that has substantial responsibility for oversight and management.

By applying to this grant program, the applicant is not in any way guaranteed to receive award funds. The County of Alameda, through the Office of the Alameda County Arts Commission, reserves the right to alter any aspect of this process or overall program in any way for its own convenience at any time.

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#### **Not Eligible to Apply to the ARTSFUND**

All of the following are not eligible to be an ARTSFUND grantee or a fiscal sponsor: For-profit organizations. Departments, divisions, projects, commissions and boards of the County of Alameda. Departments and boards of city governments and special districts. Individual artists. Elementary or secondary schools and school districts, boards and associations. Organizations or activities that are part of the curriculum of a college, university or community college; provided, however, that this exclusion shall not apply to any class that is not for college, university or community college credit and is not a part of the curriculum of a college, university or community college. A foundation, established for the support of a college, university or community college, that has 501(c)(3) nonprofit status, is eligible as long as the foundation is the applicant.

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## Evaluation Process

ARTSFUND applications are evaluated by the Arts Commission's Grant Review Committee. Grant awards are reviewed by the Members of the Arts Commission and recommended to the Alameda County Board of Supervisors for final approval. The Arts Commission staff and ARTSFUND Grant Review Committee, comprised of appointed Arts Commissioners, will use the submitted ARTSFUND application materials to evaluate and determine the grant levels. The ARTSFUND Grant Review Committee's virtual zoom meeting is open to the public and will be posted on the Arts Commission's online calendar by Feb. 1. At this meeting, the ARTSFUND Grant Review Committee will not hear presentations from applicants.

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## 2022 ARTSFUND Grant Recipients

The following organizations received an ARTSFUND grant in the 2022 cycle and are not eligible to apply in this 2023 cycle: A.R.T., Inc., Alameda Civic Ballet, Aurora Theatre Company, Bahiya Movement, Ballet Folklórico Mexico Danza, BAVC Media, Berkeley Playhouse, Betti Ono, Black Arts Movement & Business District Community Development Corp of Oakland, Brasarte the Damasceno Brazilian Cultural Exchange, California Writers Club Tri-Valley Branch, Calliope East Bay Music & Arts, Cheza Nami, Del Valle Fine Arts, Dimensions Dance Theater, East Bay Photo Collective, Formerly Incarcerated People's Performance Project, Four Seasons Arts, Frank Bette Center for the Arts, Fremont Art Association, Fremont Symphony, Habitot Children's Museum, Harmony Fusion Chorus, Harmony Project Bay Area, Hayward Arts Council, Immersive Arts Alliance, Junior Center of Art and Science, Kairos Music Academy, KSTARPRODUCTIONS, Livermore Art Association, Livermore Cultural Arts Council, Livermore-Amador Symphony Association, Living Jazz, Lower Bottom Playaz, Movement Liberation, Musaics of the Bay, New Performance Traditions, Oakland Asian Cultural Center, Oakland Jazz Choirs, Ozzy's Music Academy, pateldanceworks, Piedmont East Bay Children's Choir, Play Cafe, Inc., Plethos Productions, Poetry Flash, Put Ur Play on Foundation, Ruus Shakespeareans, San Leandro Art Association, SPARC Theater, Stage 1 Theatre, StarStruck Theatre, Sun Gallery, The 1947 Partition Archive, The Beat, The Crucible, The Starry Plough, Thingamajigs, Uncaged Library Arts & Information, Wee Poets, Women Eco Artists Dialog, and Young People's Symphony Orchestra.

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## Application Instructions:

As of March 2022, Arts Commission is using Good Grants application system <https://acac.grantplatform.com>. A link to the online application is also on the Arts Commission's website on the ARTSFUND page. Please note, the web browser Internet Explorer is not compatible with this system.

For questions and more information about how to submit an application, organizations may contact Arts Commission Director Rachel Osajima via email at [rachel.osajima@acgov.org](mailto:rachel.osajima@acgov.org) or may attend a free webinar on Fri., Dec. 9 at 3:00pm; Wed., Jan. 11 at 10:00am; or Fri., Jan. 27 at 3:00pm. No registration is required. Visit the Arts Commission's website, click on ARTSFUND and Guidelines and Application for the webinar Zoom link.

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Office of the Alameda County Arts Commission

A Division of the Alameda County Auditor-Controller/Clerk-Recorder Agency, Director Melissa Wilk

Alameda County Arts Commission

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