

# Alameda County Arts Commission

## 2021 ARTSFUND GRANT PROGRAM GUIDELINES

Applicants must apply online at [acgov.org/arts](http://acgov.org/arts) click on Programs and ARTSFUND  
**Application Deadline: Wednesday, March 31, 2021, 5:00 pm**

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### Application Instructions

This ARTSFUND Grant Program Guidelines document includes a program overview, applicant eligibility requirements, application requirements, evaluation process, and the terms and conditions. Applicants must apply online by the deadline of Wednesday, March 31 at 5:00 pm. Applicants can preview the online application by opening the online application, viewing each page without submitting any information, and then closing the application. When preparing to submit an application, organizations should complete the answers to the narrative questions in a separate document and collect all of the required documents. Once the information is compiled, organizations can submit an application by following the next steps: (1) Go to the online application; (2) Enter the organization information and your answers to the narrative questions; (3) Upload all the required documents; (4) Submit the whole application by clicking on the “Final Submission” button on the last page. Applicants must complete all four steps during one session. The online application system does not let users partially complete the application and then return during multiple work sessions.

For returning ARTSFUND applicants, please note that the 2021 application requirements and process differs from previous years. The 2021 ARTSFUND application is shorter and requires fewer submitted documents. This year, there is no separate narrative form to download and complete. Answers to all questions will be entered directly into the online application system.

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### Alameda County Arts Commission

The Alameda County Arts Commission is a division of the County of the Alameda. The Arts Commission was established by the Alameda County Board of Supervisors to nurture a thriving environment for the arts; to promote economic opportunities for Alameda County's artists and arts organizations; to encourage public participation in the arts; and to actively advocate for the arts. The Arts Commission supports all art forms including visual, performing, literary, traditional, and media arts, etc. All of the Arts Commission's programs are based on the belief that the arts and creativity are an essential part of every successful and thriving community. For information regarding ARTSFUND and the application process, contact Rachel Osajima, Arts Commission Director, at [rachel.osajima@acgov.org](mailto:rachel.osajima@acgov.org) or (510) 271-5162.

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### **Goals of the ARTSFUND Grant Program**

The Office of the Alameda County Arts Commission administers the ARTSFUND Grant Program to support arts activities in Alameda County provided by Alameda County nonprofit organizations. With a focus on Alameda County organizations, the goals of the ARTSFUND Grant Program are to:

- Promote the development of Alameda County as a center for all art forms and creative expression;
  - Increase the offerings of high quality arts programs;
  - Advance arts organizations of all sizes with an emphasis on small and mid-sized organizations;
  - Promote arts organizations with unique and innovative programs;
  - Encourage arts organizations in communities that have relatively few established arts programs;
  - Encourage participation in arts activities by Alameda County's diverse community;
  - Promote Alameda County organizations that provide arts programming as a primary focus of the organization and organizations that provide arts programming as an essential and indispensable aspect of the organization's programs.
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### **Organizations We Fund**

The ARTSFUND supports Alameda County based nonprofit organizations that provide arts programs which are offered to the public through various forms such as in-person, online and virtual. The intention of ARTSFUND is to support arts organizations that provide the majority of their programs to the Alameda County community. The Arts Commission recognizes that due to the pandemic, many organizations have new online and virtual programs that may also serve participants beyond Alameda County.

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### **Use of Funds**

The ARTSFUND Grant award may be used to support programs and/or general administrative and operating expenses to continue the on-going activities of the grantee organization.

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### **Grant Awards**

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. All eligible arts organizations, including small, mid-sized and large organizations, may apply to this Grant Program. The standard ARTSFUND grant award amount is \$1,000.

To support one of the primary goals of this program, the Arts Commission may give larger grant awards to small and mid-sized organizations. For the purposes of this program, the Arts Commission considers a large organization to have an annual operating budget of \$1 million or more. The ARTSFUND Grant Review Committee and the Members of the Arts Commission may decide to recommend that specific organizations receive awards between \$1,000 - \$2,500 or more, depending on various factors such as the total amount of possible award funds, number of eligible applications received, and the ranking based on the stated evaluation criteria.

All ARTSFUND applicants will be considered for the established grant award amounts described above. Therefore, applicants will not submit a specific funding request. Applicants are not asked to specify how

the grant funds will be used; the grant fund can be used to support programs and/or general administrative and operating costs.

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### **Funding Cycle**

The grant period for the 2021 ARTSFUND grant funding cycle is the 24-month period from July 1, 2021 (first allowable event date) to June 30, 2023. Grant award funds are anticipated to be disbursed by June 30, 2021, and may be used over the course of the full 24-month grant period.

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### **Support for the ARTSFUND Grant Program**

ARTSFUND is supported by three funding sources: (1) The County of Alameda; (2) Community member contributions to the ARTSFUND Program donated along with County property tax payments; (3) Contributions by community members and County employees through the Foundation for the Arts in Alameda County.

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### **Eligibility Requirements**

Applicants must meet **all** of the following criteria to be eligible to apply and receive an ARTSFUND grant:

1. Be governed by a board of directors; board must include at least three persons who conduct meetings on a regular schedule such as monthly or quarterly.
2. Be headquartered in Alameda County (main address can be a PO Box located in Alameda County).
3. Offer arts programming as a regular, on-going part of organization's activities. Arts programming must be the primary focus of the organization or the arts programs must be an essential and indispensable aspect of the organization's programs.
4. If programs, performances, or services are exclusively within a single facility, that facility must be in Alameda County. Information on the physical location of the facility must be included in application.
5. Have provided consistent in-person, online and/or virtual arts programs during the most recent calendar year, January 1 to December 31, 2020, with the intended majority of participants being Alameda County community members.
6. Plan to provide consistent in-person, online and/or virtual arts programs during the ARTSFUND grant period of July 1, 2021 to June 30, 2023, with the intended majority of participants being Alameda County community members.
7. All programs or projects funded with ARTSFUND grant funds must be available and open to the public through attendance or participation through in-person, online information and/or virtual programs.
8. Applicant did not receive a 2020 ARTSFUND grant (dispersed in June 2020). See 2020 Grant Recipients list within Guidelines.

Applicants must meet **one** of the following criteria:

1. 501(c)(3) or 501(c)(4) with the applicant organization's location within Alameda County and with information regarding Federal incorporated status with effective date of exemption established for at least one year prior to due date of the ARTSFUND application; community colleges with 501(c)(3) status are not eligible; or
2. If not a 501(c)(3) or 501(c)(4), an organization may be eligible to apply using a fiscal sponsor. It is required that the fiscal sponsor is a 501(c)(3) or 501(c)(4) and that **both** the applicant organization and the fiscal sponsor organization are formal organizations with elected boards of directors that hold

regular meetings. An organization with the sole function of being a fiscal sponsor is not required to be located in Alameda County.

All of the following are not eligible for ARTSFUND Grant Program funding:

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 is exempt from taxation under the IRS Section 501(c)(3) is eligible as long as the foundation is the applicant. Programs not accessible to the public. Expenses incurred before the starting date of the grant period of July 1, 2021. Organizations with services in Alameda County for less than one year prior to date of application deadline. Organizations seeking funds to hire a separate commercial organization, business or individual to manage and produce all aspects of the activities funded by the grant. An independent component, such as a program or department, which is part of a larger parent organization, cannot apply independently as the applicant unless the component is both programmatically and administratively distinct from the parent organization, has its own staff and budget, and generally has an independent board of directors that has substantial responsibility for oversight and management. To qualify the applicant should be equivalent to a stand-alone institution with a separate mission from its parent organization.

#### **Additional Information about Eligibility**

Organizations who received a 2020 ARTSFUND Grant award in June 2020 are not eligible to apply in this grant cycle. Organizations who received an Alameda County Arts Relief grant award in December 2020 (funded by CARES Act Funds) are eligible to apply so long as they meet all of the Eligibility Requirements listed above and the organization did not receive a 2020 ARTSFUND award.

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#### **Recent Grant Recipients**

The following organizations received an ARTSFUND grant in the 2020 cycle and are not eligible to apply in this 2021 cycle: A.R.T.,Inc, Alameda Civic Ballet, Anton's Well Theater Company, ARTTogether, ARTPUSH, Ashkenaz, Aurora Theatre Company, Bay Area Children's Theater, Bella Musica, Berkeley Community Chorus and Orchestra, Berkeley Juneteenth, Boys & Girls Clubs of Oakland, BrasArte, Castro Valley Orchestra Association, Del Valle Fine Arts, Four Seasons Arts, Fremont Art Association, Gritty City Rep, Habitot Children's Museum, Harmony Fusion Chorus, Hayward Arts Council, Idiot String, Jazz Education Ensemble, Livermore Cultural Arts Council, Livermore Shakespeare Festival, Livermore-Amador Symphony, Living Jazz, Lower Bottom Playaz, Oakland Art Murmur, Oakland Asian Cultural Center, Oaktown Jazz Workshops, Piedmont East Bay Children's Choir, Play Café, Plethos Productions, Poetry Flash, Ragged Wing Ensemble, Sacred and Profane, San Leandro Art Association, Small Press Distribution, Stage 1 Theatre, StarStruck Theatre, Sun Gallery, Tri-Valley Writers, Wee Poets, and Young People's Symphony Orchestra. List of past recipients is on the Arts Commission's ARTSFUND webpage.

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### **Fiscal Sponsor**

An applicant organization that meets the Eligibility Requirements (above) and is a 501(c)(3) or 501(c)(4) 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. The Arts Commission recommends that an organization apply with the use of a fiscal sponsor no more than two times. The Arts Commission encourages sound business practices and to that end recommends that organizations work toward the goal of incorporation. The Arts Commission recommends that applicant organizations using a fiscal sponsor contact the Arts Commission staff at least four weeks prior to the application deadline to review all conditions and requirements of a fiscal sponsorship agreement and submission of the additional application materials as listed in the Application Submission Requirements below.

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### **Questions and More Information**

For questions and more information about the ARTSFUND Grant Program and how to submit an application, applicants may attend a free webinar on Thursday, February 11 at 6:30 pm or Friday, March 5 at 10:00 am. To learn more please visit the Arts Commission's website, click on Programs and ARTSFUND. Additionally, applicants who have questions or need assistance with the application can contact the Arts Commission Director, Rachel Osajima via email [rachel.osajima@acgov.org](mailto:rachel.osajima@acgov.org) or (510) 271-5162, (510) 208-9646. No in-person application workshops will be provided this year.

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### **Application Submission Requirements**

Applicants will be required to submit the following information via the online application system.

For returning ARTSFUND applicants, please note that the 2021 application requirements and process differs from previous years. The 2021 ARTSFUND application is shorter and requires fewer submitted documents. This year, there is no separate narrative form to download and complete. Answers to all questions will be entered directly into the online application system.

1. General Information about Organization. Organization will supply information about business name, location, contact information, staff, nonprofit status, etc.
2. Focus on Arts Programing. Organization to supply information about if their arts programs are the complete focus of the organization. Or, if the arts programs are not the complete focus of the organization, applicant to describe how the arts programs are an essential and indispensable aspect of the organization; and percentage of programs that are arts programs versus non-arts programs.
3. Programs Presented to Alameda County Community Members. ARTSFUND supports the County's goal of reinvesting public funds into Alameda County businesses serving Alameda County community members. Applicant to confirm it is an Alameda County based nonprofit organization that provides arts programs which are offered to the public through various venues such as in-person, online and/or virtual, with the intended majority of participants being Alameda County community members.
4. Overview of Organization. Applicant to submit a written overview about the organization including mission statement, overall purpose and programs, and a brief summary of the organization's past, present and future. Applicant to also include a description of how the organization may be considered unique and/or innovative. An organization may be considered unique and/or innovative for many

- reasons such as its mission, programs, services, community, location, etc. and/or if there are relatively few other organizations of its type in its area of the County. (Maximum: 3,000 characters with spaces).
5. Recently Completed and Current Program Activities. Organization to supply a brief narrative about their arts program activities from January 1, 2020 through June 30, 2021. Description of the program goals, program characteristics and general schedule. (Maximum: 2,000 characters with spaces).
  6. Future Program Activities. Organization to supply brief narrative about potential future arts programs for July 1, 2021 through June 30, 2023 (During the grant period). Description of the overall program goals and general potential plans. Due to the pandemic, it is understood that these plans are general ideas that are based on a number of unknown factors. (Maximum: 2,000 characters with spaces).
  7. Total Operating Expenses. Organization to supply the total operating expenses for the fiscal years 2018/2019 or 2019 (pre-Covid year), 2019/2020 or 2020 (most recently completed fiscal year) and estimated total operating expenses for the fiscal years 2020/2021 or 2021 (current year), 2021/2022 or 2022 (future year).
  8. Financial Info - Balance Sheet. Balance Sheet (assets, liabilities, equity) as of the end of the last completed fiscal year 2019/2020 OR 2020.
  9. Financial Info - Profit & Loss. Statement of Profit & Loss (or Income & Expenses) for the last completed fiscal year 2019/2020 OR 2020. If the arts program is only one aspect of the organization, provide detailed financial information specifically about the arts program AND the whole organization.
  10. Documentation and Promotional Items. Submit four (4) PDFs of documentation and/or promotional items such as brochures, flyers, press reviews, website pages or social media posts related to the completed arts program activities. Each item may have multiple pages with no page limits.
  11. Federal Nonprofit Tax Exempt Letter and W9 Form. Copy of Federal Internal Revenue Service letter of tax exempt status Section 501(c)(3) or 501(c)(4) with Applicant's name as it appears in the ARTSFUND application and applicant's address located in Alameda County. Applicant's completed W9 form. Link to IRS form <https://www.irs.gov/pub/irs-pdf/fw9.pdf> W9 Directions: Open form, complete information, print out form, sign the form with an original signature, scan or take a picture of the signed form, upload the digital PDF or JPG version. Saving form to computer may cause the form to become blank.
  12. Fiscal Sponsor Agreement - OPTIONAL. For applicant organizations who function like a nonprofit organization, with a board of directors and programs open to the public, but do not have nonprofit status, the applicant can apply to this program but must have a fiscal sponsor. Applicant to 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 ID number, information about the terms of the agreement, and names and signatures of both parties. Applicant to also submit the Sponsor's Federal Nonprofit Tax ID letter, and Sponsor's completed W9 form.
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## **Evaluation Process**

Applications must be submitted through the online system no later than March 31, 2021 at 5:00 pm. Applications will be reviewed in April or May 2021 by the ARTSFUND Grant Review Committee comprised of appointed Arts Commissioners. The ARTSFUND Grant Review Committee virtual zoom meeting is open to the public. Applicant organizations are welcome to watch the zoom meeting to learn about the review process. To learn about the exact meeting date, time and zoom link, visit the Arts Commission's online calendar at the website [www.acgov.org/arts](http://www.acgov.org/arts) - click on About Us and Meeting Calendar. It is anticipated that the meeting information will be posted by April 1, 2021. At this meeting, the ARTSFUND Grant Review Committee (1) will not hear presentations from applicants; (2) will not consider supplemental information

related to any application, and (3) is prohibited from asking questions and receiving information from attendees related to the applications. The ARTSFUND Grant Review Committee's recommendations will be reviewed by the appointed Members of the Arts Commission before referral to the Alameda County Board of Supervisors for approval. It is anticipated that the recommendations will be presented to the Alameda County Board of Supervisors in May or June 2021.

The ARTSFUND Grant Review Committee will use the submitted ARTSFUND application materials to evaluate and determine the ranking of each applicant. The following evaluation criteria will be used:

1. Overview of Organization. Applicant has clearly articulated their overview with the organization's past, present and future, and how the organization's programs and services may be considered unique and/or innovative. An organization may be considered unique and/or innovative for many reasons such as its programs, services, community, location, etc. and/or if there are relatively few other arts organizations of its type in its area of the County (Maximum of 50 points).
2. Organization's Focus on Arts Programs. Arts programming is the primary focus of the organization and/or arts programs are an essential and indispensable aspect of the organization. (Max: 10 points)
3. Recently Completed and Current Program Activities. Applicant has clearly articulated its arts programs for the period of Jan. 1, 2020 - June 30, 2021. (Maximum of 20 points).
4. Future Program Activities. Applicant has clearly articulated its plans for arts programs and activities for July 1, 2021 - June 30, 2023. (Maximum of 10 points).
5. Consideration of Organization's Size. Consideration regarding if the applicant is a small or mid-sized organization. (Maximum of 10 points).

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### **Terms and Conditions of Award**

By signing and submitting the application for the ARTSFUND Grant Program, Applicant agrees to the following Terms & Conditions. If Applicant is awarded funds from the ARTSFUND Grant Program they are a Grantee. If a Grantee fails to comply in full with these Terms & Conditions, the Grantee could be required to return the grant funds in part or in full, and/or could be disqualified from future funding.

1. This grant shall be used for programs, services, and/or activities presented by arts organizations located in Alameda County.
2. The grant shall be used in accordance with on-going programs, services and activities as described in Grantee's ARTSFUND application.
3. When acknowledging funders, Grantee will acknowledge the Alameda County Arts Commission ARTSFUND through the use of the Arts Commission's logo and/or through the listing of the name "Alameda County Arts Commission ARTSFUND". The Alameda County Arts Commission's logo can be downloaded at [www.acgov.org/arts](http://www.acgov.org/arts) click on Programs and ARTSFUND.
4. All grant funds will be used within the grant period of July 1, 2021 to June 30, 2023. Grantee shall immediately notify the Arts Commission if any portion of the grant funds will not be expended within this period, and will promptly return any unexpended funds to the Arts Commission unless otherwise approved in writing by the Arts Commission.
5. Grantee will complete all parts of the Final Report Form provided by the Arts Commission by the deadline stated in ARTSFUND requirements of July 31, 2023.
6. Grantee is not required to obtain funds from another source to match the ARTSFUND grant award.
7. Grantee agrees to provide reasonable access to Grantee's programs that are being supported, in part or fully, by this grant to designated Arts Commission representative(s) for the purpose of observation, monitoring and reporting.

8. Grantee shall maintain accounts, records, and other appropriate documentation regarding costs and revenues pertaining to Grantee's programs and operations for a period of at least three years after the end of the grant period. The system of accounting employed by Grantee shall be in accordance with generally accepted accounting principles and shall be applied in a consistent manner so that the program, service and activity expenditures can be clearly identified. Grantee's financial management system shall provide for effective control over, and accountability for, all funds, property and other assets; the Grantee shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes. Arts Commission, or other County of Alameda, representatives may inspect and audit Grantee's financial accounts and records, or may designate a qualified person to do so on behalf of the County, at any time during business hours and with such frequency as may be deemed necessary.
9. Grantee gives permission to the County, including the Arts Commission, to use information contained in Grantee's application for documentary and promotional purposes.
10. It is the responsibility of the Grantee to promptly notify the Arts Commission of any changes in its tax-exempt status.
11. For the purposes of this Grant Application and any award, including all Terms and Conditions, where the grant application was made under the sponsorship of a Fiscal Sponsor, the term "Grantee" applies to both the Fiscal Sponsor organization AND to the organization, persons and activities being sponsored by the Fiscal Sponsor organization.
12. Grantee agrees to observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies including all the Civil Rights Act of 1964, the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation and the American With Disabilities Act of 1990. Grantee shall indemnify and hold County harmless from any and all liability, fines, penalties and consequences from any of Contractor's failures to comply with such laws, ordinances, codes and regulations.
13. If a court of competent jurisdiction holds any provision of this application, including these Terms and Conditions, to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose would be defeated by the loss of the illegal, unenforceable, or invalid provision.
14. It is the responsibility of the Grantee to notify the Arts Commission in writing of any change of address or change of names of key staff and individuals in Grantee's organization. Contact email addresses in this application will be added to the Arts Commission's e-newsletter contact lists and other program distribution lists.
15. Grantee understands and agrees that 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.

By submitting this Grant Application, submitter warrants and represents that they have executed this Application in their authorized capacity and that by their signature on this Application, the entity upon behalf of which they acted, executed it. By submitting this Application, the submitter warrants and represents all Terms and Conditions of Award are accepted, that the information contained in this Application and in all attachments is true and correct, and that they are legally authorized to represent the organization.

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### **Final Submission and Confirmation**

After the Terms and Conditions, the applicant will reach the end of the application. The application is submitted by clicking on the “Final Submission” button. At this point, applicants should to send an email to the Alameda County Arts Commission Director Rachel Osajima at [rachel.osajima@acgov.org](mailto:rachel.osajima@acgov.org) to report the application has been submitted. Include in the message your organization's name and the date and time the application was submitted. Applicant organization will not receive an immediate automated email confirmation. Rachel Osajima will email a confirmation and a PDF copy of the application to the contact person's email address within two business days after the application is submitted.

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For all questions or if you need assistance with the application, please contact the Alameda County Arts Commission Director, Rachel Osajima via email at [rachel.osajima@acgov.org](mailto:rachel.osajima@acgov.org)

Office of the Alameda County Arts Commission  
A division of the Alameda County Auditor-Controller, Agency Director Melissa Wilk

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