
Alameda County Arts Commission

2022 ARTSFUND GRANT PROGRAM GUIDELINES

Applicants must apply online at acgov.org/arts click on Programs and ARTSFUND

Application Deadline: Tuesday, February 8, 2022, 5:00 pm

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 Tuesday, February 8 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 2022 application requirements and process differs from previous years. The 2022 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.

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 <mailto:rachel.osajima@acgov.org> or (510) 271-5162.

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-budget sized organizations;
 - Promote arts organizations with unique and innovative programs;
 - Encourage arts organizations in communities that have relatively few established arts programs;
 - Promote participation in arts activities by Alameda County's diverse community;
 - Encourage Alameda County organizations that provide arts programming as the total focus of the organization.
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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 Alameda County community members. The Arts Commission recognizes that due to the pandemic, many organizations have new online and virtual programs, and other types of program engagement opportunities that may also serve participants beyond Alameda County.

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.

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, medium and large budget 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-budget sized organizations. For the purposes of this program, the Arts Commission considers a large-budget 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 funds can be used to support programs and/or general administrative and operating costs.

Funding Cycle

The grant period for the 2022 ARTSFUND grant funding cycle is the 24-month period from July 1, 2022 (first allowable event date) to June 30, 2024. Grant award funds are anticipated to be disbursed by June 30, 2022, and may be used over the course of the full 24-month grant period.

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.

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, 2021, 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, 2022 to June 30, 2024, 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. Attendance, participation and engagement may be through in-person, online and/or virtual formats.
8. Applicant did not receive a grant award in the most recent grant cycle which was the 2021 ARTSFUND grant program (dispersed in June 2021). See 2021 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 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 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 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, 2022. 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 2021 ARTSFUND Grant award in June 2021 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 2021 ARTSFUND award.

Recent Grant Recipients

The following organizations received an ARTSFUND grant in the 2021 cycle and are not eligible to apply in this 2022 cycle: Actors Ensemble, Alliance for the Visual Arts , Alphabet Rockers, Amador Valley Quilters, Art And Resources To Inspire, Awesöme Orchestra Collective, Ballet Folklorico Mexicano de Carlos Moreno, Bandaloop, Bay Area Girls Rock Camp, Berkeley Art Center, Berkeley Ballet Theater, Berkeley Chamber Performances, Berkeley Old Time Music Convention, Berkeley Symphony, BoomShake Music, Cantabella Children's Chorus Cantare Con Vivo, Castro Valley Arts Foundation, Central Works, Chora Nova, Creative Growth Art Center, Dandan Performing Arts Center, David Brower Center, Destiny Arts, Dublin Arts Collective, Dublin Partners in Education, East Bay Children's Theatre Inc, East Bay Youth Orchestra, Ensemble Mik Nawooj, Freight & Salvage , Fremont Cultural Arts Council, Friends of Children with Special Needs, Friends of the Alameda Free Library , Gamelan Sekar Jaya, Head Over Heels Athletic Arts, Hip Hop For Change, Inferno Theatre, Jenny Lin Foundation, Kala Institute, Livermore Valley Opera, Luna Dance Institute, Mahea Uchiyama Center for International Dance, Maureen Whiting Dance, Mission Peak Chamber Singers, Museum of Children's Art, Music for Minors II, Musically Minded Academy, Nancy Karp + Dancers, Narika, New Apollo Youth Symphony Orchestra, Oakland Ballet Company, Oakland First Fridays, Oakland Interfaith Gospel Choir, Oakland Public Conservatory of Music, Oakland Symphony, Oakland Theater Project, Pacific Chamber Orchestra, PlayGround, Pleasanton Art League, Pleasanton's Museum on Main, Preparatory Music at Holy Names University, Prescott Circus Theatre, Prometheus Symphony Orchestra, Real Time and Space, Re-Present Media, Rhythm Cadets Drumline, Rhythmix Cultural Works, SWF Center for Social Justice , Seek and Save, Shawl-Anderson Dance Center, Shotgun Players, Sozo Impact, The Berkeley FILM Foundation, The Kitka Institute, The UC Theatre Taube Family Music Hall, Tri-City Band Corps, Tri-Valley Carvers, Valley Concert Chorale, Voci Women's Vocal Ensemble, West Edge Opera, West End Arts District, and Youth Musical Theater Company.

Fiscal Sponsor

An applicant organization that meets the Eligibility Requirements 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 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.

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 Tues., Nov. 16 at 1:00 pm, Fri., Dec. 10 at 3:00 pm, or Thurs., Jan. 6 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 or (510) 271-5162, (510) 208-9646. No in-person application workshops will be provided this year.

Application Submission Requirements

For returning ARTSFUND applicants, please note that the 2022 ARTSFUND application is shorter than past years 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.

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

1. General Information about Organization. Organization will supply information about business name, location, contact information, staff, nonprofit status, etc. Please note that information must include the applicant's legal name as it appears on the organization's Fed Tax I.D. Letter and this must match the legal name on the organization's W9 Form.
2. Focus on Arts Programing. Organization to supply information about if their arts programs are the complete focus of the organization or one aspect of the organization.
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. (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, 2021 through June 30, 2022. 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, 2022 through June 30, 2024 (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, 2020/2021 or 2021 (most recently completed fiscal year) and estimated total operating expenses for the fiscal years 2021/2022 or 2022 (current year), 2022/2023 or 2023 (future year).
 8. Financial Information - Balance Sheet (assets, liabilities, equity) as of the end of the last completed fiscal year 2020/2021 or 2021. If this information is not available at the time the ARTSFUND application is submitted, applicant may submit this information for the fiscal year 2019/2020 or 2020.
 9. Financial Information - Statement of Profit and Loss (or Income and Expenses) for the last completed fiscal year 2020/2021 OR 2021. If this information is not available at the time the ARTSFUND application is submitted, applicant may submit this information for the 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 Status Letter and W9 Form. Submit a copy of Federal Internal Revenue Service Tax-Exempt Status Letter Section 501(c)(3) or 501(c)(4) with Applicant's tax I.D. number and legal name as it also appears in the ARTSFUND application and applicant's current address located in Alameda County. Submit the Applicant's completed W9 Form. Link to [W9 Form](#). Link to [W9 Instructions Sheet](#). Major Steps: First, read the Instructions Sheet provided by the Arts Commission. Then, open W9 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 with signature to the ARTSFUND application.
 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 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.
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Evaluation Process

Applications must be submitted through the online system no later than February 8, 2022 at 5:00 pm. Applications will be reviewed in February-April 2022 by the ARTSFUND Grant Review Committee comprised of appointed Arts Commissioners. The ARTSFUND Grant Review Committee's virtual zoom meeting is open to the public. 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 - click on About Us and Meeting Calendar. It is anticipated that the meeting information will be posted by Feb. 1, 2022. 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 and will be advanced to the Alameda County Board of Supervisors for final approval. It is anticipated that the recommendation will be presented to the Alameda County Board of Supervisors in April or May 2022.

The ARTSFUND Grant Review Committee will use the submitted ARTSFUND application materials to evaluate and determine the ranking of each applicant. Grant Program award amounts are based on the program goals with priority given to: Small and mid-budget sized organizations with annual operating budgets under \$1 million; and organizations that provide 100% arts-focused programs and services.

The following evaluation criteria will be used:

1. Organization meets criteria of Alameda County organization, on-going programs and services as presented with information about (a) Recently Completed and Current Program Activities; applicant has clearly articulated its arts programs for the period of Jan. 1, 2021 - June 30, 2022 and (b) Future Program Activities; applicant has clearly articulated its plans for arts programs and activities for July 1, 2022 - June 30, 2024. (Maximum of 70 points)
2. Organization's Focus on Arts Programs. Arts programming is the 100% focus of the organization with information about past, current and future programs. (Maximum of 15 points)
3. Consideration of Organization's Budget Size during recently completed years and current year. Applicants with small or mid-budget sized organizations, with annual operating budget under \$1 million, will receive the maximum points. Large-budget sized organization will receive partial points. (Maximum of 15 points)

Terms and Conditions of Award

By signing and submitting the application for the ARTSFUND Grant Program, Applicant agrees to the following Terms and 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 and 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. The grant shall be used in accordance with on-going programs, services and activities as described in Grantee's ARTSFUND application.
2. 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 click on Programs and ARTSFUND.
3. All grant funds will be used within the grant period of July 1, 2022 to June 30, 2024. 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.
4. 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, 2024.
5. Grantee is not required to obtain funds from another source to match the ARTSFUND grant award.
6. 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.
7. 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.
8. Grantee gives permission to the County, including the Arts Commission, to use information contained in Grantee's application for documentary and educational purposes.
 9. It is the responsibility of the Grantee to promptly notify the Arts Commission of any change of organization's tax-exempt status, mailing address or contact information. Grantee agrees the email addresses in the application will be added to the Arts Commission's e-newsletter contact lists and other program distribution lists.
 10. 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.
 11. 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.
 12. 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.
 13. Grantee understands and agrees that by applying to this grant program, the applicant is not in any way guaranteed to receive award funds. Dependent on qualifying applicant pool and available funds, the County may alter the amounts of the awards than reported in the program guidelines. 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.

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 send an email to the Alameda County Arts Commission Director Rachel Osajima at 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.

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

Office of the Alameda County Arts Commission
A division of the Alameda County Auditor-Controller Agency/Clerk-Recorder's Office
Agency Director Melissa Wilk

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