

APPLICATION GUIDELINES FOR FUNDING REQUESTS (YEAR) THE VISUAL, PERFORMING AND LITERARY ARTS

The City of San Bernardino Arts and Historical Preservation Commission grants will be made available to qualifying non-profit arts organizations for the enhancement and support of city-wide art and cultural programs of benefit and interest to a broad segment of our population.

Funding considerations for approved programs will be for a one-year period only. The maximum funding per organization will be \$25,000. Applicants who have received grant award funding within the past 12 months are disqualified and not eligible to apply for grant ward funding for the next program application period.

Qualifications include:

1. Non-profit status (501-c-3) organizations. No publicly funded organizations will be considered for grant funding.
 - a. Applicants who partner with a local business for promotional or other collaborative purposes will receive higher ratings in the judging of grant applications.
2. Address of organization must be within city limits.
3. A majority of the Board of Directors are residents of, or employed in, the City of San Bernardino.
4. Grant funds are to be used for public performances, exhibits, classes and workshops held in the City of San Bernardino.
5. Grant recipient is not to receive more than 50% of budgeted projection.

Arts Grant requests must relate to one of the following categories to be eligible for funding consideration:

1. Music---Organizations offering training, exposure, opportunities and/or creative resources for vocal and instrumental experiences.
2. Dance---Organizations that teach and present dance performances.
3. Visual Art---Organizations whose programs involve the experience of creating and/or presentation of visual art.
4. Theater---Organizations whose programs involve the experience of involvement in theater, musical theater, mime and/or opera/theater works.
5. Literary Arts---Organizations which provide experiences in creative writing, either poetry or prose that culminates in a reading and/or display of the creation.
6. Film---Organizations which provide experiences in filmmaking (production, acting, direction, etc.)

GENERAL INSTRUCTIONS

Applicants must follow the general instructions.

All materials must be typed so that they can be photocopied.

Use space provided for program description, need statement, intended results, future objectives and history/background.

All supplemental material should be on plain white letter-sized paper and must refer to corresponding application section number.

Nine sets of the completed application, along with all programs printed during the most recent fiscal year, must be submitted to the Arts and Historical Preservation Commission at the office of the Parks, Recreation and Community Services Department of the City no later than **4:00 P.M. on August 15th**.

Be sure to complete the checklist in order to make certain that you have included all required information. Keep this checklist for your personal records.

Submit all materials to the following address:

Arts and Historical Preservation Commission
Parks, Recreation and Community Services Department
City of San Bernardino
290 North "D" Street
San Bernardino, CA 92401

Omission of required information, without explanation, or failure to complete the forms in accordance with instructions may be cause for the applicant to receive a lower rating for funding consideration or be rejected.

The application should be assembled with all pages numbered chronologically and fastened by a single staple in the upper left corner.

If applicants have questions about the application, they may submit them to Lesa Nichols at [Nichols Le@sbcity.org](mailto:Le@sbcity.org)

Interviews of the applicants will be scheduled. Applicants will be notified of the location and assigned a time for such.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

- I. Applicant Organization---Organization name, address, telephone number, email, State of California identification or non-profit number.
- II. Contact Person---Name, Title, address and telephone number of the person who may be contacted concerning questions about the program or application.
- III. Program category under which support is requested. Please indicate the appropriate category. Refer to application guidelines for program category definitions.
- IV. Period of Support requested---The span of time necessary to plan and implement the proposed program for which funding is requested, to begin no later than July 1, and to be completed before June 30.
- V. Project Description /Need Description- Describe clearly and concisely how the requested funds will be spent. The first sentence of your program description should briefly summarize your entire program; more detail regarding the educational component (s) of the project should be provided in subsequent sentences. Where appropriate, include the names of key organization members, or personnel, and their role in the implementation of the program. The need statement should reflect the cultural need(s) of a target group, or groups, and include measurable support information to reflect the existence of this need. **Note: 1) There is to be an educational component to any project application submitted. 2) Also explain your proposal for a local business partnership, if you have one.**
- VI. Estimated Number of Persons Expected to Benefit from This Program---The total number of classes, performances, or displays and the number of students, audience members or others who are expected to benefit directly.
 - A. Number of persons who will pay an admission charge
 - B. Number of persons who will receive free admission.
 - C. Number of classes or performances scheduled for the performing arts or length of display for visual arts.
- VII. Intended Results-Explain in measurable evaluation terms the intended results or impact anticipated by your program funding request. If possible, please incorporate the requested data into a spreadsheet (See example). Identify the target group or groups you intend to benefit, setting a time frame for accomplishment and providing a realistic quantitative indicator of groups served, such as: senior citizens, number of performances, anticipated maximum audience. Sign-in forms of participants, audience members, etc. may be used to fulfill this requirement.

Example for VII.

| | | | |
|---|-------------------------------------|--------------------------|--|
| Target Group(s) | Children, ages 5-12 | Senior Citizens | High School Students |
| Time Frame | 7/1/20-6/30/21 | 7/1/20-4/13/21 | 9/20/20-6/1/21 |
| Number of performances, classes, exhibits, etc. | 6 classes, 1 performance | 6 classes, 1 performance | 64 classes (4 days a week); 3 exhibits |
| Anticipated maximum audience, participants, etc. | Participants - 25 Audience - 100 | 600 | 30 Participants 300 audience |

Questions? Submit to Lesa Nichols at Nichols_Le@sbcity.org

VIII. Project Budget- Using the form provided, list the expenses of the project for which you are applying, and give a brief description of each line item. Give the total amount requested from the Art and Historical Preservation commission for that line item. Total the expense and amount requested columns. **See Example below:**

| List item expenses | Brief description of each line item | Total Budget per line item for this project | Total amount requested from Arts & Historical Preservation Commission (Not to exceed 50% of budgeted projection) |
|---|---|--|---|
| Salary/Wages | For personnel working on this project | \$2025 | \$0 |
| Supplies/Materials | Items needed to adequately meet the goals of the project | \$1500 | \$1500 |
| Equipment | Needed to meet goals of the project | \$2500 | \$2000 |
| Travel | For project leaders who travel from one project site to another, or participant travel as part of the project | \$ 75 | \$ 75 |
| Rentals or Leases | Payment for use of location for classes, performances, exhibits | \$1200 | \$ 500 |
| Fees and Other, | License/Royalty to perform play | \$ 250 | \$ 250 |
| TOTALS OF EXPENSES, AND AMOUNT REQUESTED | | \$7550 | \$4325 |

- IX. Income of the organization--** List grant awards received by the organization in the past 12 months, if any. Do not include pending requests. List other income for this project such as ticket sales, other sales, contributions, fundraisers, etc. **See example:**

| Name of Funding Source | Amount committed to this project |
|--|----------------------------------|
| Community Foundation (Grant for another project) | \$0 |
| Ticket Sales | \$1025 |
| Contributions | \$1700 |
| Fundraisers | \$3225 |
| TOTAL AMOUNT | \$5950 |

- X. Future Objectives** - Explain your plans and goals for additional supplemental funding (i.e., sponsorships, donors, fund raising events). Be as complete and accurate as possible. Explain supplemental fundraising plans and what your plans are if funding from the Art and Historical Preservation Commission is not received.
- XI. Brief History/ Background of Organization-Explain** history of your organization in the City of SanBernardino. Be as detailed as possible. Include fund level history and background for supplemental funding, as well as community support and subscriber and ticket sales levels.
- XII.** Include your organization's financial report for the past fiscal year, stating whether it has been audited or not.

VISUAL, PERFORMING AND LITERARY ARTS ----GRANT APPLICATION FORM

City of San Bernardino---Art and Historical Preservation Commission

I. Applicant Organization

Name of Organization:

Physical Address:

Mailing Address:

Telephone No.:

Non-profit I.D. No:

Website Address:

Number of years in existence:

II. Contact Person:

Title:

Telephone#:

E-mail Address:

III. Program Category under which support is requested. Please indicate the appropriate category. Refer to application guidelines for program category definition.

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IV. Period of Support Requested - The span of time necessary to plan and implement the proposed program for which funding is requested, to begin no earlier than July 1, 2020 and to be completed before June 30, 2021.

From *(starting)*: Through *(ending)*

Amount of Grant Requested:

Total Organizational Budget for current fiscal year:

Percent of total Organization Budget Requested: **(not to exceed 50%)**

V. Project Description/Need Statement (include plan for collaboration with a local business if you have one)

VI. **Realistic number of persons expected to benefit from the program.** The total number of classes, performances or displays and the number of students, audience members or others who are expected to benefit directly.

- a) Number of persons paid by attendance _____
- b) Number of persons admitted by no fee _____
- c) Number of classes and/or performances scheduled for the performing arts or length of display/exhibit for the visual arts _____
- d) Total attending classes/performances/displays/exhibits _____

VII. **Intended Results:** Explain in measurable evaluation terms the intended results or the impact anticipated by your program funding request. If possible, please incorporate the requested data into a spreadsheet (See example). Identify the target group or groups you intend to benefit, setting a time frame for accomplishment and providing a realistic quantitative indicator of groups served, such as: senior citizens, number of performances, anticipated maximum audience. (See example) Sign-in forms of participants, audience members, etc. may be used to fulfill this requirement.

| | | | |
|---|--|--|--|
| Target Groups | | | |
| Time Frame | | | |
| Number of performances / classes / exhibits | | | |
| Anticipated maximum audience, participants, etc. | | | |

VIII. Project Budget: Using the form provided, list the expenses of the project for which you are applying, and give a brief description of each line item. Give the total amount that the project will cost per line item. Give the amount requested from the Arts and Historical Preservation Commission for that line item. Total the expense and amount requested columns.

| Line Item Expenses | Brief Description of eachline item | Total budget per line item for this project | Total amount requestedfrom Arts & Historical Preservation Commission (Not to exceed 50% of budgeted projection) |
|---|------------------------------------|---|--|
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| TOTAL EXPENSES ANDAMOUNT REQUESTED | | \$ | \$ |

What are other sources of funding for this project? Grants, Contributions, Revenue (such as ticket sales, etc.)

| Name of funding source | Amount committed to this project |
|---------------------------------|----------------------------------|
| | |
| | |
| | |
| TOTAL of funding sources | |

IX. Future Objectives

- X. Provide a brief history/background of your organization and what you have done before in this category of the arts.

- XI. Attach a copy of your last fiscal year financial report, audited or un-audited. Failure to submit this will result in rejection of your application.**
- XII. Attach a list of your Board of Directors and Officers with either residential or business addresses.**

CERTIFICATION:

Project Officer: _____ Title: _____

Telephone #: _____ Cell Phone#: _____ Date: _____

E-mail Address: _____

CHECKLIST

Use this form to make sure you have properly completed your application and keep for your personal records. Applications not properly prepared may receive a lower ranking or be rejected without consideration for funding. Review this before submitting your application.

1. Is the application typed?
2. Are all the pages in proper order and numbered?
3. Does supplemental material refer to appropriate section number?
4. Are all questions answered?
5. Does the need statement really present a valid, easily understood idea?
6. Is there a target group identified in the need statement?
7. Does the need statement represent a local need?
8. Do your intended results explain activities you plan to do in order to meet the needs you have identified?
9. Did you explain and specify in measurable terms your intended results for the target group?
10. Did you respond to the application instructions element by element?
11. Have you included the most recent financial report?
12. Are your calculations correct?
13. Is the document signed by the Director or Board President or authorized signature?
14. Is the application being submitted to the Art and Historical Preservation Commission?
15. In reviewing the application from beginning to end, is there continuity of thought and readability?
16. Are you filing the application within the appropriate time frame?
17. Have you included a plan for partnership with a local business?

TIMELINE FOR ARTS GRANTS

| | |
|---|-----|
| Notification of applications available City's website Newspapers Mailing lists (non-profits), etc. | TBA |
| Applications returned to city | TBA |
| Commissioners pick up packets | TBA |
| Interview of applicants | TBA |
| Arts & Historical Preservations Commission Meeting for Recommendations | TBA |
| Recommendations to City Council | TBA |
| Tentative Notification to grantees | TBA |
| Checks issued to recipients | TBA |

REVIEW & FUNDING PROCESS

The Arts and Historical Preservation Commission reviews all applications and conducts public meetings to receive input from applicants and the public as needed. Funding is competitive and based on application quality and relevance to City goals.

NOTE: Programs submitted for Grant Funding must differ from programs approved for Community Development Block Grant funding (CDBG). Applicants will be notified of applicable meeting dates relevant to their grant application.

RETURN OF FUNDS

Agencies are required to return any unexpended funds at the end of the one-year grant period. City monies shall be used only for the purpose duly authorized by the Arts and Historical Preservation Commission and in accordance with the budget information submitted by the agency