



COMMUNITY PROJECT GRANT  
FY 2017–2018 GUIDELINES

<b>Application and Guidelines</b>	The application can be downloaded from the Art Council’s website, available as a Microsoft Word document: <a href="http://www.artslb.org/grants">http://www.artslb.org/grants</a>
<b>Mailing Deadline</b>	Must be postmarked by Monday, July 31, 2017 See delivery address below.
<b>Hand Delivery Deadline</b>	5 p.m., Monday, July 31, 2017 See delivery address below.
<b>Mailing Suggestion:</b>	We strongly recommend that you either hand-deliver or send your application by USPS “return receipt requested” or some other mailing service. Without proof of delivery, the Arts Council will not accept applications that are delayed or lost in the mail.
<b>Disqualifying Omissions</b>	Any omission of a required component of the application may be grounds for disqualifying an application.
<b>Late Submissions</b>	No new or revised application information will be accepted after the deadline.
<b>Delivery Address</b>	Arts Council for Long Beach ATTN: Grants Program 350 Elm Avenue Long Beach, CA 90802
<b>Questions</b>	Lisa DeSmidt, Marketing & Grants Manager Email: <a href="mailto:lisa.desmidt@artslb.org">lisa.desmidt@artslb.org</a> Phone: (562) 435-ARTS (2787) ext. 104

## **ARTS COUNCIL FOR LONG BEACH**

Established in 1976 as the Public Corporation for the Arts d.b.a. Arts Council for Long Beach is the official arts agency for the City of Long Beach. The ACLB is an independent 501(c)(3) nonprofit organization governed by a volunteer board of directors and managed by a professional staff. In addition to offering a range of professional services and programs, Arts Council for Long Beach distributes and manages City of Long Beach funding for the arts through its Grant Programs.

Over the last three years the Arts Council Board of Directors has been focused on strategic direction. As a result, we've developed a newly revised Vision, Mission and Strategic Objective.

### **Vision**

The vibrant arts scene makes Long Beach the premiere destination for residents, businesses, students and visitors.

### **Mission**

The ACLB fosters creativity and culture, enlivening communities and enabling a thriving economy.

### **Strategic Objective**

By 2020, the arts make Long Beach a number-one destination on the West Coast  
We encourage every member of the community to enjoy direct, personal experiences with artists, scholars, educators and original works of art in every discipline and practice.

## **PROJECT DESCRIPTION: COMMUNITY PROJECT GRANT**

The Community Project Grant program supports the exemplary artistic, cultural and arts educational projects of arts and cultural organizations in Long Beach. Through Community Project Grant programs, the Arts Council for Long Beach partners with arts and cultural organizations.

## **PROGRAM GOALS: COMMUNITY PROJECT GRANT**

- To encourage innovative, creative, diverse and unique programming
- To support arts and cultural projects that meet community needs and identify target audiences
- To support local organizations that have a successful track record of delivering programs that are well planned and managed effectively
- To encourage programs that reflect the rich cultural diversity of the community

In fiscal year 2016–2017 there were 13 Community Project Grants awarded with award amounts ranging from \$1,000 to \$5,000.

## **STAFF ASSISTANCE**

Staff is available on a limited basis to offer guidance and clarification in preparing your proposal. Be sure to contact staff far enough ahead of the deadline to ensure you can be accommodated.

Contact Arts Council for Long Beach at (562)435-ARTS (2787) ext. 104 or [lisa.desmidt@artslb.org](mailto:lisa.desmidt@artslb.org).

## WHO MAY APPLY

Applicants must be a nonprofit organization or non-incorporated organization working in partnership with a fiscal receiver/fiscal sponsor and meet the goals of this grant category.

## ELIGIBLE APPLICANTS

Eligibility Requirements – Arts Council staff will verify that all requirements are met before applications are reviewed by the panel.

Organizations must meet the following:

- Arts, cultural and historical organizations headquartered in the City of Long Beach with 501(c)(3) nonprofit status and who comply with the four requirements listed below.
- OR
- Non-incorporated organizations with an approved 501(c)(3) fiscal receiver/fiscal sponsor headquartered in Long Beach and who comply with the four requirements listed below.
- Has a minimum of two years of arts and/or cultural programming experience in Long Beach,
- Uses qualified artists or professional arts administrators in program planning/delivery,
- Has a confirmed program schedule and secured venue(s),
- Uses disciplines that include visual, performing, literary, audio, media arts and/or folk/traditional arts.

## USE OF FISCAL RECEIVER/FISCAL SPONSOR

An organization that lacks nonprofit status, but meets the other eligibility requirements for the Community Project Grant category may use a fiscal receiver/fiscal sponsor. Both applicant and fiscal receiver must have similar organizational goals and must sign a formal letter of agreement outlining the responsibilities for management of grant funds.

The fiscal receiver/sponsor must:

- Be headquartered in Long Beach and have demonstrated arts or cultural experience in Long Beach for at least two years prior to the time of application.
  - Have tax-exempt, 501(c)(3) status with the United States Internal Revenue Service.
  - Provide the fiscal and administrative services needed to complete the proposed project.
- If a grant is awarded, the fiscal receiver becomes the legal contractor with the Arts Council for Long Beach.

***Please note, Community Project Grant applicants no longer need to complete the California Data Project to be eligible for the award.***

## FUNDING POLICIES

### *WHAT WE DO **NOT** FUND*

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| Ineligible Applicants | <ul style="list-style-type: none"><li>• Non-arts, cultural or historical organizations</li><li>• Current Arts Council for Long Beach staff</li><li>• Organizations with executive management who currently are Arts Council for Long Beach staff or serve as members of the Board of Directors or have immediate family member connections to the Arts Council for Long Beach staff or its Board of Directors</li><li>• Grantees with incomplete grant contracts funded by the Arts Council in previous years</li><li>• City-operated organizations or organizations who receive direct funding from the City of Long Beach</li><li>• Organizations can only apply for one Arts Council annual grant category, Operating Grant I, Operating Grant II, Community Project Grant or Professional Artist Fellowship</li></ul> |
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| Ineligible Expenses | <ul style="list-style-type: none"><li>• Out-of-town travel or activity expenses</li><li>• Capital expenditures including permanent equipment, land, buildings or construction services</li><li>• Fundraising events</li><li>• Hospitality or food costs</li><li>• Trusts or endowments</li><li>• Debt reduction efforts or ongoing deficit operations</li><li>• Programs with religious or sectarian purposes or that are part of religious services</li><li>• Expenses incurred before the start date of the grant period</li><li>• Programs that aid or service political campaigns or political groups</li></ul> |
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### *MATCHING FUNDS*

All Community Project Grant recipients must provide a dollar-for-dollar (1:1) match for the proposed project during the 2017–2018 fiscal year. The cash match may be from corporate or private contributions; County, State or Federal governmental grants; or earned income. Funds from in-kind contributions may not be used to meet the Arts Council for Long Beach matching funds requirement.

## USE OF QUALIFIED PERSONNEL

Arts Council for Long Beach requires that qualified professional artists and/or professional arts administrators be involved in program planning and implementation in order to provide quality arts and

cultural programs. To determine if your organization meets this eligibility requirement, the artists or professional arts administrators involved with program planning and implementation will possess one or more of the following:

#### Professional Artists

- Education or training in the arts disciplines of the proposed programs
- Recognition in the artistic disciplines (i.e., awards, commendations, reviews)
- Experience as a community artist for one or more arts organizations
- *For in-school projects only:* experience with the CA Content Standards, including the Visual and Performing Arts (VAPA) Standards

#### Professional Arts Administrators

- Education or training in arts administration
- Documented experience in producing and executing similar programs

### **APPLICATION REVIEW PROCESS**

#### *HOW FUNDS ARE DETERMINED*

- Arts Council for Long Beach staff will review all applications for eligibility and completeness. If an application is late, incomplete, faxed, emailed or otherwise deemed ineligible, Arts Council staff will notify the applicant.
- Independent grant review panels are assembled each year and facilitated by Arts Council for Long Beach staff. Panels are comprised of regional arts professionals, community members and representatives from the Arts Council for Long Beach Board of Directors.
- Review panels convene to review applications, artistic documentation, support materials and to score and rank applications according to the funding criteria. Scores are merit-based and award levels are determined by scores, the amount of available funds and the number of qualified applicants.
- Funding recommendations are forwarded to the Arts Council's Allocations Committee. The Allocations Committee reviews scores and rankings and then brings the recommendations to the Arts Council for Long Beach Board of Directors who then ratifies the funding levels. All grants must be approved by the Arts Council for Long Beach Board of Directors.
- If any and/or all of the recommended awards require adjustments due to changes in City funding, the Arts Council for Long Beach Executive Committee will make award adjustments following adoption of the City of Long Beach budget.
- There is limited funding available for distribution. Many worthy programs, organizations and artists cannot be funded. The receipt of past funding, organizational fiscal need or the merit of an applicant is not a guarantee of funding. City of Long Beach funding supporting the 2017–2018 Grant Programs is not confirmed until the adoption of the City of Long Beach budget.

**CRITERIA FOR EVALUATION**

Each Community Project Grant proposal will be evaluated, scored and ranked based on the following criteria:

- Artistic Merit as demonstrated by ( III: #4 and 5, IV and VIII).....10 points
  - High artistic quality of programs (as evidenced by Artistic Documentation Materials and artistic evaluation)
  - Appropriate training, qualifications and experience of artistic personnel and participating artists
  - Innovation, creativity and uniqueness of programming with an emphasis on presentation and cultural diversity
  
- Organizational Management as demonstrated by (III, IV, V, VII).....10 points
  - Sound management structure as evidenced by program planning
  - Required qualifications and effectiveness of program staff or volunteers in relation to standard practices in the field
  - Proven track record in promoting and completing previous programs
  - Ability to match requested funds
  - Evaluation procedures are in place that reflect best practices in the industry
  - Budget information is complete, correct and fully disclosed
  - Quality grantsmanship (follows guidelines; provides proper documentation; timely submission of previous grant reports and other required documents; spelling, grammar, application and accompanying materials are correct, neat, legible and appropriate; has fulfilled all requirements of previous Arts Council for Long Beach grants)

Impact in either the following categories:

- Community as demonstrated by (III: #3, 6 and 9, IV, V, VI).....10 points
  - Benefit of the project to targeted audience and other Long Beach communities
  - Appropriate assessment and evaluation method for the project
  - Identified short- and long-term impact of the project on the identified community/target audience
  - Use of administrative and artistic personnel that represent the diverse composition of the community/core audience/target audience

OR

- In-School Project as demonstrated by (III: #5, 6 and 9).....10 points
  - The in-school project supports the school’s curriculum for the grade(s) served
  - Compliance with CA State Content Standards, including the Visual Arts and Performing Arts (VAPA) Content Standards
  - An appropriate assessment and evaluation method for the project

Total points possible.....30 points

## **ADDITIONAL NOTES**

### *CONFLICT OF INTEREST POLICY*

- No active member of the Arts Council for Long Beach Board of Directors or staff shall sign a grant application.
- No staff or board member of an applicant organization shall serve on the independent review panel for the category in which the organization submits an application.
- Any grant panel member who has a potential conflict of interest must disclose it to Arts Council for Long Beach (and the other review panel members) prior to the panel review date by completing a conflict of interest form.

### *PUBLIC INFORMATION*

- The Arts Council for Long Beach grant review process is an open and independent process. During the grant panel review and following approval processes, the merits of the proposals and the accomplishments of the artists and organizations are thoroughly discussed. Applications will be compared to other proposals within the same category, as well as appraised within the context of the applicant's arts or cultural discipline or field. Results will not be confidential.
- Arts Council staff documents the comments of grant review panels for its records and to share with applicants, upon request. Comments are available to applicants following the announcement of grant awards. To receive panel comments, contact: Lisa DeSmidt at [lisa.desmidt@artslb.org](mailto:lisa.desmidt@artslb.org) or (562) 435-ARTS (2787) ext. 104.
- Grant awards may be subject to tax regulations. Arts Council for Long Beach cannot advise recipients about tax deductibility of all or any portion of a grant. Applicants should obtain advice from a licensed tax consultant or a local Internal Revenue Service (IRS) office.

## APPLICATION CYCLE TIMELINE

Application & Guidelines Available	Friday, June 9, 2017
CPG Grant Workshop	<ul style="list-style-type: none"> <li>Thursday, July 6, 2017 from 5:30–7 p.m.: Community Project Grant Technical Assistance Workshop</li> </ul> Please RSVP to <a href="mailto:lisa.desmidt@artslb.org">lisa.desmidt@artslb.org</a> for location and parking.
Application Deadline	Monday, July 31, 2017
Grant Panel	August
Grant Notification Projected Timeline	<ul style="list-style-type: none"> <li>September – City Council passes 2017–2018 budget</li> <li>October–December – City Manager’s Office drafts new contract, confirms Percent for Arts Funding and establishes reporting deadlines.</li> <li>January 2018 – Contract and first payment distributed</li> </ul>

## WHAT COMES NEXT

Contract with Arts Council for Long Beach	Contracts are sent to selected grantees after the City of Long Beach Budget is approved. Contracts require grantees to: <ul style="list-style-type: none"> <li>Verify the 1:1 match requirement with cash revenues from contributions, grants or earned income at the time of the grant; AND</li> <li>Acknowledge Arts Council for Long Beach and the City of Long Beach by using designated logos and by publishing “Supported in part by Arts Council for Long Beach and the City of Long Beach” on at least 50% of advertisements, programs, publications, displays, social media, website or other forms of public communication during the grant cycle; AND</li> <li>Meet all other requirements established in the contract, including deadline and reporting requirements.</li> </ul>
Disbursement of payments	Community Project Grant payments are made in two (2) installments. A payment schedule will be established in the contract.
Reports	Community Project grantees are required to complete one Final Report. A reporting schedule will be established in the contract.

## GETTING STARTED

### COMPLETE THE APPLICATION

- Found online at <http://www.artslb.org/services/grants>
- Attend the CPG Grant workshop
- Submit a total of seven collated, three-hole punched copies of the items listed in the Application Checklist, Section A. Submit one original (with ink signature) and six copies. Collate materials in the order shown on the checklist. Keep each set separate with paper or binder clips.
- Deliver to:
  - Arts Council for Long Beach  
Attn: Grants Program  
350 Elm Avenue  
Long Beach, CA 90802