



**2010-2011
Grants Endowment
Guidelines and
Application**

ARTS ENDOWMENT GUIDELINES

PROGRAM OVERVIEW

On behalf of the City of Stockton, the Stockton Arts Commission welcomes applications for the 2010 -11 Arts Endowment Grant Program. This program makes annual grants to Stockton-based arts organizations, individual artists and arts educators who produce and present arts projects in the City.

The Stockton City Council established an endowment of \$1.3 million in January 2001 for the creation of the grant program which is administered by the Stockton Arts Commission, the City's arts advocacy body. Grants are funded from interest earned on the Endowment so it remains a permanent resource for the community.

PROGRAM PURPOSE

The purpose of the Arts Endowment Grant Program is to:

- Increase public awareness of Stockton's art resources
- Strengthen Stockton's arts resources
- Support collaborative programs
- Educate people about the arts
- Serve a diverse audience
- Provide more arts events to the public (performances, exhibits, classes, etc.)
- Increase the capacity of artists/arts organizations to serve the community with enhanced arts programs

WHAT WE FUND

All applicants must propose a project that includes arts events and/or activities open to the public and held in Stockton. Projects might include: performances, exhibits, classes, workshops, festivals, screenings and/or readings. These events/activities must take place between July 1, 2010 and June 30, 2011. Projects may involve existing programs but this funding must enable the applicant to provide **additional or new activities** which further enhance the program. **Funding may not replace existing support from other sources.** Projects proposed by arts educators must reach a broader public audience beyond the educational purposes of the individual's school or campus. Special interest is paid to projects which center on youth, either as audience, artist or theme. Projects which celebrate the cultural diversity of Stockton have similar appeal.

GRANT AMOUNTS

\$66,950 was awarded to eleven recipients in 2008-09. Grant awards are typically between \$1,000 and \$10,000; however applicants may request any amount. Grant applicants should not depend on funding to support their entire project and if funding is already in place for a project, please do not solicit supplemental funding.

The Stockton Arts Commission reserves the right to support part of a request and to determine which portion of the request it will fund.

The purpose of the Endowment is to meet the needs of Stockton’s arts community as outlined in the 2003 Arts Master Plan. Among the identified needs were marketing, funding, communication and coordination, education about the arts, better facilities and technical assistance. If the Stockton Arts Commission determines that certain arts and cultural needs aren’t being met in the City, the Commission may, from time to time, issue Requests for Proposals to seek organizations interested in addressing these specific needs. All or a portion of the grant monies available that year may be devoted to meeting the identified need.

ELIGIBILITY REQUIREMENTS

WHO MAY APPLY

Resident non-profit arts organizations, individual artists and arts educators are eligible to apply. All artistic disciplines are eligible: music, dance, theatre, visual and literary arts including mainstream, contemporary and ethnic art forms.

In collaborative proposals, applicants should designate a “lead” agency. The lead agency serves as the fiscal agent for the project and receives and administers the funding.

RESIDENCY IS DEFINED AS:

For Organizations: Maintaining a business office or primary venue in the City of Stockton.

For Individual Artists: Maintaining a primary residence in Stockton.

For Arts Educators: Teaching in a school, college or university in the City of Stockton but not necessarily residing in Stockton.

WHO MAY NOT APPLY

1. Non-residents (see residency definitions above)
2. Businesses that are established or operating for profit (Does not include individual artists with business licenses)
3. Fundraisers or social events not open to the general public
4. Public art projects: Grants cannot be used to finance artwork commissioned by the City of Stockton through the Public Art Program.

5. Grantees may not receive a grant for more than two consecutive years; if a grantee receives funding for two consecutive years, they must wait at least one year to apply again. In collaborative proposals, the “lead” agency will use one of its two years of eligibility.
6. Previous awardees must have completed their project as proposed and submitted a final report for any previously funded grant(s). Failure to have completed the project as described in the application and failure to have submitted a final report will cause the current application to be viewed as incomplete.
7. Failure to complete a project, including submitting the final report, may result in ineligibility for future grants and/or repayment of any grant funds awarded.

GRANT REVIEW PROCESS

REVIEW CRITERIA:

A total score of 100 points is possible. Applications will be assessed and compared by the following review criteria:

- **ARTISTIC AND/OR EDUCATIONAL EXCELLENCE (25 points):** Projects are considered more desirable from an applicant whose qualifications demonstrate a proven track record of artistic success (10 points) and demonstrates the impact on the individual’s career or the organization’s ability to realize its mission (15 points).
- **COMMUNITY IMPACT (25 points):** Projects are considered more desirable when they; 1) reach a large audience (9 points), 2) advance an art form (8 points), and 3) demonstrate the potential impact on the community by the range and/or diversity of the program. (8 points).
- **ABILITY TO FULFILL THE PROJECT (20 points):** Demonstrated ability to carry out the project as described in the project and budget description (10 points). Soundness and thoroughness of the project implementation plan and process (10 points).
- **TARGETED IMPACT (20 points):** Projects that are most desirable; 1) reach an audience who are not traditional arts attendees (5 points); 2) collaborate with other Stockton-based arts and cultural organizations (5 points); 3) have an educational component (5 points); and 4) accent youth and local cultural diversity (5 points).
- **EVALUATION AND FOLLOW-UP ACTIVITIES (10 points):** An acceptable plan for the evaluation of the project should be included with the application.

HOW WE MAKE FUNDING DECISIONS

The Stockton Arts Commission’s Arts Endowment Committee pre-screens applications for eligibility. Ineligible applications are removed from the process.

- The Endowment Committee uses the scoring criteria to assess applications individually and collectively. Based on their assessments, they rank the applications and make a recommendation for funding to the Stockton Arts Commission for official approval at a public

meeting. Recommendations are forwarded to the City Council for final approval. (Date and time to be announced.)

- The Endowment Committee serves as the Commission's designated authority with respect to the Endowment Grants.
- Endowment Committee members, either employed by, or serving as a board member, or directly involved in any capacity, with an applicant, shall be excused from discussion, ranking and voting on said applicant.
- The Endowment Committee may ask one or more community arts professionals to serve for that year's funding cycle.

Funding decisions will be announced by June 2010. A contract, prepared by the City of Stockton Attorney's Office must be signed before funds are awarded in July 2010 at a City Council meeting. **Grantees awarded \$5,000 or more will receive 80% in July 2010 and the remaining 20% upon completion of the project and submission of the final report.**

GRANTEE RESPONSIBILITIES

If your organization is awarded a grant, you will be required to:

- Sign a contract and submit a W-9 Form before funds are awarded. (See above.)
- Submit a final report (form attached) according to the plan submitted in the application, to the Stockton Arts Commission office within 30 days of the project's completion. The report should include all information requested on the final report form including a complete budget with revenue and expenses.
- Acknowledge the Stockton Arts Commission's support of the funded program on ALL published materials, including a copy of the SAC logo. An electronic and a hard copy logo will be provided for your use, along with the following wording:

“(Name of your organization/program) is supported in part
by a grant from the Stockton Arts Commission.”

- Grantees must complete the project within the fiscal year July 1, 2010 - June 30, 2011 or return the monies in full.
- Any substantial changes in the project must be requested in writing to the director of the Stockton Arts Commission as soon as possible. The Endowment Committee will review requested changes on a case-by-case basis and present recommendations to the Stockton Arts Commission for consideration. Changes made to awarded projects without prior approval will jeopardize the award recipient's opportunities to apply for and receive grants in the future.

- All recipients may be asked to perform or exhibit a representative sample of their work at Arts Commission-sponsored events throughout the year of their grants. This may include a presentation at the Annual Art Awards Celebration or other opportunities that may arise.

APPEALS

- An applicant denied funding may appeal if the applicant believes there was a procedural error in the review of an application. Appeals cannot be based on a disagreement with the Stockton Arts Commission's assessment of the application. Examples of procedural errors are:
 - A complete application was submitted but not presented
 - A conflict of interest was not disclosed
- Appeals must be made in writing within two (2) weeks of the date the denial was mailed, to be reviewed and acted upon by the Director of the Community Services Department, the Stockton Arts Commission Chair and the Chair of the Arts Endowment Committee. If the appeal is deemed to have merit, the application will be reconsidered by the Stockton Arts Commission.

APPLICATION PROCEDURES

HOW TO APPLY

Application forms are available at the Stockton Arts Commission's office at 6 East Lindsay Street, or from the website (<http://www.stocktongov.com/arts>). Completed applications must be received at the Community Services Office, 6 East Lindsay Street, Stockton, Ca 95202, by **April 23, 2010 at 3:00 p.m.** FAXES ARE NOT ACCEPTED.

All applications should be typed. Do not staple or bind the application – use clips only. Please attach **the original and four (4) copies** of your application. ONE SET of support materials highlighting applicant's work may be included with CDs, DVDs, programs, media work, etc. Please include nothing over two years old.

GRANT WORKSHOPS

All applicants **ARE NOW REQUIRED** to attend a grant workshop to obtain important information that will aid prospective grant applicants in developing a stronger application. Two sessions have been scheduled at the Cesar Chavez (main) Library's Stewart Hazelton Room and applicants may attend either one:

» **Wednesday, March 3rd, from 5 to 7 p.m.**

» **Saturday, March 6th, from 1 to 3 p.m.**

Bring your printed Grants Guidelines packet to the workshop.

For additional information, contact the Stockton Arts Commission, 209-937-8958

APPLICATION CHECKLIST

Please provide the original and four (4) copies of your application separated with clips and arranged in the order listed below. Each set should be collated and labeled with the applicant's name in the upper left corner. Each set should also be identified as "Original," "Copy" or "Supplemental" and numbered. Please do not use title pages, table of contents or any other superfluous pages. Please do not use folders or other binders. All sets should be submitted together in a single large envelope or box.

The Original should include all of the following application components:

- Application Form**
- Applicant Overview**
- Project Description**
- If serving *youth*, a curriculum**
- Description of criteria for evaluation of the project/event**
- Project Leader(s)**
- Project Budget**
- Organizational Financial Statements**
- Board of Directors and Officers/Contact Information**
- Work Samples and Supporting Materials**

The copies (sets 2-5) consist of photocopies of everything above. Only one set of Work Samples and Supporting Materials is required.

Addendum A

IF YOU ARE APPLYING AS:

AN ORGANIZATION:

Please provide a summary of your organization's mission, history, programs/activities and current challenges/goals (2-page doubled spaced maximum).

AN INDIVIDUAL:

Please provide a summary of your artistic and/or educational career, including major accomplishments and artistic interests (2-page double-spaced maximum).

Addendum B

PROJECT DESCRIPTION

- Describe your project including how it meets the purposes of the endowment program as outlined on page 1. (3-page double spaced maximum).

- Be sure to present the strengths of your project in relation to the review criteria as outlined on page 3.
- Include in your description all of the following aspects of the project:
 - the genesis of the project
 - the sense or value of the project
 - its goals
 - its activities
 - an overview of the project work plan and timeline
 - how you will measure the success of the project

Addendum C

PROJECT OUTCOMES

Describe what outcomes you expect to achieve with your project and how you intend to measure whether you were successful.

Addendum D

PROJECT LEADER(S)

- Please briefly describe the qualifications of the project leader(s) and their role in the project (1-page double spaced maximum). Please attach a resume or biography for one or more of the leaders (2-page double spaced maximum each), and include contact information.
- If you are applying as an individual, you may have already presented your qualifications and role in the project in your responses above; if so, you may avoid duplication by simply cross-referencing that information.

Addendum E

PROJECT BUDGET

- Please complete the attached budget form.
- If you received a grant in 2009-10, please attach a final, detailed budget for that project. Please feel free to copy and use our budget format to do so. (NOTE: A final report was required 30 days after the completion of the project. If the report was not submitted, you are not eligible to reapply.)
- If you received a grant in 2009-10 and you have not completed your project, please provide a budget indicating your income and expenditures as of the application date.

Addendum F

ORGANIZATION FINANCIAL STATEMENTS

- If you are applying as an organization, please attach a copy of the financial statements from your two most recently completed fiscal years (individual applications do not need to submit a financial statement).
- If your organization does not do an audit, your financial statement must include at least a notarized income and expense statement, and a year-end balance sheet, for each year. **(Please do not send tax statements.)**
- If the organization has significant financial challenges, please attach a description and the organization's plan for addressing them. Please also indicate whether you personally or your arts organization has filed bankruptcy within the last 10 years.

Addendum G

BOARD OF DIRECTORS AND OFFICERS

If you are applying as an organization, please list the members of the board of directors and the officers and state their professional affiliations. Please include contact information.

Addendum H

WORK SAMPLES AND SUPPORTING MATERIALS

- Please attach one set current samples (last two years) of artistic work that will help the Endowment Committee understand the character and quality of your work.

Work samples may include:

- Promotional materials (program, calendar of events, direct mail piece, poster, etc.)
- CDs and DVDs (not to exceed 5 minutes)
- Slides (If you have questions about an acceptable format, please contact staff.)
- Attach a brief explanation of what the Stockton Arts Commission will see or hear in your work sample, and how it might relate to your proposed project. Please cue the tape/CD appropriately.
- All work samples and supporting materials become the property of the Stockton Arts Commission.



2010-11
Application Form
Arts Endowment Grants

Applications are also available at: <http://www.stocktongov.com/arts>

I am applying as:	<input type="checkbox"/> Nonprofit Arts Organization <input type="checkbox"/> Organization Providing Arts Program <input type="checkbox"/> Individual Artist/Arts Educator
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Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Website: _____

Project Title: _____

Grant Amount Requested: \$ _____

Signature: _____ Date: _____

Print Name: _____

I certify by my signature that I have reviewed all the information in this application and that it is accurate. I also certify that I am not a convicted felon. If this statement is not true, please attach an explanation.

PROJECT BUDGET

Income	Amount
Sponsors	
Ticket sales (X tickets @ \$X)	
Fundraising	
Donation	
Other	
Total Income	0

Expenses	
Location/rent	
Equipment rental	
Security	
Awards	
Contracts - specify	
Contracts - specify	
Complimentary tickets (X tickets @ \$X)	
Marketing	
Advertising	
Printing	
Postage	
Supplies	
Subscriptions	
Training	
Travel	
Food	
Event refreshments	
Memberships	
Other - specify	
Other - specify	
Other - specify	
Other - specify	
Other - specify	
Total Expenses	0

Profit/Loss	0
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**Stockton Arts Commission
City Arts Endowment
FINAL REPORT**

Project Title _____ **Grant Amount Received** _____

Name _____ **Title** _____

Organization _____

Mailing Address _____

Phone _____ **Fax** _____

Email _____ **Website** _____

Social Security/EIN Number _____

#Individuals in Attendance _____ **#Youth in Attendance** _____ **#Artists Participating** _____

Narrative evaluation of the grant:

1. Provide a one-page review of the project. (Addendum A)
2. Compare the actual accomplishments of the project to those proposed in the application. (Addendum C)
3. Submit copies of programs, publicity, and other printed materials. (Please indicate how you promoted the grant via mention/use of the arts commission's name/logo.)
4. Were the Stockton Arts Commission's grant mentor and staff member helpful in carrying out your project? Please provide us with any additional information/feedback that would be helpful to us as administrators of the grant.
5. Include a DETAILED budget document outlining project revenues and expenses.

Final reports are due 30 days after the completion of projects unless other arrangements have been made.
Please submit original and 4 copies to:

Dino A. Leonardi
Stockton Arts Commission
6 East Lindsay Street
Stockton, CA 95202
209-937-8958
dino.leonardi@ci.stockton.ca.us