



Office of the City Manager

CONSENT CALENDAR
March 21, 2023

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Jennifer Lovvorn, Secretary to the Civic Arts Commission
 Subject: Referral Response: Grant Program for Retaining and Improving Creative Spaces

RECOMMENDATION

Referral to the FY 2024 Budget Process an annual allocation of \$300,000 for funding the Civic Arts program to administer an annual Capital Projects Grant Program for Berkeley-based nonprofit arts and cultural organizations in order to retain and sustain the vitality of Berkeley's arts sector through real estate and capital project support.

FISCAL IMPACTS OF RECOMMENDATION

Annual allocation of \$300,000 from General Fund revenues beginning in FY 2024; it is anticipated that establishment of an annual allocation for an ongoing transparent grants process will regularize the fiscal impacts to the City. There is a demonstrated need for an annual allocation of \$300,000 for this program, which is described in the "Rationale for Recommendation" section. This grant program is a proposed alternate approach to the practice of making one-time funding allocations to specific arts organizations for capital projects and purchases during the annual budget process. The administration of a Capital Projects grant program requires the annual commitment of staff time. To minimize the impact, staff would incorporate development and review processes for this grant program into the current workflow of the Civic Arts grants cycle.¹

CURRENT SITUATION AND ITS EFFECTS

This report responds to a referral to the Civic Arts Commission "to develop a grant program available for arts and cultural organizations to support retaining and improving creative spaces for artists" (Attachment 1). The referral originally appeared on the agenda of the October 29, 2019 Council meeting and was sponsored by Councilmembers Rashi Kesarwani and Lori Droste.

Providing state-of-the-art, well-maintained infrastructure, amenities, and facilities is a priority in the City's Strategic Plan. Due to high costs, many of Berkeley's arts and

¹ Overview of the Civic Arts grant cycle: <https://berkeleyca.gov/community-recreation/civic-arts/civic-arts-grants>, 2023.

cultural organizations—most of which are non-profit—struggle to attain appropriate spaces for their programs and services, or to maintain the spaces they currently manage.

The first two goals of The City of Berkeley's *Arts and Culture Plan* (2018) support the development of a Capital Projects grant program for arts organizations in order to help sustain Berkeley's arts sector.

- Goal 1: Increase Access to Affordable Housing and Affordable Spaces for Artists and Arts Organizations*
- Goal 2: Increase Investment in a Vibrant Arts Community²*

Currently, there is no formal process for awarding capital improvement funds to arts and cultural organizations. Historically, specific arts organizations in need of capital funding have made requests directly to Council and subsequently some have been awarded one-time funding allocations through the City's annual budget process.

The recommendation of this report is to fund a formal Capital Projects grant program managed by Civic Arts staff with awards to individual organizations be approved by the Civic Arts Commission. This grant program would be administered through a competitive process, and allow Berkeley-based non-profit arts organizations to access funds for documented capital improvement needs, including but not limited to; accessibility upgrades, updated ventilation and filtration systems, elevators, roof improvements, electrical systems, and other capital projects or facility upgrades.

In response to the 2019 Council referral, the Capital Projects grant guidelines (Attachment 2) were developed over several meetings between Civic Arts staff and the Civic Arts Commission Grants Subcommittee, and finally through discussion and approval with the full Civic Arts Commission. The guidelines for this grant program use the same rigorous, transparent review process as the other Civic Arts grant categories and are aligned with national and regional best practices in civic art administration. At the December 7, 2022 Civic Arts Commission meeting, the Commission unanimously approved the Capital Projects Grant Guidelines (Attachment 2). Action: *M/S/C (Bullwinkel/Woo) to approve the FY24 Capital Projects Grant Guidelines with minor edit to correct typo and remove from eligibility that organization be incorporated prior to 2023. Vote: Ayes — Anno, Blecher, Bullwinkel, Covarrubias, Dhesi, Ozol, Passmore, Woo; Nays — None; Abstain — None; Absent — None.*

BACKGROUND

In the past, individual Berkeley-based arts and cultural organizations have received direct capital funding through budget referrals. Since FY2016, the following funds have

² [The City of Berkeley's Arts and Culture Plan \(2018 – 2027 Update\)](#), adopted July 24, 2019.

been awarded to arts and cultural organizations for capital improvements or capital purchases as a result of Council budget referrals:

FY 2016: The UC Theatre	\$150,000
FY 2016: Kala Art Institute	\$100,000
FY 2018: Capoeira Arts Foundation	\$150,000
FY 2023: Luna Kids Dance	\$150,000
FY 2023: <u>La Pena Cultural Center</u>	<u>\$150,000</u>
8-year funding total (FY):	\$700,000

This has been an effective way for arts organizations to get much-needed funding for their facilities, however, this process is less accessible to smaller and newer Berkeley organizations or to those art and cultural organizations unfamiliar with the City’s budgeting processes. Alternatively, by providing capital project funds through an objective grant process, it ensures that resources are more broadly accessible. This would enable more arts and cultural organizations to access crucial funding for capital improvements and ultimately help Berkeley retain a vibrant and diverse arts community.

In January of 2023, Civic Arts conducted a public *Arts Space Needs Assessment Survey* (Attachment 3) to gather data about the community’s space needs for arts programming. The survey received 74 responses and provided crucial data about the capital funding needs of Berkeley’s arts organizations. The survey response findings are summarized in Attachment 4; and demonstrate a high need for capital project funding for Berkeley’s arts and cultural organizations.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

The Civic Arts Commission requests \$300,000 annually beginning in FY 2024 to fund a Capital Projects grant program that would be accessible to non-profit arts and cultural organizations located in Berkeley. The rationale for this recommendation is as follows:

Demonstrated need: The January 2023 *Arts Space Needs Assessment* findings demonstrate the breadth of the need for capital funding throughout Berkeley’s arts sector and further underscore the necessity for the City to have an accessible and objective grant process to broadly award funds. Survey data shows that capital projects and purchases are costly. While the City cannot address the entire need of the arts community, an annual allocation of \$300,000 for this grant program would provide enough funding for two grant awards at a maximum award amount of \$150,000 each.

Precedent of awarding capital funding to arts organizations: In FY 2023, this amount has already been allocated to two (2) arts organizations for capital projects through

direct Council budget referrals. Over the last 8 years, the City has allocated a total of \$700,000 to arts organizations through the budget referral process.

Open and transparent grant process: The Civic Arts program currently has a robust grant program; which is administered in keeping with national, state and regional best practices in grant making. Similarly, the program will be able to provide an efficient implementation of a local capital grants program for Berkeley's arts organizations.

ALTERNATIVE ACTIONS CONSIDERED

The *Arts Space Needs Assessment* conducted in January 2023 demonstrates that many Berkeley-based arts and cultural organizations need to make repairs to their current facilities or need to purchase equipment to provide community programs. An alternative to funding a Capital Projects grant program would be to increase the City's annual allocation for Civic Arts Grants, which could be used to increase the general operating support for all grant-funded arts and cultural organizations. In this way, grantees could opt to utilize the increased grant funding for any needed repairs and equipment, albeit at a smaller scale than the proposed Capital Projects grant program.

CONTACT PERSON

Jennifer Lovvorn, Secretary to the Civic Arts Commission, (510) 981-7533
Hilary Amnah, Civic Arts, Office of Economic Development, (510) 981-7539

Attachments:

- 1: Referral to the Civic Arts Commission: Develop a Grant Program Available for Arts and Cultural Organizations to Support Retaining and Improving Creative Spaces for Artists (October 29, 2019)
- 2: Civic Arts Capital Projects Grant Guidelines
3. Arts Space Needs Assessment Survey Questionnaire
- 4: Arts Space Needs Assessment Findings



Rashi Kesarwani
Councilmember District 1

CONSENT CALENDAR
October 29, 2019

To: Honorable Mayor and Members of the City Council
From: Councilmembers Rashi Kesarwani and Lori Droste
Subject: Referral to the Civic Arts Commission to develop a grant program available for arts and cultural organizations to support retaining and improving creative spaces for artists

RECOMMENDATION

Referral to the Civic Arts Commission to prioritize within their current Work Plan creating a process for awarding competitive grants to Berkeley-based arts and cultural organizations that will help support their ability to stay in Berkeley.

FINANCIAL IMPLICATIONS

Staff time to develop a grant program.

CURRENT SITUATION AND ITS EFFECTS

A stated priority within the City's current strategic plan is providing state-of-the-art amenities such as those our arts and cultural institutions make available. More than 150 Berkeley arts and cultural institutions enrich our community and provide a significant economic engine that generates millions of dollars and employs thousands of workers. However, rising real estate costs and lack of affordable housing, office, and studio space of any kind pose a significant challenge to the ability of these institutions to remain in Berkeley.¹

This referral to the Civic Arts Commission asks that they prioritize within their current work plan the development of a competitive grant program framework through which any arts and cultural institution would be able to apply for City funds to assist in staying in Berkeley, such as through capital improvements, the acquisition of a permanent location, or temporary rental assistance.

According to The City of Berkeley Arts and Culture Plan, 2018-2027 Update, the first of the five strategic goals towards actualizing our City's vision for the arts is to "support the long-term sustainability of the arts and culture sector by expanding the availability of affordable housing and spaces for both artists and arts organizations."² In an effort to ensure equitable distribution of City funds for these purposes, this referral requests the

¹ See April 25, 2019 [Berkeleyside](#) article: "Why new office space in Berkeley is so hard to find."

² City of Berkeley Arts and Culture Plan, 2018-2027 Update, page iii

creation of a competitive grant application and fair selection process that would be available to any Berkeley art and cultural institution.

In providing a framework for a grant application and selection process for arts and cultural organizations, the Civic Arts Commission may consider the following:

- Recommending an annual award amount (or range) available to each institution;
- Recommending funding stream(s) to fund the grant from existing or new sources and a total amount to make available;
- Establishing a fair and transparent process for reviewing grant applications, including determining the reviewing body (i.e., Office of Economic Development staff or Civic Arts Commission);
- How the funds are to be used.

BACKGROUND

On January 26, 2016, the Berkeley City Council approved capital improvement grants totaling \$250,000 to the U.C. Theatre (\$150,000) and Kala Art Institute (\$100,000) to assist with critically needed facilities upgrades. Without these funds, these anchor art institutions were at risk of becoming non-operational. On the October 15, 2019 City Council agenda, the City Council considered a grant totaling \$150,000 to the Capoeira Arts Foundation (CAF) to assist this globally recognized arts and cultural institution in purchasing their current building on San Pablo Avenue in Berkeley. Without this financial support to assist in purchasing the building, Capoeira would likely be forced to leave Berkeley due to a prohibitive rent increase once their lease expires at the end of this year.

Many arts institutions struggle to remain in Berkeley due to the high cost of living and housing. Given that the City has already supported U.C. Theatre and Kala Art Institute, and Capoeira Arts Foundation is seeking assistance, it is apparent that an open and transparent process that enables any Berkeley-based arts and cultural organization to apply for funding would be an equitable approach to handling this challenge. Smaller and less established arts institutions often do not have the capacity to raise the necessary funds for capital improvements, site acquisition, or temporary rental assistance.

ENVIRONMENTAL SUSTAINABILITY

To the extent that arts and cultural organizations can acquire their buildings and develop on-site housing, this item could reduce vehicle miles traveled.

CONTACT PERSON

Councilmember Rashi Kesarwani, Council District 1
510-981-7110



FY25 Capital Projects

City of Berkeley | Civic Arts Grant Guidelines

APPLICATION DEADLINE: XX XX, 20XX, 11:59 PM

Important Dates (Subject to change)

Applications Open	
Application Deadline	
Grant Review Panel Meeting	
Grants Subcommittee Meeting – Funding Recommendations	
Civic Arts Commission Meeting – Grant Awards Approval	
City Council Adopts Fiscal Year Budget	
Grant Activity Period	
Final Report Due	

1. OVERVIEW

1.1 Purpose – Why these grants are offered.

The purpose of the Capital Projects grant program is to support the long-term sustainability of the arts and culture sector by retaining and improving arts organizations' spaces in the City of Berkeley. Capital projects and asset acquisitions funded in this program are intended to help arts organizations stay in Berkeley.

Applicants may only propose funding for a single project or asset acquisition; multiple projects proposed in a single grant application will not be considered. Arts organizations may only submit one (1) application in this grant category per grant cycle.

As smaller and less established arts organizations often do not have the capacity to raise the necessary funds for essential equipment, capital improvements, or site acquisition, **organizations with total cash revenues of under \$1,000,000 will be prioritized.**

Additionally, **capital projects that increase the accessibility of an organization to people with physical disabilities will also be prioritized.** Examples of these projects include but are not limited to, installation of accessible signage, construction of wheelchair-accessible doors and ramps, and purchasing assistive listening systems.

Please note: Completing a capital project usually impacts an organization's operating budget by either increasing or decreasing, depending on the type of project. A capital project usually requires a large investment of funds and staff resources from project conception to project closeout.

1.2 Land Acknowledgment

The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun), the ancestral and unceded land of the Chochenyo-speaking Ohlone people, the ancestors and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. We acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley's residents have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878. As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today. The City of Berkeley will continue to build relationships with the Lisjan Tribe and to create meaningful actions that uphold the intention of this land acknowledgement.

1.3 Cultural Equity Statement

The City of Berkeley Civic Arts program commits to equity within the arts and culture sector by consistently evaluating its programs and practices. The City recognizes the multiple benefits the arts provide, regardless of race, color, religion, age, disability, national origin, sex, sexual orientation and gender identity/expression.

Beyond ensuring access to the arts, the City of Berkeley commits to supporting artists and arts organizations that represent diverse cultures, life experiences, and socio-economic backgrounds. The City supports the empowerment of perspectives and identities that have been historically and systemically underrepresented.

1.4 Capital Project Definition

A capital project is a project that helps maintain, improve, or adds to the organization's infrastructure. It results in an acquisition of a new asset or new construction, improvements, expansion, renovation, rehabilitation, repairs, or replacement of an existing facility and other infrastructure assets in the City of Berkeley. Capital projects are expected to result in a long-term useful life and long-term benefit.

1.5 Eligibility – Who can apply?

Applicants must meet all of the following eligibility requirements:

- Applicant's official business address is located in the City of Berkeley
- Applicant is a non-profit 501(c)(3) organization
- Applicant is an arts organization
 - An arts organization is defined as an entity with a primary purpose of providing arts, creative, or cultural programming/services. The organization's purpose is assessed and verified by staff using the organization's website, mission, core activities, and IRS National Taxonomy of Exempt Entities (NTEE) codes.

1.6 Eligibility – Who can't apply?

- City of Berkeley government departments or units
- Colleges or universities
- Fiscally sponsored organizations
- For-profit businesses or sole proprietorships
- Individual artists
- Public or private school districts
- *In the pilot year*, recipients of previous City Council or Mayoral capital project funding

1.7 Who is encouraged to apply?

Although not considered in review process, organizations representing systemically marginalized identities, including but not limited to: Arab, MENASA (Middle Eastern, North African, South Asian); Asian; Black, African American; California Native American, Indigenous, Tribal; Disabled; Elders, Seniors; Latinx, Chicanx; LGBTQIA2S+; Low Income; Neuro-Divergent; Pacific Islander; People of Color; Trans and/or Non-Binary People; Immigrants (Documented and/or Undocumented), Refugees, Asylum Seekers, Migrants; Unhoused; Unsheltered; Veterans; or Youth 18 years of age or older are strongly encouraged to apply.

1.8 Grant Amount

All applicants may request between **\$2,000** and **\$150,000** for capital project expenses or asset acquisition.

Final award amounts are contingent upon City Council's adoption of the Fiscal Year 2024 budget. Final award amounts are subject to change based on the adopted budget allocation for Capital Grants in Fiscal Year 2024.

1.9 Funding Use – Grant money can be used for these things.

A project budget is required for this application. Examples of eligible expenses for this funding include, but are not limited to:

- Assistive technology
- Contractor and permit fees
- Construction and repairs
- Down-payment for real estate purchase
- Equipment
- Established capital campaigns where Civic Arts funding would be the final amount needed
- Lighting
- Heating, ventilation, and air conditioning (HVAC)
- Project planning, assessment consultancies, or feasibility studies
- Project management salaries

1.10 Funding Use Restrictions – Grant money can't be used for these things.

Grant funds may not be used for:

- Administrative or other organizational costs unrelated to the capital project
- Locations on public or private school grounds
- Locations on college or university campuses
- Locations outside the City of Berkeley
- Multiple projects proposed within the same grant application
- Fundraising
- Regular programming
- Political advocacy or lobbying
- Spaces not available or accessible to the general public
- Start-up costs for creating new organizations or businesses
- Trusts, endowments, or cash reserves

1.11 Project Requirements

- Documentation of the project process and completion
- Project must be completed within the Grant Activity Period
- Project must be completed within the City of Berkeley
- Project must meet [Americans with Disabilities Act \(ADA\) standards](#)
- *For construction projects only:* Proof of building ownership or long-term lease

1.12 Fiscal Sponsors

The use of Fiscal Sponsors is not permitted for this grant program.

2. APPLICATION PROCESS

2.1 Grant Application Materials

All application materials must be submitted electronically before the deadline. The Capital Projects grant application consists of the following components:

- Proof of Berkeley business address
- Proof of non-profit status for applicant
- 990 or 990-EZ Income tax forms from FY21 and FY22
- Narrative questions
- Key personnel biographies/qualifications
- Board of directors, including city of residence
- Project budget and budget notes
- Support materials

2.2 Grants Management System

All application materials must be submitted electronically using the Office of Economic Development's grants management system, [Submittable](#). Technical assistance creating a Submittable account is available through [Submittable's Customer Support](#).

Please note: Paper or physical applications are not accepted at this time.

2.3 Technical Assistance

Technical assistance for grant program-specific inquiries is available from Civic Arts staff by email or by phone appointment. This technical assistance can help provide guidance around eligibility, application requirements, or review criteria.

Resources available at any time on the Civic Arts website are a FAQs (frequently asked questions) page and a recording of the Grant Program Webinar workshop.

Staff contact: Hilary Amnah, Grants Program Lead
hamnah@cityofberkeley.info
[Schedule a phone or virtual appointment](#)

2.4 Accommodations for Disabilities

Individuals with disabilities who need reasonable accommodations to participate should make their requests to the Civic Arts staff at civicarts@cityofberkeley.info. Staff will work with the Disability Compliance Program to review and fulfill the request. Disability-related accommodation requests must be made at least 72 hours in advance of deadlines or meetings.

2.5 Translation Services

The grant guidelines are available to be translated into another language upon request. Requests can be emailed to Civic Arts staff at civicarts@cityofberkeley.info. If the application is submitted in a language other than English, a third-party translation service will be used to translate application answers into English for Grant Review Panelists.

3. EVALUATION AND SCORING

3.1 Review Criteria

Applications will be evaluated in a Grant Review Panel meeting according to the following criteria:

Capital Need (25%)

- Applicant demonstrates a need for a capital improvement, site acquisition, or equipment/asset purchase
- Applicant organization has total revenue of under \$1,000,000
- Project goals are clearly defined

Planning and Implementation (30%)

- Project timeline is clear, feasible, and includes identified milestones
- Project budget is clear and reasonable given the scope
- Key personnel demonstrate qualifications or experience with managing capital projects relative to the scope
- Plans for documenting the project's implementation and completion are feasible
- *For construction projects only:* Identified architect, contractor, consultant, or project manager demonstrate qualifications appropriate to the project goals

Accessible Community Impact (20%)

- Community benefit is clearly demonstrated
- Extent to which project enhances meaningful engagement for people with physical disabilities
- Extent to which the completed project meets ADA requirements and is accessible to people with physical disabilities

Cultural Equity (25%)

- Extent to which the organization employs diverse personnel and is governed by a diverse board of directors
- Extent to which the organization's programming and services are rooted in institutionally underserved communities and geographically underserved areas of the city
- Extent to which the organization meaningfully engages economically-disadvantaged individuals
- Applicant shows organizational growth through changes made directly related to cultural equity in the past two years

3.2 Scoring Scale

Grant Review Panelists use the following scale in assessing how well the applicant meets the review criteria. Numerical values are then translated to the appropriate weight for each criterion.

5	Exceptional	meets review criteria to the highest degree
4	Strong	strongly meets review criteria
3	Good	satisfactorily or successfully meets review criteria; average
2	Fair	moderately meets some of the review criteria; needs some improvement
1	Underdeveloped	minimally meets the review criteria; greatly needs improvement
0	Weak	does not meet any elements of the review criteria

4. REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts staff will review each application submitted before the deadline for eligibility and completeness. Eligible applications will be evaluated by a Grant Review Panel for scoring in accordance with the review criteria.

4.2 Grant Review Panel

The Grant Review Panel is comprised of individuals located in the greater Bay Area with diverse backgrounds in the cultural sector. Individuals apply to be included in the panelist pool through an open call. The Civic Arts Commission approves the pool of panelists that can be selected to serve on a panel.

Any Review Panelist who has a conflict of interest with an application(s) must recuse themselves from reviewing that application(s). A 'conflict of interest' is defined as a situation in which a Review Panelist has a competing professional, financial, or personal interests that might could impair their ability to perform their evaluation responsibilities objectively.

The Grant Review Panel meeting is public and facilitated through a Zoom Video Webinar. All applicants receive information regarding the panel meeting's date, time, and order in which applications will be reviewed. Applicants are encouraged to attend the panel meeting.

Applicants are permitted three (3) minutes at the end of the panel's review of their application to clarify any aspects of the application that may have been misunderstood by the panelists. The three minutes to address the panelists may not be used to give additional information not included in the application.

Panel comments made by panelists in support of their scores are available to applicants upon request once they receive the official notice of their application's award or decline from Civic Arts.

4.3 Civic Arts Commission Approval

After the Grant Review Panel has scored all applications, the Civic Arts Commission's Grants Subcommittee meets to develop funding recommendations in alignment with the ranking of scores within and to align proposed grant awards with available funds and for consistency with granting policies and guidelines, before forwarding the recommendations to the full Civic Arts Commission.

The award amounts as recommended by the Grants Subcommittee are made public at least five (5) business days prior to the Civic Arts Commission approval. The Civic Arts Commission reviews the funding recommendations for approval and votes on final approval.

4.4 Appeal Process

Applicants who have evidence of misconduct or technical error in the panel review process may appeal the Grant Subcommittee's proposed funding scenario by completing an official appeal form. Appeal forms must be received at least 48 hours in advance of the Civic Arts Commission meeting where final funding decisions are made. Applicants can email appeal forms to civicarts@cityofberkeley.info.

Please note: Dissatisfaction with a final score or award amount is not grounds for appeal.

5. GRANTEE REQUIREMENTS AND POLICIES

5.1 Invoicing

Grantees must complete a Demographic Survey to receive their grant award invoice from Civic Arts. Staff will provide an invoice for 100% of the grant amount following City Council's approval of the Fiscal Year's budget.

5.2 Final Report

All grantees must submit a completed Final Report form within 30 days after the end of the Grant Activity Period. Final Reports are usually due by July 30 unless otherwise noted. The Final Report should demonstrate how the grant-funded project was developed and implemented. The Final Report also includes evaluation questions for self-reflection and for Civic Arts staff to make improvements to the program. Grantees who do not submit a Final Report are ineligible from applying for any future Civic Arts grants.

5.3 Grant Activity Period Extension Requests

Grantees who experience circumstances that prevent them from spending grant funds before the end of the Grant Activity Period may request a Grant Activity Period Extension. A Grant Activity Period Extension may be requested for up to one (1) year beyond the original end-date. Requests must be received before the end of the Grant Activity Period and approved by Civic Arts staff.

5.4 Business License

Awarded applicant organizations must have a current [City of Berkeley Business License](#).

5.5 Acknowledging City Support

It is important that the Berkeley community know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in Berkeley. Grant recipients should acknowledge the City's financial support by using the phrase "Supported in part by a Civic Arts Grant from the City of Berkeley" or including the "City of Berkeley" in lists of supporters. Grantees must display the [City's logo](#) in all promotional materials and media.

5.6 City Permits and Permissions

Receiving a grant does not imply that the Civic Arts program or any other City department will produce, exhibit, or promote artwork(s) created with grant funds. It is the responsibility of the grantee to secure a venue and appropriate insurance for public presentations.

The grantee is solely responsible for securing the necessary City permits or approvals for elements such as publicly installed art, street closures, sound amplification in public space, or murals if included as part of the grant proposal. Planning for this should be reflected in the application narrative. Any grant-funded art installed in the public realm or on property owned by the City of Berkeley must be reviewed and approved by the Civic Arts Commission and its Public Art Subcommittee. The review process must be complete before the project is implemented. This review process applies to murals, public sculpture, and similar projects. This review process should be reflected in the project narrative.

5.7 Incomplete Projects

Failure to complete the grant-funded project will result in a forfeiture of grant funds. Grantees with incomplete projects must return their award funds to the City of Berkeley.

Berkeley Arts Space Needs Assessment

Increasing access to affordable art spaces is a top priority for the City of Berkeley's Arts and Culture Plan.

The purpose of this survey is to gather data for the development of two space-related solutions:

1. Civic Arts is developing a Capital Projects Grant to help arts organizations stay in Berkeley. This grant will support efforts to retain and improve buildings, facilities, and organizational spaces for arts organizations located in the City of Berkeley. For this program, a capital project is defined as a project that helps maintain, improve, or adds to the organization's infrastructure.
2. The City of Berkeley is developing plans to revitalize the Civic Center to become the prime space for civic life, culture, and the arts. This includes transforming the Veterans Memorial Building into a Community Arts Center and creating enhanced spaces in the Civic Center Park for performances and events.

Data from this survey will help us better understand the space needs of Berkeley's arts community, especially organizations and artists who rent spaces for their performances, exhibitions, classes, and events.

Thank you for completing this survey. Your participation will help the City of Berkeley better serve its arts community.

If you don't already receive the Civic Arts newsletter, [sign up here](#) to stay informed about our grant opportunities and program updates.

*** Required**

1. Organization Name *

2. Organization Contact Name *

3. Organization Address *

4. What is your organization's artistic focus? (You may select more than one.) *

Check all that apply.

- Theater
- Music
- Dance
- Visual Arts
- Literary Arts
- Media Arts
- Arts Education
- Other: _____

5. Choose a description of the space where your organization operates. (Select one.) *

Mark only one oval.

- Short-term lease of building, facility, or space
- Long-term lease of building, facility, or space
- Own building, facility, or space
- Share building, facility, or space with another organization
- Lease administrative office and occasionally rent other spaces for events, rehearsals, and other programming
- Home office for administration and space rentals for occasional events, rehearsals and other programming
- Currently not operating out of a physical space
- Other: _____

6. How long has your organization operated in its current building, facility, or space? *

Mark only one oval.

- Less than a year
- 1 – 2 years
- 3 – 5 years
- 5 – 10 years
- More than 10 years
- N/A
- Other: _____

7. How much does your organization pay in rent/mortgage each month? *

8. If your organization **owns or leases** a building, facility, or space where it conducts all of its operations and programming, please indicate what features it has. *

Check all that apply.

- Auditorium
- Thrust Stage
- Theater in the Round
- Black Box Theater
- Concert Hall
- Chamber Music Stage / Space
- Gallery / Exhibition Space
- Museum
- Dance Studio
- Outdoor Amphitheatre
- Park / Plaza / Flexible Outdoor Space
- Production / Recording Studio
- Screening Room
- Studio (Visual Arts)
- Classroom
- Administrative Space
- N/A
- Other: _____

9. Do you have any **subtenants or rent spaces out to others?** *

Mark only one oval.

- Yes
- No
- N/A
- Other: _____

10. Please select the types of spaces your organization manages and **rents out to others.** *

Check all that apply.

- Auditorium
- Thrust Stage
- Theater in the Round
- Black Box Theater
- Concert Hall
- Chamber Music Stage / Space
- Gallery / Exhibition Space
- Museum
- Dance Studio
- Outdoor Amphitheatre
- Park / Plaza / Flexible Outdoor Space
- Production / Recording Studio
- Screening Room
- Studio (Visual Arts)
- Classroom
- Administrative Space
- N/A
- Other: _____

11. If your organization **rents space out to others**, what's the size and capacity (number of people) of the space?
-

12. Does your organization rent spaces for your programming or operations **from other organizations**? (For example, a concert hall, theater, exhibition space, etc.) *

Mark only one oval.

Yes

No

Unsure

13. Please select the types of spaces your organization **rents from other organizations** for regular or special programming. *

Check all that apply.

- Auditorium
- Thrust Stage
- Theater in the Round
- Black Box Theater
- Concert Hall
- Chamber Music Stage / Space
- Gallery / Exhibition Space
- Museum
- Dance Studio
- Outdoor Amphitheatre
- Park / Plaza / Flexible Outdoor Space
- Production / Recording Studio
- Screening Room
- Studio (Visual Arts)
- Classroom
- Administrative Space
- N/A
- Other: _____

14. If your organization **rents space from others**, what is the size and capacity (number of people) of the space?

15. If you rent spaces, what is the primary factor driving the selection of a space?

Mark only one oval.

- Price
- Availability
- Size
- Equipment
- Special configuration of the space
- Other: _____

16. What **types of spaces would be useful** to your organization in a City-owned arts center, such as a renovated Veterans Memorial Building in Civic Center? (Please select up to three.) *

Check all that apply.

- Auditorium
- Black Box Theater
- Small Concert Hall
- Chamber Music Stage / Space
- Gallery / Exhibition Space
- Dance Studio
- Production / Recording Studio
- Screening Room
- Studio (Visual Arts)
- Classroom or Workshop Space
- Maker Space
- Rehearsal Space
- Administrative Space
- N/A
- Other: _____

17. If your organization would rent space in a City-owned arts center, for the types of spaces that you selected in the previous question, please describe what size and capacity of that space is needed.

18. How interested are you having your organization's programming in the Veterans Memorial Building? *

Mark only one oval.

Not interested

1

2

3

4

5

Very interested

19. How interested are you in having your organization's programming in the Downtown Berkeley? *

Mark only one oval.

Not interested

1

2

3

4

5

Very interested

20. How interested are you in outdoor venues in Civic Center Park? *

Mark only one oval.

Not interested

1

2

3

4

5

Very interested

21. Where do you hold most of your organization's events annually (performances, exhibits, workshops, etc.)? Please choose the top one or two locations. *

Check all that apply.

Berkeley

Oakland

Emeryville

Albany

El Cerrito

San Francisco

Other: _____

22. What are the two biggest challenges of sustaining your organization's space? *

Check all that apply.

- Long-term affordable lease terms
- Legally mandated upgrades (ADA upgrades, fire-safety repairs)
- Deferred maintenance costs
- Demand for more space
- Other: _____

23. Which two of the below programs would be of most interest to your organization? *

Check all that apply.

- Technical assistance with real estate acquisition or leasing
- Grant program for repairs and maintenance
- No-interest / Low-interest loan program to purchase real estate
- No-interest / Low-interest loan program for a renovation project
- Planning for a move
- Planning to build out a space
- Equipment purchase
- ADA upgrades
- Other: _____

24. Are you interested in space-sharing for any part of your organization's operations or programming? *

Mark only one oval.

- Yes
- No
- Maybe

25. Is your organization considering purchasing space in the future? *

Mark only one oval.

- Yes
- No
- Unsure
- My organization already owns its space

26. Is your organization in need of any renovations or large equipment purchases for its operations? If yes, please describe and include a cost estimate. *

27. Is your organization in need of any renovations related to ADA compliance? If yes, please describe and include a cost estimate. *

28. Is your organization contemplating a capital campaign for any other reason not described above? If so, please describe the purpose of the campaign and the fundraising goal amount.

29. Do you have any other feedback related to art spaces that you think would be of interest to us as we analyze this data?

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Office of Economic Development
Civic Arts

Summary of Arts Space Needs Assessment Findings

February 15, 2023

Background:

In January of 2023, Civic Arts conducted a public Arts Space Needs Assessment Survey to gather data about the community's space needs for arts programming. The purpose of this survey was to gather data for the development of two space-related solutions:

1. Capital Projects Grant to help arts organizations stay in Berkeley by supporting efforts to retain and improve buildings, facilities, and organizational spaces for arts organizations located in the City of Berkeley. For this program, a capital project is defined as a project that helps maintain, improve, or adds to the organization's infrastructure.
2. Further developing plans to revitalize the Civic Center to become the prime space for civic life, culture, and the arts. Questions in the survey were specific to transforming the Veterans Memorial Building into a Community Arts Center and creating enhanced spaces in the Civic Center Park for performances and events.

Outreach:

The survey was open from January 12 – February 2, 2023. Civic Arts promoted the survey through various channels:

- Publicized through the Civic Arts newsletter (1,808 subscribers)
- Announced to Civic Arts grantees through our grants management system
- Publicized through the Berkeley Cultural Trust email list
- Promoted to Civic Arts Commissioners to share with their networks
- Direct email sent to Civic Arts grantees prior to survey closing
- Reminder announced through the Civic Arts newsletter prior to survey closing
- Promotion via social media

The survey received 79 responses and provided crucial data about the capital funding needs of Berkeley's arts organizations.

Key Findings:

An analysis of survey responses demonstrates a high need for capital project funding for Berkeley's arts and cultural organizations.

1. Financial Need

Survey responses demonstrate that Berkeley-based arts organizations would like to make capital investments in a facility for the following reasons:

30% want to purchase or may want to purchase a facility
45% want to make renovations to their facility
30% want to make capital investments in equipment for their facility
27% want to make capital investments related to ADA compliance and accessibility

2. Average Cost of Capital Needs

Survey results demonstrate a sustained need for a high level of capital funding among Berkeley's arts organizations:

- Of the 45% of survey respondents who said their organization needed renovations or large equipment purchases, 17 provided cost estimates. These cost estimates, ranging from \$3,600 to \$5 million, averaged \$495,535.
- Of the 23% of respondents who said their organization needed renovations related to ADA compliance, 13 provided cost estimates. These ADA estimates, ranging from \$2,000 to \$1 million, averaged \$150,000.

3. Biggest Challenges Related to Sustaining an Arts Facility

Many Berkeley-based arts organizations face challenges related to attaining or maintaining space:

35% have a need for more space
25% are burdened with deferred maintenance costs
23% need to make legally mandated upgrades