



Office of the City Manager

WORKSESSION

March 21, 2023

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Eleanor Hollander, Office of Economic Development

Subject: Civic Arts Grants Program – Improved Practices & Community Impact

INTRODUCTION

The City of Berkeley's Civic Arts Program supports a culturally vibrant and diverse arts ecosystem within the City of Berkeley by funding grants to individual artists, arts organizations, and festivals in Berkeley.

The purpose of this worksession is to:

1. Provide Council with an overview of the updated Civic Arts Grants Program.
2. Describe the program's professionalized practices, commitment to cultural equity, and improved community impact.
3. Review possible future actions for program development.

Berkeley is home to a myriad of individual creatives and artists, from world-renown musicians, writers, and dancers to up-and-coming artists and working artisans. Berkeley also boasts a high concentration of nonprofit arts organizations that offer a wealth of programming, education, and festival events for residents and visitors alike. The organizations that make up Berkeley's arts community are varied in size and creative disciplines, and include major institutions, annual festivals including seasonal celebrations and educational events, culturally-specific organizations, and neighborhood art centers. The rich cultural traditions and abundant art offerings found in Berkeley help to define and distinguish our community.

CURRENT SITUATION AND ITS EFFECTS

The City of Berkeley has long recognized the importance of the arts to the quality of life and well-being of our city, which is reflected through the financial investments and programmatic commitments ("grants") the City has made over the years. These commitments have helped foster the arts as a significant part of Berkeley's identity and contributor to the high quality of life experienced locally. Berkeley's arts sector

generates approximately \$165 million annually in economic activity and provides about 6,500 jobs locally.¹

The Civic Arts program is part of the City’s Office of Economic Development and, in consultation with the Civic Arts Commission, administers the City’s arts-related programs including: Grants for individual artists, organizations and festivals², Public Art³, and initiatives of the City of Berkeley’s *Arts and Culture Plan*.⁴ Through the Grants Program, Civic Arts provides funding to support a vibrant arts ecosystem, strengthen diverse cultural expressions, and ensure equitable access to arts and culture throughout Berkeley. Through its three core grant categories – including funding for artists, festivals, and nonprofit arts organizations – the program awards a combined total of approximately \$700,000 annually. A complete list of the most recent City of Berkeley Civic Arts grantees is included as Attachment 1.

Civic Arts Grant Categories

Individual Artist Project grants support artists living in Berkeley in creating new work. Awarded artists are required to make a public presentation that engages Berkeley residents in a meaningful way. In FY23, a total of \$44,000 was awarded in this category to eleven (11) individual artists. Each artist award was \$4,000. A record-setting number of individuals artists (52) applied for grant funds for FY23; awardees for FY24 will be notified in July 2023. The Individual Artist Projects Grant Guidelines for FY24 are included as Attachment 2.

Community Festival grants support a range of events throughout Berkeley that celebrate and preserve a rich variety of cultural opportunities for Berkeley’s residents, bolster Berkeley’s vitality, increase Berkeley’s reputation as a lively destination for visitors, and create meaningful, accessible engagement with the public. These events may range from small-scale and inaugural events with budgets of under \$5,000 to large-scale and established festivals with budgets of over \$1 million. Grant-funded events must be open to the public and have a free component. In FY23, a total of \$194,299 was awarded in this category to thirty-three (33) festivals. Award amounts in this category averaged \$5,887 per festival, and ranged from \$2,442 to \$7,581 each. Community Festivals Grant Guidelines for FY24 are included as Attachment 3.

General Operating Support grants support the growth and stability of Berkeley’s arts organizations through funding for the operational expenses of nonprofit arts groups. This funding is intended to empower and promote equitable representation of organizations that have been historically and systemically marginalized. This grant

¹ [City of Berkeley Arts and Culture Plan \(2018-2027 Update\)](#), adopted 2019, page 13.

² 2023 Civic Arts grant cycle, online: <https://berkeleyca.gov/community-recreation/civic-arts/civic-arts-grants>.

³ 2023 Public Art Program, online: <https://berkeleyca.gov/community-recreation/civic-arts/public-art>.

⁴ [City of Berkeley Arts and Culture Plan \(2018 – 2027 Update\)](#), adopted July 24, 2019.

program operates on a two-year cycle, which is used to reduce the amount of administrative time and effort required to apply for City funding. In FY22 and FY23, \$458,697 was awarded to 70 arts organizations in this category annually. Award amounts in this category averaged \$6,552; and ranged from \$4,593 to \$8,330 each. General Operating Support Grant Guidelines for FY24 are included as Attachment 4.

Grantmaking Process

The Civic Arts Grants Program is administered in accordance with national, state, and regional best practices in grantmaking. Civic Arts evaluates its grantmaking processes and practices annually as part of the grant cycle in order to improve grant procedures, better align award decisions with the program's values, and ultimately to better serve Berkeley's arts community. Civic Arts staff uses data collected from a post-application survey and a grant process evaluation discussion with grant review panelists to make improvements to the grant cycle and application process. Through a progression of learning and continuous improvement activities, Civic Arts' grantmaking practices have evolved since 2018 to provide the following modernized elements:

Accessible Application Process: To reduce barriers to apply for funding, the Grants Program uses an online application system that is designed for ease and accessibility, and integrates into the system all phases of the grant process from application submission and panel scoring to funding awards and collecting final reports. The grant guidelines and application forms use simplified language and all forms, web pages, and documents developed for the Grants Program have incorporated better accessibility practices. All grant guidelines have been vetted through the City's Disability Services consultants and accommodations for applicants with disabilities are also available. Additionally, the grant guidelines are available to be translated into another language upon request; and if the online application form is submitted in a language other than English, a third-party translation service will be used to translate application answers into English for the grant application review panelists. Annually the program budgets for support services like translation.

Values-Driven Grantmaking Practices: The program's values are transparently articulated through the establishment of weighted grant application evaluation criteria (i.e. 'scoring' criteria). Grant applicants can review the scoring criteria in the published grant guidelines to understand how their applications will be evaluated prior to submitting a grant application. Grant review panelists are required to score the applications according to these criteria. Certain evaluation criteria are utilized for all Civic Arts grant categories – for example, the Cultural Equity criterion appears program-wide in all categories and is worth 25–30% of an applicant's score. Other evaluation criteria relate to category-specific program values – for example, the Festival Management and Production criterion relates to ensuring a successful event that fully benefits the community.

Technical Assistance and Capacity Building: Civic Arts staff act as a day-to-day liaison with potential grant applicants and funded grantees to answer questions related to grant applications, payment procedures, and reporting. Each grant cycle, Civic Arts staff conducts grant application workshops for each category to review the grant guidelines, application form, and answer attendees' questions. Currently these workshops are held in a virtual format, which is offered live and recorded (with transcript) and posted to the Civic Arts webpage for applicants to access anytime.⁵

A transparent grantmaking scoring process is then conducted; with Civic Arts staff inviting applicants to observe the review panel deliberations of their application. This experience provides applicants with insight into the review of their applications and provides context to strengthen their grant-writing for future applications to the Civic Arts Program and other funders. Once final funding decisions are made, all applicants—awarded or not—may request a review of the panelists' written comments and may discuss them with Civic Arts staff to improve future grant proposals.

Civic Arts also produces a special topic workshop annually to provide additional capacity building to potential grantees. For example, during the FY22 grant cycle Civic Arts produced a webinar called *Civic Arts Grant Writing Tips Workshop* featuring two former grant application review panelists. This fiscal year, Civic Arts will host a workshop called *Disaster Preparedness 101* for artists and arts organizations presented by CERF+, the leading nonprofit organization focused on safeguarding artists' livelihoods nationwide.

Equity-Informed Selection of Panelists: The annual grant review panel is comprised of individuals located in the greater Bay Area with diverse backgrounds in the cultural sector. Civic Arts conducts an open call for grant application review panelists and prioritizes the selection of individuals who are Black, Indigenous, and People of Color to serve as panelists. After successful recruitment in FY23, the Civic Arts Commission-approved panelist pool more than doubled since the last open call for panelists. Panelists are paid \$25 per application reviewed, with panelists reviewing 30 to 40 applications on average.

Data Analysis and Increased Internal Capacity: Civic Arts staff collects grantee data in order to evaluate the program's cultural equity initiatives and technical support activities to better align with and support best practices in governmental grantmaking. The regular analysis of program data helps inform planning and improve grantmaking processes to better support the arts in Berkeley. In addition, the Office of Economic Development has increased organizational capacity in its Civic Arts service line to better serve Berkeley's arts community by staffing the program with arts professionals who have the skills and expertise to improve the grant cycle at every point; from designing

⁵ [Civic Arts Grants webpage](#) – see links to “Informational Webinars” for each of the three grant categories.

grant guidelines and facilitating public panels, to cultivating grantee relationships, distributing payments, and monitoring final reports and compliance.

BACKGROUND

Since 1991 when Council adopted Resolution 55,832-N.S. (Attachment 5), the Civic Arts program has distributed City funding through a formalized grantmaking process to Berkeley-based nonprofit arts organizations, fiscally sponsored arts groups, and arts programs within larger institutions. It has also provided project support to individual artists. The process, established in 1991, and continuing on to this day, includes:

- Use of grant guidelines addressing eligibility, review criteria, funding requirements, and methodology for determining grant award amounts.
- Application process open to the public and application workshops.
- Grant application review by a designated panel.
- Public hearing on funding awards.

In 2016, Civic Arts contracted with an outside arts strategy consultant, Diane Espaldon, to conduct its first formal assessment of the Civic Arts Grants Program, which had until then been administering a consistent grantmaking strategy of providing modest general operating support to grantees based on organizational budget size, and occasional project support to individual artists. The goal of the assessment was to ensure that the City was best serving the needs of Berkeley’s arts community and to align the grants program with current practices in the field. As a result of the 2016 assessment, the Civic Arts program separated the Individual Artists Grant Program from the Arts Organizations Grant Program in order to make the City of Berkeley’s support for individual artists distinct.

Since 2016, the City’s investment in the arts through the Civic Arts Grants Program has steadily increased.

Table 1 – Civic Arts Grants (all Categories).

| Fiscal Year | Total Amount Awarded | Number of Grants |
|-------------|----------------------|------------------|
| FY15/16 | \$229,100 | 53 |
| FY16/17 | \$378,848 | 56 |
| FY17/18 | \$497,510 | 61 |
| FY18/19 | \$500,000 | 63 |
| FY19/20 | \$650,199 | 90 |
| FY20/21 | \$579,493 | 94 |
| FY21/22 | \$714,470 | 104 |
| FY22/23 | \$696,996 | 114 |

Table 1 Civic Arts Grants - total award amounts and number of awards by fiscal year

In 2019, the Grants Program underwent an evaluation by Civic Arts staff who conducted a field scan of best practices in arts grantmaking and developed recommendations for improvements to the program in consultation with the Civic Arts Commission and the Berkeley Cultural Trust, a consortium of Berkeley-based nonprofit arts organizations.

The 2019 evaluation resulted in an overhaul to the program's guidelines and resulted in a more rigorous, formalized process with clearer eligibility requirements and refined review criteria, including the addition of the Cultural Equity scoring criteria to all grant categories. Program practices were updated to provide additional technical assistance to applicants and capacity building to Berkeley's arts community. In this same year, Civic Arts created a new Festivals grant category in response to a City Council Referral (Attachment 6), allowing Civic Arts to offer three distinct grant opportunities.

Since 2019, Civic Arts has managed a grants process for each Fiscal Year cycle for three grant programs: General Operating Support, Community Festivals, and Individual Artist Projects, and the total number of grant awards during this time period has nearly doubled.

In addition to on-going grant programs, Civic Arts also administered one-time COVID-19 recovery grant programs in FYs 2021 & 2022 to Berkeley's arts organizations, festivals, and artists funded by the American Rescue Plan Act (ARPA):

Grants for arts organizations and festivals: Berkeley Arts Recovery Grants (BARG) for Organizations & Festivals provided one-time grants to all qualifying Berkeley-based nonprofit and fiscally-sponsored arts organizations and festivals. BARG grants were used to mitigate arts organizations' economic losses from COVID-19, implement COVID-19 prevention tactics, and procure consulting and marketing services to support organizations' future financial sustainability. In February and March 2022, 74 grant awards were dispersed to Berkeley's arts organizations and festivals totaling \$1,532,345, with individual awards ranging from \$3,000 to \$33,000, and an average grant award amount of \$20,734 per organization.

Grants for artists and cultural practitioners: Also funded through ARPA, in May 2022, the Center for Cultural Innovation assisted with administration of the Berkeley Arts Recovery Grants (BARG) for individual Artists & Cultural Practitioners on behalf of the City. This grant program distributed \$276,250 to 114 Berkeley-based artists, culture bearers, cultural practitioners, makers, specialized arts workers, and teaching artists. Awards ranged from \$1,250 to \$8,000 each, and funding was prioritized for individuals from marginalized communities and those with the highest percentage of income lost from arts and culture related-professions due to the COVID-19 Pandemic.

Grants for artists to create temporary public art on the theme of COVID recovery: With the remaining ARPA funds (approximately \$125,000) set aside for arts community recovery, the Civic Arts Program plans to implement a second round of Berkeley Arts Works Projects (BAWP) grants. BAWP was an initiative first implemented in 2021,

which provided artists financial opportunities during an economically challenging time, while also enhancing Berkeley's cultural and economic vitality through community-focused public art projects. The prior round of BAWP grants totaled approximately \$200,000 and was funded through the City's "Cultural Trust Fund" (Fund 148).

STRATEGIC PLAN IMPACTS

The successful implementation of a robust Civic Arts Grants Program supports the City's Strategic Plan Priorities, advancing our goals to:

- Foster a dynamic, sustainable, and locally-based economy.
- Champion and demonstrate social and racial equity.
- Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

POSSIBLE FUTURE ACTION

For Council's consideration, on the March 21, 2023 regular City Council meeting agenda, is a referral response report addressing Council's request to develop an annual *Capital Projects Grant Program* for Berkeley-based nonprofit arts and cultural organizations. The capital grant program's goal would be to retain and sustain the vitality of Berkeley's arts sector through direct real estate and capital project support grants to qualifying Berkeley arts organizations. The report includes a budget request of \$300,000 to the FY 2024 budget process to administer the new grant program.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

A new capital grants program would require an 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 grants process to underwrite real estate or capital costs incurred by arts organizations would regularize the fiscal impacts of such requests to the City. 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 budget process. Though the administration of a future *Capital Projects Grant Program* would require the annual commitment of staff time; staff is poised to create administrative efficiencies by incorporating grant development and review processes for the new capital grant program into the current workflow of the Civic Arts grants program cycle.

CONTACT PERSON

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Attachments:

- 1: List of Civic Art Grantees for FY23
- 2: Individual Artist Project Grants Guidelines for FY24
- 3: Community Festival Grants Guidelines for FY24
- 4: General Operating Support Grants Guidelines for FY24
- 5: Resolution No. 55,832-N.S. Establishing Criteria for the Distribution of City Arts Funding, 1991
- 6: Referral Response: Establishment of a Festival Grants Program, 2019

General Operating Support (FY23)

| Organization | Address | Award | Discipline |
|---|---|----------|--------------------|
| Actors Ensemble of Berkeley | 1622 Fairview St, Berkeley, CA 94703 | \$11,966 | Theatre |
| Antons Well Theater Company | 2618 College Ave, Apt 5 1/2, Berkeley, CA 94704 | \$11,860 | Theatre |
| Ashkenaz Music & Dance Community Center | 1317 San Pablo Ave, Berkeley, CA 94702 | \$12,588 | Music |
| Aurora Theatre Company | 2081 Addison St, Berkeley, CA | \$16,160 | Theatre |
| Bay Area Children's Theatre | 2055 Center St, Berkeley, CA 94704 | \$13,572 | Theatre |
| Bay Area Creative BAC - The Berkeley Poetry Slam | 3101 Shattuck Ave, Berkeley, CA 94705 | \$11,904 | Literary |
| Berkeley Art Center | 1275 Walnut St, Berkeley, CA 94709 | \$12,350 | Visual |
| Berkeley Chamber Performances | 2315 Durant Ave, Berkeley, CA 94704 | \$11,250 | Music |
| Berkeley Choro Ensemble | 826 Miramar Ave, Berkeley, CA 94707 | \$11,480 | Music |
| Berkeley Community Chorus & Orchestra | PO Box 310, Berkeley, CA 94701 | \$12,088 | Music |
| Berkeley High School Jazz | 1980 Allston Way, Berkeley, CA 94704 | \$12,746 | Music |
| Berkeley Music Group | 2036 University Ave, Berkeley, CA 94704 | \$15,070 | Music |
| Berkeley Old Time Music Convention | 2020 Addison, Berkeley, CA 94704 | \$10,786 | Music |
| Berkeley Playhouse/Julia Morgan Center for the Arts | 2640 College Ave, Berkeley, 94704 | \$16,286 | Theatre |
| Berkeley Repertory Theatre | 2025 Addison St. Berkeley, CA 94704 | \$16,132 | Theatre |
| Freight & Salvage | 2020 Addison St, Berkeley, CA 94704 | \$16,660 | Music |
| Berkeley Symphony Orchestra | 1942 University Ave Suite 104, Berkeley, CA 94704 | \$13,220 | Music |
| Black Repertory Group | 3201 Adeline St, Berkeley, CA 94703 | \$13,536 | Theatre |
| BrasArte the Damasceno Brazilian Cultural Exchange | 1901 San Pablo Ave, Berkeley, CA 94702 | \$13,826 | Dance |
| California Institute for Community, Art & Nature | 2150 Allston Way, Suite 460, Berkeley, CA 94704 | \$13,036 | Multi-disciplinary |
| California Jazz Conservatory | 2087 Addison St, Berkeley, CA 94704 | \$15,538 | Music |
| Cazadero Performing Arts Camp | 941 The Alameda Room 3, Berkeley, CA 94707 | \$13,456 | Music |
| Central Works | 2315 Durant Ave, Berkeley, CA 94704 | \$13,312 | Theatre |
| Chora Nova | PO Box 9345, Berkeley, CA 94709 | \$10,428 | Music |
| Creative Residencies for Emerging Artists Teaching Empowerment (C.R.E.A.T.E.) | 2465 Bancroft Way Suite 218, Berkeley, CA 94720 | \$11,544 | Multi-disciplinary |
| Danse Lumière | 1450 Fourth St, Berkeley, CA 94710 | \$10,976 | Dance |
| David Brower Center | 2150 Allston Way Ste 100, Berkeley, CA 94704 | \$12,508 | Visual |
| East Bay Media Center | 1939 Addison St, Berkeley, CA 94704 | \$12,072 | Media/Film |
| Eastwind Books Multicultural Services | 2066 University Ave, Berkeley, CA 94704 | \$12,112 | Multi-disciplinary |
| Firehouse Collective Inc / DBA Firehouse Art Collective | 1313 Ninth St, Berkeley, CA 94710 | \$11,456 | Visual |
| Four Seasons Arts, Inc. | 2700 Belrose Ave, Berkeley, CA 94705 | \$12,930 | Music |
| Gamelan Sekar Jaya | 3023 Shattuck Ave, Berkeley, CA 94705 | \$14,010 | Music |
| Girls Garage | 1380 10th St, Berkeley, CA 94710 | \$13,852 | Multi-disciplinary |
| Habitot Children's Museum | 1563 Solano Ave #326, Berkeley, CA 94707 | \$13,588 | Multi-disciplinary |
| Heyday | 1808 San Pablo Ave, Suite A, Berkeley, CA 94702 | \$15,070 | Literary |
| Inferno Theatre | 1802 Fairview St, Berkeley, CA 94703 | \$11,376 | Theatre |
| Jewish Community Center of the East Bay dba JCC East Bay | 1414 Walnut St, Berkeley, CA 94709 | \$12,166 | Multi-disciplinary |

| | | | |
|--|--|----------|--------------------|
| Kairos Music Academy | 1953 Hopkins St. Berkeley, CA 94707 | \$11,482 | Music |
| Kala Art Institute | 1060 Heinz Ave, Berkeley, CA 94710 | \$16,286 | Visual |
| La Peña Cultural Center | 3105 Shattuck Ave, Berkeley, CA 94705 | \$13,114 | Multi-disciplinary |
| Left Margin LIT | 1543 Shattuck Ave, Suite B, Berkeley, CA 94709 | \$12,404 | Literary |
| Luna Kids Dance, Inc. | 1038 Shattuck Ave, Berkeley, CA 94707 | \$12,692 | Dance |
| Mahea Uchiyama Center for International Dance | 1800 Dwight Way, Berkeley, CA 94703 | \$13,220 | Dance |
| Makers Paradise | 1790 Shattuck Ave, Berkeley, CA 94709 | \$9,332 | Multi-disciplinary |
| Dance Monks | 1250 Addison St #103, Berkeley, CA 94702 | \$12,112 | Dance |
| Movement Liberation | 1924 Cedar St, Berkeley, CA 94709 | \$10,976 | Dance |
| Pacific Edge Voices | 592 The Alameda, Berkeley, 94707 | \$10,996 | Music |
| Play Cafe, Inc. | 2015 Center St, Berkeley, CA 94704 | \$11,944 | Theatre |
| PlayGround | 3286 Adeline St #8, Berkeley, CA 94703 | \$13,352 | Theatre |
| Poetry Flash | 1450 FOURTH ST #4, BERKELEY, CA 94710 | \$11,850 | Literary |
| Cal Performances | 101 Zellerbach #4800, Berkeley, CA 94720 | \$16,412 | Multi-disciplinary |
| Sacred & Profane, A Chamber Chorus | 1199 Cornell Ave, Berkeley, CA 94706 | \$11,398 | Music |
| Sense Object | 1970 Chestnut St, Berkeley, CA 94702 | \$9,964 | Dance |
| Shawl-Anderson Modern Dance Center | 2704 Alcatraz Ave, Berkeley, CA 94705 | \$15,880 | Dance |
| Small Press Distribution, Inc. | 1341 7th St., Berkeley, CA 94710 | \$15,880 | Literary |
| StoryCenter | 1250 Addison St #103, Berkeley, CA 94702 | \$14,728 | Media/Film |
| The Beat Berkeley Performing Arts | 2560 Ninth St, Ste 119, Berkeley, CA 94710 | \$11,614 | Dance |
| The Berkeley FILM Foundation | 2600 10th St, Suite 427, Berkeley, CA 94710 | \$13,324 | Media/Film |
| The Capoeira Arts Foundation, INC | 1901 San Pablo Ave, Berkeley, CA, 94702 | \$13,640 | Multi-disciplinary |
| The Marsh, a breeding ground for new performance | 2120 Allston Way, Berkeley, CA 94704 | \$12,930 | Theatre |
| The San Francisco Early Music Society | P.O. Box 10151, Berkeley, CA 94709 | \$13,088 | Music |
| The Shotgun Players, Inc. | 1901 Ashby Ave, Berkeley, CA 94703 | \$16,318 | Theatre |
| The Starry Plough | 3101 Shattuck Ave. Berkeley, Ca, 94705 | \$11,956 | Music |
| Theatre Lunatico | 1834 Euclid Ave, Berkeley, CA 94709 | \$10,722 | Theatre |
| TheatreFIRST | 1301 Shattuck Ave, Berkeley, CA 94709 | \$13,220 | Theatre |
| Those Women Productions | 1807 Grant St, Berkeley, CA 94703 | \$12,220 | Theatre |
| UC Berkeley Art Museum and Pacific Film Archive (BAMPFA) | 2120 Oxford St, #2250, Berkeley, CA 94720 | \$15,786 | Multi-disciplinary |
| Young People's Chamber Orchestra (YPCO) | 2727 College Ave, Berkeley, CA 94705 | \$10,554 | Music |
| Young People's Symphony Orchestra Association | 2600 Tenth St, Suite 632, Berkeley, CA, 94710 | \$12,666 | Music |
| Youth Musical Theater Company | 820 Arlington Ave, Berkeley, CA 94707 | \$13,246 | Theatre |

Community Festivals (FY23)

| Organization | Address/Council District | Award |
|--|--|--------------|
| 2023 Junior Bach Festival | 1425 Edith St, Berkeley, CA 94703 | \$6,289 |
| 30th Annual Berkeley Indigenous Peoples Day Powwow & Indian Market | 1507 Curtis St, Berkeley, CA 94702 | \$5,862 |
| AfroLit | 2305 West St, Berkeley, CA 94702 | \$5,490 |
| Annual Contemporary Diasporas Festival | 1802 Fairview St, Berkeley, CA 94703 | \$5,403 |
| Asian Cultural Festival | 2222 Harold Way, Berkeley, Ca, 94704 | \$4,943 |
| Berkeley Bird Festival | 2530 San Pablo Ave, Suite G, Berkeley, CA 94702 | \$6,711 |
| Berkeley Juneteenth Festival | 1332 Ordway St, Berkeley, CA 94702 | \$7,581 |
| Berkeley Poetry Festival | 3008 Acton St, Berkeley, CA 94702 | \$5,653 |
| Berkeley Video & Film Festival | 1939 Addison St, Berkeley, CA 94704 | \$5,558 |
| Black Generations Festival | 2020 Milvia St, Suite #420 Berkeley, CA 94704 | \$6,044 |
| Black Women's Blues Festival | 2721 Shattuck Ave #244, Berkeley, CA 94705 | \$5,929 |
| California Native Ways — 4th Annual California Indian Arts & Culture Festival | 2150 Allston Way, Suite 460, Berkeley, CA 94704 | \$7,538 |
| Capoeira: The Art of Social and Personal Transformation | 1901 San Pablo Ave, Berkeley, 94702 | \$5,045 |
| Chocolate & Chalk Art Festival | 1700 Shattuck Ave #318, Berkeley, CA 94709 | \$5,619 |
| Community Music Day | 1475 Rose St, Berkeley, CA 94702 | \$5,133 |
| Dia de los Muertos 2022 | 1000 Camelia St, Berkeley, CA 94710 | \$5,639 |
| Disability Rights Rising: A Celebration of the Art, Culture, and the History of Disability Justice in Berkeley | 3075 Adeline St, Suite 100, Berkeley, CA 94703 | \$7,496 |
| Evolution: A 10th Anniversary Celebration of API Theater | 1301 Shattuck Ave, Berkeley, CA 94709 | \$5,821 |
| Foundation for the Future of Literature and Literacy | 1569 Solano Ave #635, Berkeley, CA 94707 | \$7,007 |
| Freight Fest | 2020 Addison St, Berkeley, CA 94704 | \$7,488 |
| Hawaiian Healing Arts Festival | 1611 San Pablo Ave, Suite #1, Berkeley, CA 94702 | \$5,585 |
| Persian New Year Festival - Chaharshanbe Souri | 2029 Durant Ave, Berkeley, CA 94704 | \$5,855 |
| San Francisco Mime Troupe Free Park Shows in Berkeley 2022 | 855 Treat Ave, San Francisco, CA 94110 | \$6,736 |
| SF Bay Brazilian Day & Lavagem Festival 2022 | 1901 San Pablo Ave, Berkeley, CA 94702 | \$5,808 |
| Standing on the Shoulders of Giants: A Community Celebration | 1654 University Ave, Berkeley, CA 94703 | \$7,175 |
| Telegraph Avenue Holiday Street Fair | 2600 Telegraph Ave, Berkeley, CA 94704 | \$5,382 |
| Telegraph Berkeley Summer Fair or (Sunday Best) | 2437 Durant Ave Suite 206, Berkeley, CA 94704 | \$5,166 |
| The Dragon Boat Experience | 1442a Walnut St #243, Berkeley, CA 94709 | \$2,442 |
| The Himalayan Fair | PO Box 7736, Berkeley, CA 94707 | \$5,896 |
| The Queering Dance Festival | 2704 Alcatraz Ave, Berkeley, CA 94705 | \$5,889 |
| Ubuntu Awards Festival | 1440 Kains Ave, Berkeley, CA 94704 | \$5,389 |
| Watershed Environmental Poetry Festival | 1450 Fourth St, #4, Berkeley, CA 94710 | \$5,234 |
| West Berkeley Community Print Festival | 2990 San Pablo Ave, Berkeley, CA 94720 | \$5,490 |

Individual Artist Projects (FY23)

| Name | Council District | Award | Discipline |
|-----------------------------|------------------|---------|--------------------|
| Andy Warner | District 3 | \$4,000 | Multi-disciplinary |
| Elizabeth Rosner | District 5 | \$4,000 | Literary |
| Emily Onderdonk | District 5 | \$4,000 | Music |
| Erica Azim | District 4 | \$4,000 | Music |
| Hector Munoz-Guzman | District 3 | \$4,000 | Visual |
| Hector Salgado | District 3 | \$4,000 | Media/Film |
| Mahsa Vahdat | District 6 | \$4,000 | Music |
| Marlene (Cookie) Segelstein | District 5 | \$4,000 | Music |
| Natalia Quintero-Hong | District 2 | \$4,000 | Multi-disciplinary |
| Oona Garthwaite | District 4 | \$4,000 | Media/Film |
| Paula deJoie | District 5 | \$4,000 | Visual |



Civic Arts
Office of Economic Development

FY24 Individual Artist Project Grants

City of Berkeley | Civic Arts Grant Guidelines

[APPLY HERE](#)

Important Dates (Subject to change)

| | |
|---|--------------------------------|
| Applications Open | January 9, 2023 |
| Application Deadline | March 1, 2023, 11:59 pm |
| Grant Review Panel Meeting | May 2023 |
| Grants Subcommittee Meeting – Funding Recommendations | June 5, 2023 |
| Civic Arts Commission Meeting – Grant Awards Approval | June 21, 2023, 6:00 pm |
| Grant Activity Period | July 1, 2023 – June 30, 2024 |
| Final Report Due | July 30, 2024 |

1. OVERVIEW

1.1 Purpose – Why these grants are offered.

The Civic Arts program supports a culturally vibrant and diverse arts ecosystem within the City of Berkeley by funding grants to artists, arts organizations, and festivals.

Individual Artist Project grants support artists living in Berkeley in creating new work. The new work must include a public presentation that engages Berkeley residents in a meaningful way.

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 Eligibility – Who can apply?

Applicants must meet all of the following eligibility requirements:

- Applicant is an individual artist and *not* applying as a partnership, group, or collective
- Applicant is resident of the City of Berkeley
- Applicant is an artist working in dance, film and new media, folk and traditional arts, literary arts, music, social practice, theater, or visual arts
- Applicant is 18 years of age or older

Please note: Individual Artist Project grantees do not use Fiscal Sponsors.

1.5 Eligibility – Who can't apply?

- City of Berkeley employees employed at the time of the application or during any part of the Grant Activity Period
- Full-time students enrolled at the time of the application or during any part of the Grant Activity Period
- Individual Artist Project grantees from the last two Fiscal Years
- Individuals who do not live in the City of Berkeley
- Organizational applicants (for example, festivals, nonprofit organizations, businesses, etc.)

1.6 Who is encouraged to apply?

- Artists in any phase of their artistic career including emerging, midcareer, and established artists
- Although not considered in review process, individuals 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, Chicax; 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.

1.7 Grant Amount

The Individual Artist Project grant is a **\$4,000** award.

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 Civic Arts Grants in Fiscal Year 2024.

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

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

- Artist fees
- Equipment rentals
- Living expenses during the Grant Activity Period (for example, rent, utilities, childcare, etc.)
- Stipends for collaborators
- Supplies and materials needed for the project
- Venue or studio fees

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

Grant funds may not be used for the following:

- Expenses incurred outside of the Grant Activity Period
- Joint projects funded by two or more Individual Artist Project awards
- Political advocacy or lobbying
- Project production and presentation activities outside of the City of Berkeley
- Projects for which the main intent is curation, archiving, or journalism

1.10 Project Requirements

- All project components must be completed within the Grant Activity Period.
- Public presentation. A public presentation in Berkeley is required. In-person or virtual presentations may include, but are not limited to: performing arts productions; visual art presentations, exhibitions or public art projects; social practice projects; media arts or film screenings; literary readings; or artist talks.

2. APPLICATION PROCESS

2.1 Grant Application Materials

All application materials must be submitted electronically before the deadline. The Individual Artist Project grant application consists of the following components:

- Proof of residency
 - Applicants must submit paperwork demonstrating Berkeley residency with their application. Unhoused and unsheltered artists may provide a letter from a Berkeley-based shelter or a Berkeley-based homeless service program as proof of Berkeley residency.
- Narrative questions
- Resume or Curriculum Vitae (C.V.)
- Work samples and descriptions

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 appointment. This technical assistance can help provide guidance around eligibility, application requirements, or review criteria.

Resources available on the [Civic Arts website](#) are a FAQs (frequently asked questions) page and a recording of the Grant Program Webinar.

Staff contact: Hilary Amnah, Grants Program Lead
hamnah@cityofberkeley.info
[Schedule a 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 (ada@cityofberkeley.info) to review and fulfill the request. Disability-related accommodation requests must be made at least 72 hours in advance of deadlines or meetings. TTY users can dial 7-1-1 to be connected to a specially trained communications assistant from a [state relay provider](#).

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:

Artistic Practice and Experience (30%)

- Work samples demonstrate high-quality or promise
- Resume or Curriculum Vitae (C.V.) demonstrates high-quality or promise through its artistic history and accomplishments
- Reasoning for how funding will enhance, develop, and/or transform the applicant's artistic practice is compelling

Project Narrative (30%)

- Project goals are clearly defined
- Project plan and timeline demonstrate clarity and feasibility
- Project processes demonstrate originality, skill, and depth of concepts
- Proposed final work is impactful for the artist and City of Berkeley

Cultural Equity (30%)

- Applicant clearly conveys how their personal experiences and/or identities are rooted in and reflective of historically marginalized communities.
- Applicant demonstrates an appropriate relationship between their creative practice and a historically marginalized community(ies)

Community Impact (10%)

- At least one venue, broadcast format, or virtual platform for public presentation is identified; feasibility of using identified venue is articulated
- Proposed public presentation is appropriate to the project goals and engages a defined Berkeley audience/community in a meaningful way

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 rankings and availability of funds. The Subcommittee ensures proposed grant awards are aligned 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 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 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.

Please note: Applicants should be aware of the tax implications upon receiving the award and maintain documents required for state and federal income taxes.

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 completing their project 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 Artist Showcase

Individual Artist Project grantees are required to participate in a virtual Artist Showcase to present their final project processes and products as a cohort. The Artist Showcase is an opportunity to see other grantees' work and share their work with the Civic Arts community. The Artist Showcase may be recorded and used for Civic Arts promotional purposes.

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, required public presentation, or participate in the Artist Showcase will result in a forfeiture of grant funds. Grantees with incomplete projects must return their award funds to the City of Berkeley.



Civic Arts
Office of Economic Development

FY24 Community Festival Grants

City of Berkeley | Civic Arts Grant Guidelines

[APPLY HERE](#)

Important Dates (Subject to change)

| | |
|---|------------------------------|
| Applications Open | January 9, 2023 |
| Application Deadline | March 8, 2023, 11:59 pm |
| Grant Review Panel Meeting | May 2023 |
| Grants Subcommittee Meeting – Funding Recommendations | June 5, 2023 |
| Civic Arts Commission Meeting – Grant Awards Approval | June 21, 2023, 6:00 pm |
| Grant Activity Period | July 1, 2023 – June 30, 2024 |
| Final Report Due | July 30, 2024 |

1. OVERVIEW

1.1 Purpose – Why these grants are offered.

The Civic Arts program supports a culturally vibrant and diverse arts ecosystem within the City of Berkeley by funding grants to artists, arts organizations, and festivals.

The purpose of Community Festivals grant is to fund community festivals and special events that:

- celebrate and preserve a rich variety of cultural opportunities for Berkeley’s residents;
- bolster Berkeley’s vitality;
- increase Berkeley’s reputation as a vibrant destination for visitors;
- create meaningful, accessible engagement with the public.

Community Festival grants support a range of events throughout the City from small-scale and first-time events to large-scale and established festivals. Community Festival Grant program-funded events must be open to the entire public and have a free component.

Please note: This grant is for festivals that are one or multi-day events, but generally events that occur one time per year. This grant is not intended to fund ongoing programming.

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 Festival Definition

A festival is defined as a public event that celebrates a community, neighborhood, historically significant day, or shared cultural interest. These may include arts fairs, celebrations of cultural heritage, and other events.

1.5 Eligibility – Who can apply?

Applicants must meet all of the following eligibility requirements:

- Applicant is a nonprofit 501(c)(3), 501(c)(4), or 501(c)(6) organization
 - Organizational entities that are nonprofit in nature (for example, artist collectives and guilds) but do not have a 501(c)(3) tax exemption may use a Fiscal Sponsor to apply. Eligible Fiscal Sponsors must be a nonprofit 501(c)(3) organization.

1.6 Eligibility – Who can't apply?

- City of Berkeley government departments or units
- Individual artists
- Public or private school districts

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 up to **\$7,000** for festival-related expenses.

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 Community Festival 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:

- Artist and performer stipends
- Equipment rentals
- Production or technical staff contractors
- Supplies and materials needed for the festival
- Venue and permit fees

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

Grant funds may not be used for:

- Activities not available to the general public
- Activities occurring outside the City of Berkeley
- Administrative or other organizational costs unrelated to production of the event
- Capital improvement projects
- Conferences, seminars, or symposia
- Events in schools during school hours
- Events on university campuses that are primarily for enrolled students
- Events where fundraising is the primary purpose
- Events where sporting is the primary purpose (for example, tournaments, marathons, etc.)
- Ongoing programming
- Political advocacy or lobbying

1.11 Festival Requirements

- Festival must have a free component
- Festival must be open and accessible to the public
- Festival must take place in the City of Berkeley
- Festival must take place within the Grant Activity Period

1.12 Fiscal Sponsors

For the purposes of Civic Arts grants, a Fiscal Sponsor is a 501(c)(3) tax-exempt, nonprofit organization that receives awarded funds on behalf of an organizational entity that does not have nonprofit status. Fiscal sponsorship is unique to each circumstance and may take the form of processing a single check, providing complex accounting services, and/or project oversight. Fiscal Sponsors may have an official business address anywhere in the United States.

Organizational entities applying with a Fiscal Sponsor must be nonprofit in nature and have their own accounting documentation. Organizational entities must also be comprised of more than one staff member or volunteer.

Fiscally sponsored applicants and Fiscal Sponsors should note the following:

- Proof of the Fiscal Sponsor's nonprofit status is due at the time of application
- A Letter of Agreement between the applicant organization and the Fiscal Sponsor outlining the conditions of the fiscal sponsorship is due at the time of application
- Grant application questions and materials—including all budget information—apply to the applicant organization, not the Fiscal Sponsor
- The main point of contact between Civic Arts and the fiscal sponsorship is the applicant organization, not the Fiscal Sponsor
- Fiscal Sponsors are responsible for all fiscal obligations of the applicant's awarded funds

2. APPLICATION PROCESS

2.1 Grant Application Materials

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

- Proof of nonprofit status for applicant or Fiscal Sponsor
- Festival narrative questions
- Key staff and/or event personnel qualifications
- Board of directors or festival committee biographies, including city of residence
- Event budget form and budget notes
- If fiscally sponsored: Letter of Agreement between the applicant and Fiscal Sponsor
- Work samples and 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 appointment. This technical assistance can help provide guidance around eligibility, application requirements, or review criteria.

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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 (ada@cityofberkeley.info) to review and fulfill the request. Disability-related accommodation requests must be made at least 72 hours in advance of deadlines or meetings. TTY users can dial 7-1-1 to be connected to a specially trained communications assistant from a [state relay provider](#).

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:

Festival Narrative and Community Significance (30%)

- Festival celebrates Berkeley’s cultural richness, historical significance, or community/neighborhood identity
- Festival goals are clearly defined
- Festival planning and activity timeline demonstrates clarity and feasibility
- Festival activities and programming are clear and directly relate to the defined goals

Festival Management and Production (25%)

- Key personnel have a history of producing similar festivals or events to the one proposed
- Applicant demonstrates ability to acquire necessary permits and insurance
- Applicant demonstrates financial responsibility through receiving diversified sources of funding relative to the budget-size and expenses
- Effectiveness of marketing and publicity strategies
- Effectiveness of festival’s evaluation strategies

Community Engagement and Impact (25%)

- Extent to which community members, local businesses, and local nonprofit organizations in the neighborhood are involved in the planning and implementation of the festival
- Community and/or neighborhood benefit is clearly demonstrated
- Extent to which the festival and festival activities are free
- Extent to which the festival and festival activities are accessible to people with physical disabilities

Cultural Equity (20%)

- Extent to which the festival supports diverse event personnel and performers through paid opportunities
- Extent to which the festival’s content is rooted in historically marginalized communities and geographically underserved areas of the city
- Extent to which the festival engages economically-disadvantaged individuals

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.

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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 rankings and availability of funds. The Subcommittee ensures proposed grant awards are aligned 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 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 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 completing their festival 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 or Fiscal Sponsors must have a current [City of Berkeley Business License](#). Associated event producers must also have a current 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 festival will result in a forfeiture of grant funds. Grantees with incomplete projects must return their award funds to the City of Berkeley.



Civic Arts
Office of Economic Development

FY24/25 General Operating Support Grants

City of Berkeley | Civic Arts Grant Guidelines

[APPLY HERE](#)

Important Dates (Subject to change)

| | |
|---|---------------------------------|
| Applications Open | January 9, 2023 |
| Application Deadline | March 15, 2023, 11:59 pm |
| Grant Review Panel Meeting | May 2023 |
| Grants Subcommittee Meeting – Funding Recommendations | June 5, 2023 |
| Civic Arts Commission Meeting – Grant Awards Approval | June 21, 2023, 6:00 pm |
| Grant Activity Period – Two Years | July 1, 2023 – June 30, 2025 |
| Progress Report Due | July 30, 2024 |
| Final Report Due | July 30, 2025 |

1. OVERVIEW

1.1 Purpose – Why these grants are offered.

The Civic Arts program supports a culturally vibrant and diverse arts ecosystem within the City of Berkeley by funding grants to artists, arts organizations, and festivals.

General Operating Support grants support the growth and stability of Berkeley’s arts community through funding the operational expenses of nonprofit arts organizations. This funding is intended to empower and promote equitable representation of organizations that have been historically and systemically marginalized.

This grant program operates and is open on a two (2) year cycle. If awarded, grantees receive their award amount for Fiscal Year 2024, and will receive the same award amount for Fiscal Year 2025. A two-year cycle is used to reduce the amount of administrative time and effort required to apply for City funding.

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 Arts Organization Definition

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.

1.5 Eligibility – Who can apply?

Applicants must meet all of the following eligibility requirements:

- Applicant is a nonprofit 501(c)(3) organization
 - Organizational entities that are nonprofit in nature (for example, artist collectives and guilds) but do not have a 501(c)(3) tax exemption may use a Fiscal Sponsor to apply. Eligible Fiscal Sponsors must be a nonprofit 501(c)(3) organization.
- Applicant's official business address is located in the City of Berkeley
- Applicant is an arts organization as defined by grant guidelines

1.6 Eligibility – Who can't apply?

- City of Berkeley government departments or units
- For-profit businesses or sole proprietorships
- Individual artists
- Nonprofit organizations that are not arts/cultural organizations (for example, social service nonprofits, religious institutions, etc.)
- Public or private school districts

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, Chicana; 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 up to **\$10,000** for organizational operating expenses for each year of the Grant Activity Period. Awarded organizations will receive two payments, one in Fiscal Year 2024 and one in Fiscal Year 2025. Awards will be the same amount for the FY24 payment and the FY25 payment.

Final award amounts are contingent upon City Council's adoption of the Fiscal Year 2024 and 2025 budgets. Final award amounts are subject to change based on the adopted budget allocations for Civic Arts Grants in FY24 and FY25.

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

Although a two-year organizational budget form is required, a project budget outlining how the grant funds would be used is not required for this application. Examples of eligible expenses for this funding include, but are not limited to:

- Artist and contractor stipends
- Equipment rentals
- Professional development and training
- Program supplies and materials
- Staff salaries
- Rent and utilities
- Venue and permit fees

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

Grant funds may not be used for:

- Activities in schools during in-school hours
- Activities that are primarily for university- or college-enrolled students
- Capital improvement projects
- Deficit or debt reduction
- Equipment purchases
- Expenses incurred outside of the Grant Activity Period
- Fundraising
- Political advocacy or lobbying
- Projects with religious or evangelical purposes
- Start-up costs for new organizations or businesses
- Trusts, endowments, or cash reserves

1.11 Funding Requirements

Funds must be used for operating and programming expenses within the Grant Activity Period.

1.12 Fiscal Sponsors

For the purposes of Civic Arts grants, a Fiscal Sponsor is a 501(c)(3) tax-exempt, nonprofit organization that receives awarded funds on behalf of an organizational entity that does not have nonprofit status. Fiscal sponsorship is unique to each circumstance and may take the form of processing a single check, providing complex accounting services, and/or project oversight. Fiscal Sponsors may have an official business address anywhere in the United States.

Organizational entities applying with a Fiscal Sponsor must be nonprofit in nature and have their own accounting documentation. Organizational entities must also be comprised of more than one staff member or volunteer.

Fiscally sponsored applicants and Fiscal Sponsors should note the following:

- Proof of the Fiscal Sponsor's nonprofit status is due at the time of application
- A Letter of Agreement between the applicant organization and the Fiscal Sponsor outlining the conditions of the fiscal sponsorship is due at the time of application
- Grant application questions and materials—including all budget information—apply to the applicant organization, not the Fiscal Sponsor
- The main point of contact between Civic Arts and the fiscal sponsorship is the applicant organization, not the Fiscal Sponsor
- Fiscal Sponsors are responsible for all fiscal obligations of the applicant's awarded funds

2. APPLICATION PROCESS

2.1 Grant Application Materials

All application materials must be submitted electronically before the deadline. The General Operating Support grant application consists of the following components:

- Proof of Berkeley business address
- Proof of nonprofit status for applicant or Fiscal Sponsor
- Narrative questions
- Work samples and support materials
- Board of directors' biographies, including city of residence
- Key personnel biographies/qualifications
- Budget form and budget notes
- If fiscally sponsored: Letter of Agreement between the applicant and Fiscal Sponsor

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 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 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 (ada@cityofberkeley.info) to review and fulfill the request. Disability-related accommodation requests must be made at least 72 hours in advance of deadlines or meetings. TTY users can dial 7-1-1 to be connected to a specially trained communications assistant from a [state relay provider](#).

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:

Arts and Cultural Programming (25%)

- Organization provides high-quality programming and services that contribute to Berkeley's cultural ecosystem
- Organization articulates clear goals for the next two years related to its mission
- Effectiveness of organizational and programmatic evaluation strategies

Organizational Leadership (25%)

- Key personnel demonstrate the ability to reach programmatic and operational goals through qualifications and/or past experience
- Board of directors demonstrate relevant skills/experience in governing organization
- Applicant demonstrates financial health through diversified funding sources and a balanced budget (relative to budget size)
- Evidence of operational innovativeness and adaptability

Community Engagement and Impact (25%)

- Effectiveness of organizational outreach and engagement strategies appropriate to identified audience(s)
- Extent to which input and feedback is collected from community members and/or organizational partners about programming and services
- Extent to which programming and services are accessible to people with physical disabilities
- Community benefit is clearly articulated

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 rankings and availability of funds. The Subcommittee ensures proposed grant awards are aligned 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 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 invoice for the FY24 grant award following City Council's approval of the Fiscal Year's budget. After July 1, 2024, grantees must complete a Progress Report to receive their invoice for the FY25 grant award following City Council's approval of the Fiscal Year's budget.

5.2 Progress Report and Final Report

All grantees must submit a completed Progress Report form within 30 days after the midpoint of the two-year Grant Activity Period. Progress Reports are usually due by July 30 unless otherwise noted.

Grantees must also 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 Reports should demonstrate progress toward goals and how the grant funds were used. The Final Report also includes evaluation questions for reflection and for Civic Arts staff to make improvements to the program. Grantees who do not submit a Progress Report or 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 or Fiscal Sponsors 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 Unused Grant Funds

Failure to use grant funds for operational purposes within the Grant Activity Period will result in a forfeiture of the award. Grantees must return unused funds to the City of Berkeley.

RESOLUTION NO. 55,832 -N.S.

ESTABLISHING CRITERIA FOR THE DISTRIBUTION OF CITY ARTS FUNDING.

WHEREAS, the City Manager includes in the budget process recommendations for an amount to be made available for distribution in the form of direct grants to Berkeley based arts organizations; and

WHEREAS, the City Council has requested that criteria be developed for distribution of arts funding, which will be used in the selection process; and

WHEREAS, the final recommendations on grant awards will be made to the City Council by the Civic Arts Commission, which will receive its recommendations from a Selection Committee composed of four Civic Arts Commissioners, who shall not have financial affiliations with any organization applying for funds.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Berkeley that grant awards shall be made based on criteria listed in Exhibit A, which is attached hereto and made a part hereof.

Copies sent 4/23/91

To: Civic Arts Commission

RESOLUTION

No. 55,832 N.S.

Dated April 16, 1991

Adopted by the Council of the City of Berkeley by the following vote:

Ayes: Councilmembers Chandler, Collignon, Dean, Goldfarb, Shirek, Skinner, Wainwright, Woodworth, and President Hancock.

Noes: None.

Abstaining: None.

Absent: None.

Loni Hancock
Mayor and President of the Council

Attest Marie DeKochine
City Clerk and Clerk of the Council

EXHIBIT "A"

CRITERIA FOR ALLOCATION OF GRANTS FROM THE CITY OF BERKELEY ARTS FUND

That funds recommended for distribution for City of Berkeley art funding be allocated in the form of direct grants to Berkeley based arts organizations which meet the following criteria for application:

- 1) Be located within the boundaries of the City of Berkeley, with a mailing address which confirms this status.
- 2) Demonstrate non-profit and tax-exempt status, as identified by the IRS 501 (c) 3 tax code.
- 3) If not tax-exempt, must provide for a fiscal agent which is Berkeley based and a letter of Agreement between each organization and said fiscal agent.
- 4) Have been in existence for no less than two (2) years, with what has been a stable existence. Stable here is defined as the ability to demonstrate sound financial and administrative practices, along with consistent programming.
- 5) Have organizational By-Laws and a functioning Board of Directors which meets regularly.
- 6) Organizations currently receiving financial support from other City of Berkeley programs may apply, though funding priority will be given to organizations that have not previously received City support outside of funding for the Arts.
- 7) Comply with Federal Regulations pertaining to Federal Grant Recipients i.e., meet the provisions of the following statutes:
 - a. -Title VI of the Civil Rights Act of 1964
 - b. -Title IX of the Education Amendments of 1972
 - c. -Section 504 of the Rehabilitation Act of 1963
 - d. -Age Discrimination Act of 1975
- 8) Have liability insurance and, if applicable, workers' compensation. The latter applies if the organization has paid employees.
- 9) Restrictions - Generally, Arts Grant Program of the City of Berkeley/Civic Arts Commission will not fund the following:
 - a) University-affiliated projects and organizations.
 - b) Social functions, parties and receptions.
 - c) Social service-oriented projects which are not primarily arts projects.
 - d) Operating expenses for private commercial facilities.
 - e) Out-of-state travel.
 - f) Retroactive projects.
 - g) Capital construction and/or acquisitions.
 - h) "Major" equipment purchases.
 - i) Deficits or debt reduction.

Exhibit "A" - Continued
Page 2

- 10) Fiscal Agents - Organizations applying for funding through a Berkeley based fiscal agent, should take particular note of the following requirements which said agent must meet:
 - a) The fiscal agent is responsible for all fiscal and contractual obligations of the applicant.
 - b) A written contract (i.e., a Letter of Agreement) between the applicant and the fiscal agent must accompany the funding application.
 - c) Funds awarded under the fiscal agent status will not be considered as applying against the total funds awarded to the given fiscal agent; i.e., if the fiscal agent is also an applicant for funding.
- 11) Funding Limits and Matching Requirements - That the maximum grant amount awarded will be for no more than 10% of the total annual operating budget of the applicant's organization. In most cases, funds awarded will be for less than 10% of the agency's operating budget - due to the limited funds available for award purposes. Also, the base year for which this financial data and analysis will apply (e.g., information for the most recently completed fiscal year), will be the current fiscal year. Thus, requests of up to 10% should be based on budgetary information for the current fiscal year.
- 12) General Review Criteria - It is important to note that review/evaluation of applications by the review panel is based on an objective scoring system which focuses on the following general review criteria: artistic merit and service quality, organizational strength, relationship to the community and value of the proposal.
- 13) Evaluation of Grantees - Review of the programs/ projects funded through the Arts program will be on-going by the CAC, with formal evaluations of grantees to occur at the end of the grant period (which ends as of June of the year for which funds are allocated); at which point Final Report Forms will be forwarded to all grantees to complete and return to CAC within a 30 day period after receipt.
- 14) Description of Arts Fund Program - Arts funding has been designed to address three (3) basic needs in the arts community - the need for operational support, production support and community outreach. Thus grants will be awarded in support of these three areas of organizational life, with the following requirements:
 - a) That only those arts organizations with annual operating budgets under \$30,000 may apply for general operating support.
 - b) That only those arts organizations with annual operating budgets in excess of \$30,000 may apply for funding of community outreach projects.

Exhibit "A" - Continued
Page 3

- c) That only those arts organizations with annual operating budgets of \$30,000 or less may apply for production support.

Operating support is defined as: the planned development of an organization through growth, expansion or improvement of its operations, generally through enhanced management - financially, administratively (e.g., through improved staffing or board development) or programmatically.

Community outreach is defined as: a planned approach to reaching the public, encouraging its support of organizational activities; reaching out to traditionally underserved constituencies in the Berkeley community through creative audience development activities, imaginative marketing activities and related strategies. Generally, outreach is viewed as encompassing all of these elements: audience building/development, marketing, education activities designed to nurture and generate interest in the particular artistic discipline of an arts organization, etc.

Production support is defined as: the support of those production related activities and costs, resulting in the actual presentation of a public performance in the Berkeley community. Performance here is defined as a play, concert, poetry reading, etc., or series of same that is one-time only and occurs within the Arts Fund Project Year.

15) Funding Process timeline to cover the following elements:

- a. -RFP's out to artists & arts organizations: mid-April
- b. -RFP's available for pick-up: mid-April to first week in May
- c. -Deadline for applicant workshop sign-up: first week in May
- d. -Funding Workshop: first week in May
- e. -Presentations: end of May
- f. -Postmark deadline for applications: mid-May
- g. -Hand-delivered deadline for applications: mid-May
- h. -Panel review of applications: 1st week of June
- i. -Applications delivered to Review Panel: approx. May 20th
- j. -Notice of Public Hearing on Funds for the Arts applications - mid-May
- k. -Staff report to City Council for final approval: third meeting in June



Office of the City Manager

INFORMATION CALENDAR

January 29, 2019

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Jordan Klein, Economic Development Manager
Subject: Referral Response: Establishment of a Festival Grants Program

INTRODUCTION

This report responds to a referral adopted by City Council on March 13, 2018 to establish a Festival Grants Program to allocate General Fund grants for special events and festivals via a regular and transparent process, for implementation beginning in the FY2020 budget year.¹ Staff worked with the Civic Arts Commission, festival producers and stakeholders, artists, arts organizations, and community members to develop program guidelines for the Festival Grants Program (Attachment 1), and to revise the Civic Arts Grants Program Guidelines for Arts Organizations (Attachment 2) and Individual Artist Projects (Attachment 3).

CURRENT SITUATION AND ITS EFFECTS

Currently there is no formal process for the awarding of festival grants. There are 17 festivals which have been receiving funding through the City's annual budgeting process. The amounts awarded are not correlated to specific criteria and therefore vary considerably from festival to festival. Although the City of Berkeley supports several high quality and beneficial festivals, the lack of a formal grant program has created an uneven playing field. Funding for new festivals has been inaccessible and currently funded festivals have continued to receive funding without an evaluation of their impact.

From October 2018 through January 2019, Civic Arts Program staff conducted outreach and consultation with a broad set of community stakeholders to inform the development of the Festival Grants Program Guidelines and make corresponding revisions to the Civic Arts Grant Guidelines for Arts Organizations and Individual Artist Projects to ensure that all grant programs managed by the Civic Arts Program are aligned and reflect a unified overarching grants strategy. The grant application period will open in February 2019.

BACKGROUND

On March 13, 2018, City Council referred to the City Manager the establishment of the City of Berkeley Festival Grants Program to allocate General Fund grants for special

¹ [Festival Grants Program](#), Item 10, Berkeley City Council Meeting, March 13, 2018.

events and festivals via an annual process, for implementation beginning in the FY2020 budget year. The objective of creating this program is to distribute funding for festivals and special events equitably and transparently through a grant process managed by the Civic Arts Program.

The Festival Grants Program Guidelines establish definitions, eligibility, evaluation criteria, application review process, and other program standards. For the FY2020 budget cycle, Cultural Equity Impact has been incorporated into the evaluation criteria for each of the grant programs.

ENVIRONMENTAL SUSTAINABILITY

There are no environmental impacts related to the development of a grants program.

POSSIBLE FUTURE ACTION

Council will allocate funding for the Festival Grants Program through adoption of the FY2020 & 2021 budget in June 2019.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

The FY 2019 budget allocated \$162,315 for grants for street events and festivals. Staff is recommending an allocation for the FY 2020 & 2021 budget cycle of \$158,315.

The administration of the Festival Grants Program requires the annual commitment of staff time. To minimize the impact, staff has aligned the Festival Grants Program with the workflow of the annual Civic Arts Grants Program.

CONTACT PERSON

Jordan Klein, Economic Development Manager, (510) 981-7534.
Jennifer Lovvorn, Civic Arts Coordinator, (510) 981-7533.

Attachments:

- 1: Guidelines for the Festival Grants Program
- 2: Civic Arts Grants Program Guidelines for Arts Organizations
- 3: Civic Arts Grants Program Guidelines for Individual Artist Projects
- 4: Festival and Civic Arts Grants Guidelines Review Process

City of Berkeley Festival Grant Guidelines

FY20 Grant Cycle for Festivals and Special Events Taking Place: July 1, 2019 — June 30, 2020

1. DEFINITION, PURPOSE, ELIGIBILITY, GRANT AMOUNTS, USE, RESTRICTIONS, & FISCAL SPONSORS

1.1 Definition

Festivals are defined as a wide variety of public events including arts festivals, celebrations of cultural heritage relevant to Berkeley residents, and other events that celebrate a community, a neighborhood or a shared cultural interest.

1.2 Purpose

The purpose of the Festival Grant Program is to support community festivals and special events that: celebrate and preserve a rich variety of cultural opportunities for Berkeley's residents; bolster the city's vitality; and increase Berkeley's visibility and reputation as a desirable destination for visitors. The Festival Grant Program supports a range of events throughout the City from small-scale and first-time events to large scale and established festivals. Festival Grant Program-funded events must be open to the entire public and have free admission, although these events may include fee-based access to some portion of the event.

Having received City of Berkeley funding in prior years is no assurance that an organization will be awarded a grant in any given year.

1.3 Eligibility

Applications that are complete and submitted by the deadline will be accepted from organizations that meet the following conditions:

- At least one of the applicant team members (applicant organization or event producer) must have produced at least two events at a comparable scale to the proposed grant-funded event.
- Designated as a not-for-profit corporation under Section 501(c)(3), 501(c)(4), or 501(c)(6) of the Internal Revenue Code. Organization/fiscal sponsor 501(c) status must be current and may be verified by City staff.
- Organization (and its fiscal sponsor, if applicable) must be housed in the City of Berkeley with its corporate address in the City of Berkeley. Organization and fiscal sponsor address will be verified by City staff.
- Organization's event takes place at some point during July 1, 2019 – June 30, 2020 in the City of Berkeley and is a discrete event or special project.
- Organization a) is not a division/department within the City of Berkeley; and b) is in good standing on previous and/or current City of Berkeley grants and with other City departments.
- Demonstrate financial health, evidenced by:
 - Receiving outside sources of funding.
 - Managing a budget size and percentage of earned revenue appropriate to the activity.
 - Not carrying an accumulated debt greater than 25% of the proposed festival budget.
 - For large and mid-size festivals: Having more than one source of funding for event. Small festivals may rely on only one source of contributed income.

- Demonstrate sound administration and fiscal management, evidenced by:
 - An active advisory board or working committee that takes responsibility for event.
 - A budget and staff appropriate to the scale of the activity.
 - A reasonable plan to retire debt—if applicable.
- Declared ability to meet City requirements for funded events:
 - Be able to meet the City of Berkeley's insurance, business license and special event permit requirements. See Section 5. "Selected Grantee Contractual Requirements" for details.
 - Projects must be developed and presented in Berkeley and culminate in a local event or festival with meaningful, accessible engagement of the public within the grant period.

1.4 Grant Amounts

The Festival Grant Program operates on a one-year cycle based on the City of Berkeley Fiscal Year (July 1-June 30). Awards will be contingent on the allocation of funds from the City Council each year. The total amount allocated to each of the three grant categories (Arts Organizations, Festivals, and Individual Artists) will be recommended by the Civic Arts Commission’s Grants Committee after an evaluation of the review panel results and based upon the size of the applicant pools and the corresponding scores. The Grants Committee’s recommendation will be forwarded to the full Civic Arts Commission for approval.

Festival Grants will be awarded accordingly:

| | |
|---|-----------------------|
| Small Events with a proposed budget of up to \$5,000 | Grants up to \$5,000 |
| Mid-Size Events with a proposed budget between \$5,001 - \$50,000 | Grants up to \$14,000 |
| Large Events with a proposed budget over \$50,000 | Grants up to \$17,000 |

Budget levels will be calculated based on cash income. In-kind donations may be listed but should be kept separately from the budget numbers used for calculating category eligibility.

1.5 Funding Use Restrictions

- Grant funds may not be used for:
 - Previous year's operating deficit.
 - Administrative costs or other organizational costs unrelated to production of the event.
 - Capital improvement projects.
 - Programs in the schools during school hours.
 - Ongoing and continuous programs.
- No part of the grant shall be used to promote or inhibit religion nor for any political advocacy.
- Applicant organization cannot submit more than one application for the Festival Grant Program category. (This does not apply to fiscal sponsors who are submitting applications on behalf of different fiscally sponsored projects or event producers who may be producing other festivals.)
- Activities not available to the general public.
- Activities taking place outside the City of Berkeley.
- Events where fundraising is the primary purpose.

1.6 Fiscal Sponsors

Definition of Fiscal Sponsor: Fiscal sponsor is a 501(c) tax exempt and nonprofit organization that has been assigned the responsibility to process the funds of another organization. It is the responsibility of the fiscal sponsor organization to consult with a tax professional to determine whether their particular tax exempt designation allows them to fiscally sponsor another organization. Fiscal sponsorship may take the form of processing a single check or providing complex accounting services and project oversight and is unique to each circumstance.

Organizations applying for funding through a Fiscal Sponsor should take particular note of the following requirements that the Fiscal Sponsor must meet:

- Fiscal Sponsor shall be responsible for all fiscal obligations of the grantee's awarded funds.
- Fiscal sponsor must be based in Berkeley.
- A written contract or Letter of Agreement between the applicant and the Fiscal Sponsor specifying the conditions of the Fiscal Sponsor arrangement must accompany the grant application. **(This agreement must be between the Fiscal Sponsor and the organization; a memorandum or letter to the Civic Arts Commission is not sufficient).** See the Fiscal Sponsor Supplemental Information Sheet.
- If the Fiscal Sponsor is also an applicant to the Festival Grant Program for their own organization's festival grant applications, any funds awarded to the organizations that they fiscally sponsor will not be counted as part of the fiscal sponsor's application budget.
- Information submitted in the grant application, including all budget information, applies to the organization conducting the festival, not the Fiscal Sponsor.

2. GRANT APPLICATION MATERIALS

In order to be considered for funding applicants must submit fully completed grant applications and all required application materials. The Festival Grant Program application consists of the following components:

- General Organization and Event Information.
- Signed Declaration to meet City Special Event Requirements.
- Event Narrative.
- Sources of Funds Statement.
- Event Budget Form and Budget notes.
- Organization Budget.
- Community Impact.
- Board of Directors Roster, including occupation, city of residence and term of office.
- Event producer's Resume.
- Current 501(c) Letter.
- Supporting Materials: Maximum of three items total that reflect the applicant's event. Examples include PDF copy of the following: brochures, catalogues, programs or other collateral produced by the applicant and/or press reviews or articles from sources outside the organization.
- Staff may request that the applicant provide the following updated documents prior to the Panel Review:

- Current 501(c) determination letter from the Internal Revenue Service.
- Certified Articles of Incorporation and organization By-Laws.

3. EVALUATION CRITERIA & SCORING SYSTEM

3.1 Evaluation Criteria and Weighting

Applications will be evaluated according to the following criteria which are described so that applicants may have an idea of how the panel will score each application:

Event narrative & significance & community impact _____ 25 percent

- Clarity of the event's vision and how well the event relates to the applicant's mission, purpose and goals.
- How well the event demonstrates celebration of cultural richness, historical significance and/or the significance of their neighborhood's uniqueness.
- Evaluation of estimated attendance and participatory activities.
- Demonstrated community benefit through indicators such as: contribution to the City of Berkeley as a cultural destination, attraction of people and volume of activities in a specific location that result in the vibrancy of a geographic area, number of participating artists, and local organization participation.
- Extent of positive impact on neighborhood where event occurs. How well the event aligns with the culture of the neighborhood where event occurs. How well the event reaches the targeted audience.

Communications, marketing, and outreach _____ 20 percent

- Ability to build a greater community understanding of the event.
- Effectiveness of conducting outreach through public awareness campaigns (social media, press releases, flyers, posters, newspaper ads, speakers' bureaus, etc.)

Financial and budgetary capabilities/leveraging of City funding _____ 20 percent

- Ability to produce a profitable or break-even event measured on a cash basis.
- Extent of diversified financial support and in-kind contributions and/or volunteer resources used to leverage the City's grant funding.
- Evaluation of event's dependence on City funds and City in-kind donations of services and City waiver of fees – Does the event receive simultaneous funds from multiple City of Berkeley funding sources including collaborators seeking funds from the City to work on different components of the same project? How much funding is being provided by City departments and individual Council members?

Ability to produce a quality, well-planned, safe event _____ 20 percent

- Organization/event producer demonstrates strong accomplishments, and provides examples of previous achievements that are relevant to the proposed event.
- Ability to acquire necessary permits in a timely fashion.
- Experience in producing and promoting well-planned, safe events.
- Depth of managerial and organizational capacity.

Cultural equity impact _____ 15 percent

- Demonstrated ability of the applicant to support Berkeley’s diverse cultural traditions and values, including capacity to support the City’s underserved communities.
- Applicant clearly articulates how their event is rooted in and reflective of historically marginalized communities and geographically underserved areas of the city.
- Event reaches out to economically disadvantaged communities and communities that lack conventional arts venues or formal arts programs.
- The applicant organization demonstrate a commitment to cultural equity. For example, strategic board development to ensure that the board of directors includes members from historically marginalized communities.

3.2 Rating System

When evaluating each criterion, panelists will use the following 10-point scale, which is then translated to the appropriate weight for each criterion:

- Exceptional (9 - 10 points)
- Somewhat Exceeds Expectations (8 – 8.9 points)
- Meeting Accepted Standards (7 – 7.9 points)
- Needs Improvement to Warrant Funding (6 – 6.9 points)
- Does Not Merit Funding (0 – 5.9 points)

An applications must receive an overall score of at least 70 percent of total possible points in order for the panel to consider it for funding. However, achieving a score of at least 70 percent of total possible points does not guarantee that the panel will recommend an application for funding, as funds may not be sufficient to recommend a grant for all applicants that score above the minimum threshold.

4. APPLICATION REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts Program staff will review for completeness and eligibility all applications that meet the deadline. Applications that pass this initial review will then be evaluated for their strengths by a separate Grant Review Panel, which will review the applications and related materials submitted by applicants.

4.2 Grant Review Panel

Applications will be reviewed in three differentiated categories (Small, Medium and Large events) based upon proposed event budget in order to make the competition among applications more equitable.

The Review Panel will be comprised of individuals experienced in special event grant funding and City staff familiar with special events in Berkeley. An open call and application for potential review panelists will be advertised. Review panelists will be approved by the Civic Arts Commission.

Review Panelists must not have any conflict of interest, which is defined as a situation in which a panelist has a competing professional, financial, or personal interest, which might make it difficult to

fulfill his or her duties impartially and could impair an individual's ability to perform his or her duties and responsibilities objectively. A conflict of interest exists even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the selection process, the Grants Program, the Civic Arts Commission and the City. If a panelist has a conflict of interest, they must recuse themselves and they must notify the City staff in advance of the panel (so that they're not assigned a lead reader role for those cases) and they must leave the room during any panel discussions regarding the applicant with whom there is a conflict of interest so that the panelist does not influence the process.

Applicants are encouraged to attend the Grant Review Panel meeting which will be held during normal City business hours and will be publicly accessible. Staff will send the grant review schedule and meeting location to applicants before the Review Panel meeting.

Applicants are not permitted to address the Review Panel. Panel notes summarizing the Review Panel comments will be made available to applicants after the Grants Committee's review of the panel recommendations, but before the Civic Arts Commission's approval.

4.3 Civic Arts Commission Approval and City Council Review

After the Grant Review Panel has scored all applications, the Civic Arts Commission's Grants Committee meets to develop funding recommendations in alignment with the ranking of scores within each category 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 Committee are made public at least five business days prior to the Civic Arts Commission approval. The Civic Arts Commission reviews the funding recommendations for approval and once approved sends the slate of selected grantees and grant amounts to City Council for review. Grant awards are subject to the City Council's adoption of the annual budget, which usually occurs in June.

5. SELECTED GRANTEE CONTRACTUAL REQUIREMENTS

5.1 Business License and Insurance Requirements

All team members (fiscal sponsor, applicant organization and event producer) from the successful grant applicant team must have a current Berkeley Business License. In addition, successful grant applicants must comply with the City of Berkeley's insurance requirements demonstrating adequate insurance and liability coverage for their event.

5.2 Invoices

Grantees may invoice for 90% of the grant amount once they have submitted a complete Special Event Permit application with cursory approval by Special Event Permit staff. Grantee's invoice for remaining grant funds will be paid within 30 days of approval of the Final Report by Civic Arts staff.

5.3 Final Report

Festival grantees must submit a Final Report for the event on a City-provided form (to include a post-event evaluation, estimated attendance and final budget). While grantees may submit final reports as soon as the grant funded event has taken place, they must submit the final report no later than 60 days after the grant period ends at the latest. Grantees must be current on filing required reports before they can receive grant funding. Final report must demonstrate that the projects was developed and presented in Berkeley and culminated in a local event or festival with meaningful, accessible engagement of the public within the grant period.

5.4 Financial Penalty for Late Final Reports

If Final Reports are not submitted by the deadline, the City of Berkeley may assess a financial penalty of \$25 per day for each business day a submission is late beyond the submission requirements deadline. The penalty amount will be deducted from the final invoice payment. The penalty amount is capped at 10% of the total grant amount.

5.5 Acknowledging City Support

Grant recipients must acknowledge the City's financial support in all appropriate materials and media. The acknowledgement should read, "Supported in part by a Civic Arts Grant for Festivals from the City of Berkeley" or similar language, unless the City is a part of a list of supporters. In the latter case, the acknowledgement may say simply City of Berkeley Festival Grant. Grantees must display the City's logo wherever other sponsor logos are displayed, and in accordance with City logo use guidelines.

5.6 Permits

The awarding of funds does not imply that the City of Berkeley's Civic Arts Program or any other City department will produce, exhibit, or present the event or art created for the event. It is the responsibility of the festival grantee to secure the event venue and obtain the necessary event permits from the appropriate City departments and governmental agencies. The awarding of a Festival Grant does not guarantee event permit approval from the City. Organizations planning to conduct an event on outdoor public property in the City of Berkeley must submit a Special Event Permit Application to the City of Berkeley and are responsible for all permit fees and costs.

5.7 Refund of City Funds if Event is not Permitted

If grantee is unable to obtain a Special Event Permit from the City, the grantee must refund any grant payments received from the City for the funded but not-permitted project.

**City of Berkeley Arts Organizations and Arts Programs Grants Guidelines
FY20 Grant Cycle for Berkeley-based Arts Nonprofit Organizations and Arts Programs of Service
Nonprofits: July 1, 2019 — June 30, 2020**

1. PURPOSE, ELIGIBILITY, STANDARDS, GRANT AMOUNTS, USE RESTRICTIONS & FISCAL SPONSORS

1.1 Purpose

Recognizing that arts and culture are integral to the Berkeley's identity, history and desirability as a place to live and visit, the Berkeley Civic Arts Commission utilizes its grant making to foster a healthy civic arts ecosystem and to strengthen diverse cultural expressions in order to enrich the city as a whole. Civic Arts grant funds provide general operating support that is strategically targeted to: bolster the growth and stability of Berkeley's arts community; support a wide array of nonprofit arts organizations, and arts programs of service nonprofits throughout the City of Berkeley; and empower and promote equitable representation of cultural perspectives that have been historically marginalized.

1.2 Eligibility

Applications that are complete and submitted by the deadline will be accepted from ALL applicants that meet the following conditions:

- Organization (and its fiscal sponsor, if applicable) must be housed in the City of Berkeley with its corporate address in the City of Berkeley. Organization and fiscal sponsor address will be verified in GuideStar by City staff.
- Have a majority (at least 51%) of its arts activities in Berkeley for no less than two years.
- Demonstrated financial health for no less than two years as evidenced by:
 - Receiving diverse sources of funding and not being overly dependent on any one source of contributed income.
 - Managing a budget size and percentage of earned revenue appropriate to the programming or arts activity.
 - Not carrying an operating deficit unless it is strategically planned with reserves to cover the deficit.
- Applicant's grant funded operations, programs, or activities take place during July 1, 2019 – June 30, 2020.
- Applicant is in good standing on previous and/or current City of Berkeley grants and with other City departments. Note: Any previously awarded Civic Arts Grants programming must be completed and closed out and final report submitted before new grant funds will be disbursed.
- Demonstrate current nonprofit and tax-exempt status, as identified by Section 501(c)(3) of the Internal Revenue Code. The following additional documentation must be made available upon request: organizational by-laws, roster and meeting calendar for a functioning Board of Directors or advisory group, copies of meeting minutes and resolutions.
- Applicants WITHOUT tax-exempt 501(c)(3) status must acquire a nonprofit and tax-exempt 501(c)(3) fiscal sponsor based in Berkeley and must submit a letter of agreement between the applicant organization and fiscal sponsor.
- Applicant must be one of the following:
 - A nonprofit organization with a mission statement clearly focused on the

development, production, and/or presentation of arts and culture.

- An ongoing program of a non-arts or service-based nonprofit organization that is focused on the development, production, and/or presentation of arts and culture. The applicant's organizational budget category will be based on the arts-program budget only.
- Organizations that are not primarily arts or cultural providers are eligible to apply **only** if they are committed to the development of an ongoing, substantial, and integral arts program within their organization.
- The organization must operate and offer its arts programs in a non-discriminatory manner and in compliance with all applicable laws, including, without limitation, anti-discrimination laws covering protected classes.

1.3 Standards of Practice

The following Standards of Practice provide practical benchmarks to guide and measure organizational grant applicants relative to professional practices in the field which support the overall well-being of the arts ecosystem. An organization's adherence to these standards is taken into consideration by the review panel as part of the grant application evaluation as described Section 3.1: Evaluation Criteria and Weighting.

Recommended Minimum Standards of Practice for All Applicant Organizations

- Artists who are participating in programming in a substantial way are compensated with at least an honorarium, except for:
 - Artists enrolled as students who are receiving course credit for their involvement with the organization.
 - Artists who are amateur participants in a community arts organization such as a community chorus or a community orchestra.
 - Artists who are amateur participants in a non-accredited arts and cultural training program, such as a school of theater or school of dance.

Additional Recommended Standards for Applicant Organizations with average annual budgets above \$500,000

- At least the equivalent of one full-time paid employee with duties including executive and/or artistic management.
- Current practice of Annual Reviewed Year-End Financial Reports.
- Healthy ratio of budget spent on administration and overhead to programs and artist fees.
- Artists and staff compensated at generally accepted professional standards for the field within the San Francisco Bay Area.
- Provide reasonable accommodations for people with disabilities to ensure access to offices, rehearsal spaces, training and other facilities necessary to prepare programs.

1.4 Grant Amounts

The Arts Organizations Grants operate on a one-year cycle based on the City of Berkeley's Fiscal Year (July 1 – June 30). Awards are contingent upon the allocation of funds from the City Council each year. The total amount allocated to each of the three grant categories (Arts Organizations, Festivals, and

Individual Artists) will be recommended by the Civic Arts Commission's Grants Committee after an evaluation of the review panel results and based upon the size of the applicant pools and the corresponding scores. The Grants Committee's recommendation will be forwarded to the full Civic Arts Commission for approval.

Arts Organizations Grants are awarded according to the following categories:

| | |
|---|----------------|
| Small Organizations with a 2-year average budget of up to \$100,000 | up to \$10,000 |
| Mid-Size Organizations with a 2-year average budget between \$100,000 - \$1,000,000 | up to \$14,000 |
| Large Organizations with a 2-year average budget over \$1,000,000 | up to \$17,000 |

Budget levels will be calculated based on cash income. In-kind donations and volunteer work may be listed but should be kept separately from the budget numbers used for calculating eligibility.

Important Note: Grants are awarded on a competitive basis. Past grant awards are no assurance of future awards.

1.5 Funding Use Restrictions

The following restrictions apply to **ALL applicants**:

- Applicant organization may not be an agency or department within the City of Berkeley.
- Applicant organizations may only apply for one Arts Organizations Grant.
- Any previously awarded Arts Organizations Grant programming must be completed and closed out and final report submitted before new grant funds will be disbursed.
- Public and private K-12 schools and school districts are not eligible for funding. Organizations may apply to work in after-school programs, but grant funded activities may not be part of the school day curriculum.
- The awarding of funds does not imply that the Civic Arts Program or any other City department will produce, exhibit, or present the art created. It is the responsibility of the applicant to secure a venue and any required permits for public activities.

The City of Berkeley DOES NOT fund the following:

- Organizations or activities that are part of the curriculum of colleges or universities (this does not apply to artistic presenting units of a university or college that are working on a program outside of the curriculum).
- For-profit organizations.
- Start-up costs/seed money for new organizations or businesses.
- Social service-oriented projects that are not primarily arts focused.
- Operating expenses for private commercial facilities.
- Programs taking place in school during the daily curriculum.
- Out-of-state travel.
- Programming or activities taking place outside of the grant window.
- Capital construction and/or acquisitions (except for ADA accessibility improvements).
- Equipment purchases.
- Events where fundraising is the primary purpose.

- Deficit or debt reduction.

1.6 Fiscal Sponsors

Definition of Fiscal Sponsor: Fiscal sponsor is a 501(c)(3) tax exempt and nonprofit organization that has been assigned the responsibility to process the funds of another organization. This can take the form of processing a single check or providing complex accounting services and project oversight and is unique to each circumstance.

Organizations applying for funding through a Fiscal Sponsor should take particular note of the following requirements that the Fiscal Sponsor must meet:

- Fiscal Sponsor shall be responsible for all fiscal obligations of the grantee's awarded funds.
- Fiscal sponsors must be based in Berkeley.
- A written contract or Letter of Agreement between the applicant and the Fiscal Sponsor specifying the conditions of the Fiscal Sponsor arrangement must accompany the Grant application. **(This agreement must be between the Fiscal Sponsor and the organization; a memorandum or letter to the Civic Arts Commission is not sufficient).** See the Fiscal Sponsor Supplemental Information Sheet.
- If the Fiscal Sponsor is also an applicant to the Arts Organizations Grants Program for their own organization, any funds awarded to the organizations that they fiscally sponsor will not be counted as part of the fiscal sponsor's application budget.
- Information submitted in the grant application, including all budget information, applies to the organization conducting the program, not the Fiscal Sponsor.

2. GRANT APPLICATION MATERIALS

In order to be considered for funding, applicants must submit fully completed grant applications and all required application materials. The Arts Organizations Grants Program application consists of the following components:

Small to Mid-Size Organizations with a budget of up to \$500,000:

- General Application.
- Narrative Description.
- Short Budget Form, including budget notes.
- 501(c)(3) Federal Tax Exempt Status Letter (unless fiscally sponsored).
- Staff and/or Project Personnel Bios (relevant to program focus).
- List of Board of Directors.
- Work Samples and Descriptions of Art Programs/Activities from within the last two years.
- **If fiscally sponsored:** Fiscal Sponsor Supplement including a letter of agreement between applicant and fiscal sponsor and the fiscal sponsor's Federal Tax Exempt Status Letter.

Large Organizations with a budget of \$500,000 or above:

- General Application.
- Narrative Description.
- 2-Year Budget Form, including budget notes.
- 501(c)(3) Federal Tax Exempt Status Letter.
- Staff and/or Project Personnel Bios (relevant to program focus).

- Board of Directors.
- Program Calendar (last, current, and projected year).
- Work Samples and Descriptions of Art Programs/Activities from within the last two years

3. EVALUATION CRITERIA & SCORING SYSTEM

3.1 Evaluation Criteria and Weighting

Applications will be evaluated according to the following criteria which are described so that applicants may have an idea of how the panel will score each application:

Artistic Merit & Professional Quality _____ **25 percent**

- The applicant’s art and cultural work demonstrates high quality and strong artistic merit or promise through its artistic history, accomplishments, and examples of previous work.

Quality of Identified Goals and Strategy _____ **25 percent**

- Applicant’s programmatic and operational goals align with organization’s mission and programmatic trajectory; processes to implement work are clear; and work demonstrates high quality and relevance to identified communities. Given its mission, the applicant’s ability to define and achieve appropriate artistic goals, its commitment to creativity and quality and, if appropriate to its mission, the development of new work.

Capacity _____ **25 percent**

- Applicant demonstrates qualifications and capacity of staff and board relative to programming and operational goals; overall fiscal health of applicant is good and organization demonstrates ability to obtain necessary funding.
- Given the applicant’s budget size and age, the general state of its governance and organizational development, management, and operational and financial soundness, ability to achieve appropriate audience and fundraising goals; extent of operational innovativeness and adaptability to external trends.
- Adherence to Standards of Practice outlined in Section 1.

Cultural Equity Impact _____ **15 percent**

- Demonstrated ability of the applicant to support Berkeley’s diverse cultural traditions and values, including capacity to support and empower the City’s underserved communities.
- Applicant clearly articulates how their program, project or artistic expression is rooted in and reflective of historically marginalized communities and geographically underserved areas of the city.
- Programming and other activities that reach out to economically disadvantaged communities and communities that lack conventional arts venues or formal arts programs.
- The organization demonstrates a commitment to cultural equity. For example, strategic board development to ensure that the board of directors includes members from historically marginalized communities.

Community Impact _____ **10 percent**

- Applicant clearly articulates programs and outreach appropriate to their identified audience(s); programs clearly and significantly support the communities, partners, and artists identified.
- The reach of the applicant’s core programs and the extent to which they engage audiences and provide opportunities for participatory involvement in the arts, including targeted engagement and lifelong arts learning opportunities (i.e., youth, seniors, etc.); the effectiveness of its audience-development activities and its plans for reaching a diverse, broad-based audience and the contribution it makes to sustaining a local community of artists.

3.2 Rating System

When evaluating each criterion, panelists will use the following 10-point scale, which is then translated to the appropriate weight for each criterion:

- Exceptional (9 - 10 points)
- Somewhat Exceeds Expectations (8 – 8.9 points)
- Meeting Accepted Standards (7 – 7.9 points)
- Needs Improvement to Warrant Funding (6 – 6.9 points)
- Does Not Merit Funding (0 – 5.9 points)

An application must receive an overall score of at least 70 percent of total possible points in order for the panel to consider it for funding. However, achieving a score of at least 70 percent of total possible points does not guarantee that the panel will recommend an application for funding, as funds may not be sufficient to recommend a grant for all applicants that score above the minimum threshold. Prior success in receiving an Arts Organizations Grant is no assurance that an applicant will be awarded another grant.

4. APPLICATION REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts Program staff will review for completeness and eligibility all applications that meet the deadline. Applications that pass this initial review will then be evaluated for their strengths by a separate Grant Review Panel, which will rely on the application and related materials submitted by applicants.

4.2 Grant Review Panel

Applications will be reviewed in categories differentiated into three categories (Small, Mid-Size Organizations, and Large Organizations) in order to make the competition among applications more equitable.

The Review Panel is comprised of individuals with substantial background in the arts and a demonstrated commitment to cultural equity, usually drawn from the ranks of experienced and skilled managers and board members of greater Bay Area arts organizations, professional practicing artists from visual and performing arts fields, and experienced arts grant-makers from the philanthropic and public sectors. An open call and application for potential review panelists will be advertised. Review panelists will be approved by the Civic Arts Commission.

Review panelists must not have any conflict of interest, which is defined as a situation in which a panelist has a competing professional, financial, or personal interest, which might make it difficult to fulfill his or her duties impartially and could impair an individual's ability to perform his or her duties and responsibilities objectively. A conflict of interest exists even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the selection process, the Grants Program, the Civic Arts Commission and the City. If a panelist has a conflict of interest, they must recuse themselves and they must notify the City staff in advance of the panel (so that they're not assigned a lead reader role for those cases) and they must leave the room during any panel discussions regarding the applicant with whom there is a conflict of interest so that the panelist does not influence the process.

The City may engage an experienced consultant to conduct an in-depth examination of aspects of selected applications, in which case the consultant's reports will also be provided to the Review Panel. In addition, the City may provide prior grant report information and other officially gathered information to the Review Panel.

Applicants are encouraged to attend the Grant Review Panel meeting which will be held during normal City business hours and will be publicly accessible. Staff will send the grant review schedule and meeting location to applicants before the Review Panel meeting.

Applicants are not permitted to address the Review Panel. Panel notes summarizing the Review Panel comments will be made available to applicants after the Grants Committee's review of the panel recommendations, but before the Civic Arts Commission's approval.

4.3 Civic Arts Commission Approval and City Council Review

After the Grant Review Panel has scored all applications, the Civic Arts Commission's Grants Committee meets to develop funding recommendations in alignment with the ranking of scores within each category 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 Committee are made public at least five business days prior to the Civic Arts Commission approval. The Civic Arts Commission reviews the funding recommendations for approval and once approved sends the slate of selected grantees and grant amounts to City Council for review. Grant awards are subject to the City Council's adoption of the annual budget, which usually occurs in June.

5. SELECTED GRANTEE CONTRACTUAL REQUIREMENTS

5.1 Business License and Insurance Requirements

Successful grant applicants must have a current Berkeley Business License. This includes the organization and the fiscal sponsor if using one. In addition, successful grant applicants must submit a certificate of insurance satisfactory to City of Berkeley Risk Management in order for their grant awards to be processed.

5.2 Invoices

Grantees may invoice for up to 90% of the grant amount once they have entered into a grant agreement with the City of Berkeley. Grantees may invoice for remaining grant funds upon approval of the Final Report by Civic Arts staff.

5.3 Final Report

All Grantees must complete and submit the City's Final Report form for the grant no later than 60 days after the fiscal year end. Grantees must be current on filing required reports before they can receive grant funding. Programs and projects must have been developed and presented in Berkeley with meaningful, accessible engagement of the public during the grant period.

5.4 Financial Penalty for Late Final Reports

If Final Reports are not submitted by the deadline, the City of Berkeley may assess a financial penalty of \$25 per day for each business day a submission is late beyond the submission requirements deadline. The penalty amount will be deducted from the final invoice payment. The penalty amount is capped at 10% of the total grant amount.

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. All grantees should recognize Civic Arts Grants in the same manner in which it recognizes other contributors in terms of benefits, type size on publications, and frequency of acknowledgement. Failure to comply with this request may affect future grant opportunities.

Grant recipients must acknowledge the City's financial support in all appropriate materials and media. The acknowledgement should read, "Supported in part by a Civic Arts Grant for Arts Organizations from the City of Berkeley" or similar language, unless the City is a part of a list of supporters. In the latter case, the acknowledgement may say simply City of Berkeley. Grantees must display the City's logo whenever other sponsor logos are displayed, and in accordance with City logo use guidelines.

5.6 Project Notification

Grantees must provide a 30 day advance notice to their City Council Office and Civic Arts Program to invite representatives to the public presentation of the funded program.

City of Berkeley Individual Artist Project Grant Guidelines

FY20 Grant Cycle for Berkeley-based Artists' Projects: July 1, 2019 — June 30, 2020

1. PURPOSE, ELIGIBILITY, GRANT AMOUNT, USE RESTRICTIONS & FISCAL SPONSORS

1.1 Purpose

The Individual Artist Project Grants support individual artists living and producing art in Berkeley culminating in a local public presentation of their work for the benefit of the community within the grant period. Such activities may include, but are not limited to: performances of dance, music or theater; visual art presentations, exhibitions or public art projects; social practice projects; media arts or film screenings; literary presentations; or artist talks. The public presentation can be of a work-in-progress or of the final, polished piece. Grant funds are to be used to generate new work, not to stage pre-existing work.

1.2 Eligibility

Applications that are complete and submitted by the deadline will be accepted from applicants that meet the following conditions:

- Artist is a continuous resident of the City of Berkeley since January 1, 2017. Applicants must submit paperwork demonstrating Berkeley residency with their application.
- Artists in any phase of their artistic career may apply including emerging, midcareer, and established artists.
- Artist may not be enrolled as a full-time student at the time of the application or during the grant period.
- Artist may not be an employee of the City of Berkeley, nor plan to be employed by the City of Berkeley at any time during the grant window.
- Applicants cannot receive funding for two consecutive grant cycles in the Individual Artist Project category. Individual Artist Grantees are required to sit out for one year after each funded grant cycle. In addition, grantees are required to close out a grant before applying for new funding.

1.3 Grant Amount

Grant amounts are up to \$5,000.

Note: Although a budget is not required for the grant application, applicants should be aware of the tax implications upon receiving the award and maintain the documents required for reporting on state and federal income taxes.

1.4 Funding Use Restrictions

Grant funds may not be used for the following:

- Project activities outside of the City of Berkeley.
- Projects for which the main intent is curation, archiving, or journalism.
- Deficit or debt reduction.

2. GRANT APPLICATION MATERIALS

In order to be considered for funding, applicants must submit fully completed grant applications and all required application materials. The Individual Artist Grant application consists of the following components:

- General Application.
- Resume.
- Proof of Residency.
- Work Samples and Descriptions.
- Project Description.

3. EVALUATION CRITERIA & SCORING SYSTEM

3.1 Evaluation Criteria and Weighting

Applications will be evaluated according to the following criteria which are described so that applicants may have an idea of how the panel will score each application:

Artistic & Professional Quality _____ **35 percent**

- The applicant's art and cultural work demonstrates high quality or promise through its artistic history, accomplishments, and examples of previous work.

Quality of Proposed Project _____ **40 percent**

- Project goals and processes are clearly defined, demonstrate originality, clarity and depth of concepts.
- Artist demonstrates that the proposed project will impact their development and future opportunities.

Cultural Equity Impact _____ **15 percent**

- Demonstrated ability of the applicant to support Berkeley's diverse cultural traditions and values, including capacity to support the City's underserved communities.
- Applicant clearly articulates how their project or artistic expression is rooted in and reflective of historically marginalized communities and geographically underserved areas of the city.
- Public Programming or other activities that reach out to economically disadvantaged communities and communities that lack conventional arts venues or formal arts programs.

Community Impact _____ **10 percent**

- The proposed public presentation is appropriate to the project goals and feasible in its potential to share the work with a defined Berkeley audience. Artist has identified at least one venue for public presentation.

3.2 Rating System

When evaluating each criterion, panelists will use the following 10-point scale, which is then translated to the appropriate weight for each criterion:

- Exceptional (9 - 10 points)
- Somewhat Exceeds Expectations (8 – 8.9 points)
- Meeting Accepted Standards (7 – 7.9 points)
- Needs Improvement to Warrant Funding (6 – 6.9 points)
- Does Not Merit Funding (0 – 5.9 points)

An application must receive an overall score of at least 70 percent of total possible points in order for the panel to consider it for funding. However, achieving a score of at least 70 percent of total possible points does not guarantee that the panel will recommend an application for funding, as funds may not be sufficient to recommend a grant for all applicants that score above the minimum threshold.

4. APPLICATION REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts Program staff will review for completeness and eligibility all applications that meet the deadline. Applications that pass this initial review will then be evaluated for their strengths by a separate Grant Review Panel, which will rely on the application and related materials submitted by applicants.

4.2 Grant Review Panel

The Review Panel is comprised of individuals with substantial background in the arts, usually drawn from the ranks of experienced and skilled managers and board members of greater Bay Area arts organizations, professional practicing artists from visual and performing arts fields, and experienced arts grant-makers from the philanthropic and public sectors. An open call and application for potential review panelists will be advertised. Review panelists will be approved by the Civic Arts Commission.

Review Panelists must not have any conflict of interest, which is defined as a situation in which a panelist has a competing professional, financial, or personal interest, which might make it difficult to fulfill his or her duties impartially and could impair an individual's ability to perform his or her duties and responsibilities objectively. A conflict of interest exists even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the selection process, the Grants Program, the Civic Arts Commission and the City. If a panelist has a conflict of interest, they must recuse themselves and they must notify the City staff in advance of the panel (so that they're not assigned a lead reader role for those cases) and they must leave the room during any panel discussions regarding the applicant with whom there is a conflict of interest so that the panelist does not influence the process.

Applicants are encouraged to attend the Grant Review Panel meeting which will be held during normal City business hours and will be publicly accessible. Staff will send the grant review schedule and meeting location to applicants before the Review Panel meeting.

Applicants are not permitted to address the Review Panel. Panel notes summarizing the Review Panel

comments will be made available to applicants after the Grants Committee's review of the panel recommendations, but before the Civic Arts Commission's approval.

4.3 Civic Arts Commission Approval and City Council Review

After the Grant Review Panel has scored all applications, the Civic Arts Commission's Grants Committee meets to develop funding recommendations in alignment with the ranking of scores within each category 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 Committee are made public at least five business days prior to the Civic Arts Commission approval. The Civic Arts Commission reviews the funding recommendations for approval and once approved sends the slate of selected grantees and grant amounts to City Council for review. Grant awards are subject to the City Council's adoption of the annual budget, which usually occurs in June.

5. SELECTED GRANTEE CONTRACTUAL REQUIREMENTS

5.1 Invoices

Grantees may invoice for 90% of the grant amount once they have entered into a grant agreement with the City of Berkeley. Grantees may invoice for remaining grant funds upon approval of the Final Report by Civic Arts staff.

5.2 Final Report

All Grantees must complete and submit the City's Final Report form for the grant no later than 60 days after the fiscal year end. Programs and projects must have been developed and presented in Berkeley with meaningful, accessible engagement of the public during the grant period.

5.3 Financial Penalty for Late Final Reports

If Final Reports are not submitted by the deadline, the City of Berkeley may assess a financial penalty of \$25 per day for each business day a submission is late beyond the submission requirements deadline. The penalty amount will be deducted from the final invoice payment. The penalty amount is capped at 10% of the total grant amount.

5.4 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. All grantees should recognize Civic Arts Grants in the same manner in which it recognizes other contributors in terms of benefits, type size on publications, and frequency of acknowledgement. Failure to comply with this request may affect future grant opportunities.

Grant recipients must acknowledge the City's financial support in all appropriate materials and media. The acknowledgement should read, "Supported in part by a Civic Arts Grant for Individual Artists from the City of Berkeley" or similar language, unless the City is a part of a list of supporters. In the latter case, the acknowledgement may say simply City of Berkeley. Grantees must display the City's logo

whenever other sponsor logos are displayed, and in accordance with City logo use guidelines.

5.5 Project Notification

Grantees must provide a 30 day advance notice to their City Council Office and Civic Arts Program to invite representatives to the public presentation of the funded project.

5.6 City Permits and Permissions

The awarding of funds does not imply that the Civic Arts Program or any other City department will produce, exhibit, promote or present the art created. It is the responsibility of the applicant to secure a venue, appropriate insurance and any required permits for public presentations.

If the proposal includes components that require City permits or approval such as publicly installed art, street closures, sound amplification in public space, or murals, the applicant will be solely responsible for securing the necessary permits, permissions, and approvals. This planning should be reflected in your project timeline.

Please note that any art installed with these grant funds on property owned by the City of Berkeley must be reviewed and approved by the Civic Arts Commission starting with the Public Art Committee of the Commission. This applies to murals, public sculpture, and similar projects. It will be the responsibility of the grantee to build this process into their grant plan and timeline. Please contact Civic Art Program staff if you have questions.



Civic Arts Program

FESTIVALS & CIVIC ARTS GRANTS GUIDELINES REVIEW PROCESS

Civic Arts Program staff worked with the Civic Arts Commission and other stakeholders through a public process to develop the Festival Grant Program Guidelines and make some corresponding revisions to the Civic Arts Grant Guidelines for Arts Organizations and Individual Artist Projects to ensure that all grant programs managed by the Civic Arts Program are aligned and reflect a unified overarching grants strategy. The three month-long public process for development of the grant guidelines included numerous opportunities for input prior to final approval by Civic Arts Commission on January 23, 2019.

Opportunities for Public Input and Stakeholder Engagement:

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|-------------------|--|
| October 10, 2018 | Festivals & Arts Organizations Draft Guidelines (v 1) Discussed at Civic Arts Commission Policy Committee Meeting |
| October 15, 2018 | Festivals & Arts Organizations Draft Guidelines (v 1) Discussed at Civic Arts Commission Grants Committee Meeting |
| October 24, 2018 | Festivals & Arts Organizations Draft Guidelines (v 1) Discussed at Civic Arts Commission Meeting |
| November 5, 2018 | Festivals & Arts Organizations Draft Guidelines (v 2) Discussed with Berkeley Cultural Trust Steering Committee & Berkeley Cultural Trust Equity and Inclusion Committee |
| November 14, 2018 | Festivals & Arts Organizations Draft Guidelines (v 2) posted to website for public comment from Berkeley Cultural Trust and Civic Arts Grantees |
| November 14, 2018 | Arts Organizations Draft Guidelines (v 2) Discussed at Berkeley Cultural Trust (Civic Arts Grantees invited) |
| November 27, 2018 | Festivals & Arts Organizations (v 2) & Individual Artist (v 1) Draft Guidelines Discussed at joint Civic Arts Policy/Grants Committee |
| November 28, 2018 | Festivals & Arts Organizations (v 2) & Individual Artist (v 1) Draft Guidelines Discussed at Civic Arts Commission Meeting |
| December 5, 2018 | Festivals Draft Festivals Guidelines (v 2) discussed with festivals stakeholders |
| December 6, 2018 | Final Draft Guidelines for all categories posted to website for public comment |
| January 8, 2019 | Final Draft Guidelines for all categories presented to joint Civic Arts Policy/Grants Committee for approval |
| January 23, 2019 | Final Draft Guidelines for all categories to Civic Arts Commission for approval |
| January 29, 2019 | Referral Response: City Council |

For more information, please contact Jennifer Lovvorn, Chief Cultural Affairs Officer.

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