



Frequently Asked Questions (FAQs)

City of Berkeley | Civic Arts Grants

FOR APPLICANTS

1. When will I find out about the status of my application?

Applicants will be notified of their application's acceptance or decline in mid-June. Once the application deadline passes, your application will go through a staff-reviewed eligibility check. You will be notified within two (2) weeks if your application is ineligible. Eligible applications are reviewed by panelists over a six-week period. You'll be notified about the grant review panel meeting date and time. Once the grant review panel concludes, you will be notified about your application score and status within two (2) weeks.

2. Who can help me with my application?

Civic Arts staff can help answer questions about eligibility, review criteria, and technical aspects of the application. Staff cannot read or review your application answers before you submit your application.

There are several ways to contact Civic Arts staff:

Email: civicsarts@berkeleyca.gov

Phone: 510-981-7539

[Schedule a virtual appointment](#)

3. How do I apply if I don't have a tax-exempt nonprofit organization?

Only **Community Festivals** and **General Operating Support** applicants that are nonprofit in nature may apply for a grant without a federal tax-exempt status; these applicants can use a 501(c)3 nonprofit organization as a Fiscal Sponsor to apply.

Fiscally Sponsored applicants must:

- have their own accounting documentation,
- be comprised of more than one staff member or volunteer,
- and be registered with the [California Secretary of State](#) as a Nonprofit Corporation.

Individual Artist Projects applicants apply as individuals and do not use a nonprofit or Fiscal Sponsor to apply.

4. Do you have a sample application I can view?

No, we do not have sample applications for applicants to review.

5. When are the grant application deadlines?

- Capital Projects: February 21, 2024 at 11:59 pm
- Individual Artist Projects: February 28, 2024 at 11:59 pm
- Community Festivals: March 6, 2024 at 11:59 pm
- Arts Programs: March 13, 2024 at 11:59 pm

6. Can I have a deadline extension?

No, we do not allow deadline extensions for applicants. Please plan to start your application early and submit well before the 11:59 pm deadline. Staff will not be available to provide technical assistance after 5:00 pm on the day of the deadline.

7. Can I apply for more than one Civic Arts grant?

Individual Artist Projects applicants may only submit one (1) application per grant cycle. Individual Artist Projects applicants are not permitted to apply as individuals in any of the organizational grant categories (Arts Programs, Capital Projects, Community Festivals, and General Operating Support)

Organizational applicants may only submit one (1) application in any specific grant category. However, organizational applicants may submit one (1) application in all grant categories for which they are eligible. *(Please review detailed eligibility requirements in each grant program's guidelines.)*

FOR GRANTEES

1. When will I get my grant payment?

Once the City Council approves the fiscal year's budget and grant awards are approved by the Civic Arts Commission, you'll receive an invoice for your payment from Civic Arts staff within two (2) weeks. Once you return the signed invoice to Civic Arts staff, you will receive payment within 30 days. A check will be mailed to the address listed on your invoice.

If you are a first-time grantee, you may also need to submit a [Vendor Application and W9](#) at the time of invoicing to become a registered vendor with the City of Berkeley.

2. What if I can't finish my project by the end of the Grant Activity Period?

If you can't finish your grant-funded project by the June 30 Grant Activity Period end-date, you may [contact Civic Arts staff](#) to discuss a Grant Activity Period extension. Depending on the circumstances and after consulting with staff, you can complete a Grant Activity Period Extension Request form if an extension is needed.

3. What if I need to make changes to the project proposed in my original application?

While small changes to your project plan or timeline are expected, significant changes to your proposed project activities must be approved by Civic Arts staff. This ensures that the integrity of the original project scored by the Grant Review Panelists and approved by the Civic Arts Commission is preserved. [Contact Civic Arts staff](#) to discuss your proposed project changes.

4. Can I apply again next year if I was awarded a grant this year?

Individual Artist Projects grantees must wait for two (2) grant cycles to pass after being awarded to apply for this grant category again. (For example, if you were awarded a grant in FY24, you must wait until the FY27 grant cycle to apply again.)

Organizational applicants may apply for the Community Festivals and General Operating Support grant categories every cycle. Community Festival grants open every year and General Operating Support grants open every two (2) years. Policies for applying in subsequent years for our organizational grant pilot programs (Arts Programs and Capital Projects) are not yet determined.