



CITY OF OJAI ARTS GRANT PROGRAM 2018

The City of Ojai Arts Grant Program funds non-profit organizations and individual artists whose primary purpose is to produce or present arts and cultural programs, primarily in the City of Ojai. Arts Grants are made for one year.

The goals of the Arts Grant Program include: *encouraging artistic excellence, developing new audiences for the arts, promoting diversity in Ojai's cultural life, promoting and encouraging arts and cultural activities in the City of Ojai, and encouraging community partnerships and artistic collaboration.*

One grant per artist or per organization will be considered for funding. Support will be considered for expenses that expand or enrich existing arts programs, fund new programs or promote professional development. General operating support, endowments, ongoing programmatic and administrative expenses, debt reduction and capital improvements are not eligible for funding.

Individual artists should refer to the guidelines on page 2; non-profit organizations should refer to the guidelines on page 3.

APPLICATION DEADLINE:

The completed grant application with all requested supporting materials must be received at Ojai City Hall by **5 p.m. on Monday, September 18, 2017**. Postmarks are not acceptable. Applications that are incomplete or lack the requested supporting materials will not be considered for funding.

GRANT PROGRAM WORKSHOP:

A grant application workshop will be offered at Ojai City Hall on Thursday, August 17 from 5:30-6:30 p.m. Please RSVP by Monday, August 14 to Amber Young, Art Commission Liaison, at young@ojaicity.org. For help filling out this application, please contact Ms. Young at 805-646-5581 ext. 103 or young@ojaicity.org.

PLEASE NOTE:

- A dollar for dollar cash match is required for the amount of funding requested.
Limited funding is available. Some worthy projects, organizations and artists may not be funded or may receive partial funding only.
- Projects must begin and end within calendar year 2018.
- All publicity for grant-funded projects must credit the City of Ojai.
- Organizations or individual artists funded for three consecutive years must take one year off before reapplying for funds.
- Student projects are not eligible for consideration.
- A completion report is required at the end of funded projects.

Please review the appropriate sections of the information that follows. We suggest reviewing these items prior to submitting your proposal.

INDIVIDUAL ARTISTS

The Individual Artist Arts Grant enables the City to support a specific project or program of an exemplary visual, theatre, dance, literary, film, video or multidisciplinary artist of the Ojai Valley that is of benefit to the residents of Ojai. It also is intended to encourage a creative alliance between an artist and a non-profit 501 (c) (3) organization. The purpose of the Arts Grant program is not to subsidize on-going expenses related to an artist's career or to subsidize already established projects.

Individual Artists: Arts Grant Proposal Requirements

The individual artist must:

- Be at least 18 years of age.
- Be actively working in an artistic discipline.
- Be either a practicing professional or pursuing professional status.
- Be a resident of the Ojai Valley for at least one year.
- Have a fiscal receiver that is an Ojai Valley-based arts or cultural organization, and that has been operating for three years, and that has tax-exempt 501 (c) (3) status.
- Attach a copy of the fiscal receiver's most current W-9 to their application. (Fiscal receiver must be listed as having an "active" 501 (c) (3) status with the California Secretary of State (S.O.S) in order for the grant to be funded. Active status can be checked at the S.O.S.'s website: <http://kepler.sos.ca.gov/cbs.aspx>.)
- List fiscal receiver's name as recorded with the S.O.S if multiple names are used.
- Have a signed letter of agreement between the applicant and fiscal receiver.
- Indicate that the proposed project will take place within the City of Ojai in a venue accessible to the public. *If the event is to be held outside of City limits, the applicant must demonstrate how the event/project would benefit City of Ojai residents.*

Individual Artists: Arts Grant Approval Criteria

In addition to an assessment of whether the application meets the goals of the City of Ojai Arts Grant Program, the criteria listed below will be considered in evaluating the proposal.

1. Clarity, originality and depth of the idea presented in the proposal.
2. Quality and originality of the work, based upon the examples provided.
3. Soundness of the project plan, including budget and timeline.
4. Strength and appropriateness of fiscal receiver.
5. Impact upon the quality of life in the City of Ojai and the Ojai Valley.
6. Impact upon the development of the artist and collaborators.
7. Feasibility that the project can be completed if only partial amount of funds requested are awarded.

ARTS ORGANIZATIONS

The Arts Organization Project Grant enables the City to support, stimulate and encourage art and cultural activities that are vital to the economic and social health of the Ojai community. The Arts Organization Project Grant must contribute to a specific project that benefits City of Ojai residents.

Arts Organizations: Arts Grant Proposal Requirements

- Primary focus must be the exhibiting, performing, producing or presentation of arts and cultural programming accessible to City of Ojai residents.
- Arts organizations must have an exhibiting, performing, producing or presenting history of at least three years.
- Public and private schools may seek funding only in collaboration with qualified arts organizations; the arts organization must submit the application. However, student projects are not eligible for consideration.
- Arts organization must be exempt from federal taxes under section 501 (c) (3) of the Internal Revenue Code; or have an appropriate fiscal receiver.
- Arts organization or fiscal receiver must be listed as having an “active” 501 (c) (3) status with the California Secretary of State in order for the grant to be funded. Status can be checked at the Secretary of State’s website: <http://kepler.sos.ca.gov/cbs.aspx>. A copy of the fiscal receiver’s most current W-9 must be attached to the application.
- Arts organization must have an established Board of Directors.
- Arts organization must have an annual operating budget detailing income and expenses for the proposed project.
- The activity for which funds are requested must take place in the City of Ojai. If art grant funds are requested for an event that is to be held outside of City limits, the organization must demonstrate how the event/project would benefit City of Ojai residents.

Arts Organization: Arts Grant Approval Criteria

In addition to an assessment of whether the application meets the goals of the City of Ojai Arts Grant Program, the criteria listed below will be considered in evaluating the proposal.

1. Clarity, originality and depth of idea presented in the proposal.
2. Qualifications of the artists, collaborators, and other key people involved in the project.
3. Project's potential effectiveness in addressing a specific community need.
4. Soundness of the project plan, including budget and timeline.
5. Consistency with the organization's mission and goals.
6. Organization's demonstrated ability to successfully carry out past projects.
7. Organization's strength and role in the community, including its financial health and ability to raise funds, as needed.
8. Strength and stability of the organization's management and leadership, or strength and appropriateness of fiscal receiver, if applicable.
9. Feasibility that the project can be completed if only partial amount of funds requested are awarded.

CITY OF OJAI ARTS GRANT TIMELINE FOR CALENDAR YEAR 2018

- 7/20/17 Advertise availability of grant applications; begin distribution of the grant application to interested parties; post application on City website.
- 8/17/17 Optional grant application workshop at City Hall. (6:30-7:30 p.m.)
- 9/18/17 Completed applications due at City Hall by 5 p.m.
- 9/21/17 Arts Grant applications distributed to Arts Commissioners and applications pre-assigned to individual Commissioners.
- 10/19/17 Arts Grant applicants appear (optional) before Arts Commission for presentations and questions; the meeting begins at 6:30 p.m.
- 11/16/17 Commission finalizes funding recommendations to City Council.
- 12/12/17 Funding recommendations submitted to Council for ratification.
- 1/8/18 All grant applicants to receive notification of application approval or denial.
- 12/31/18 All Arts Grant summary reports from Grant recipients submitted to James Vega at Ojai City Hall on or before December 31, 2018.*

Please note projects must begin and end within calendar year 2018.

***Arts Grant recipients must submit to the City, upon completion of the funded activity, a brief written report summarizing salient features of the Grant as executed. An optional presentation before the Arts Commission is encouraged.**

PROJECT TITLE: _____

APPLICANT: _____

CITY OF OJAI ARTS GRANT APPLICATION 2018

This completed application and all requested supporting materials must be received at Ojai City Hall by **September 18, 2017 at 5:00 p.m.** Applications may be delivered in person or mailed to: City of Ojai, 401 S Ventura Street, Ojai, CA 93023. All applications must be received by the deadline; no postmarks accepted. *Please use the application form.*

Provide the original and eight (8) copies of the application with the requested supporting materials. Submit one (1) copy only of artistic materials such as images, CDs, DVDs, etc. These may be picked-up at City Hall on January 8, 2018 or after, during regular business hours.

1. Contact information:

Name of Organization or Artist Seeking Grant: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____ Fax _____

Contact person (if other than applicant): _____

Email/Website: _____

2. Check one box:

_____ Individual Artist Project Grant _____ Arts Organization Project Grant

3. **Project Start Date:** _____ **Project Completion Date:** _____

(Projects must occur within calendar year, 2018.)

4. Please supply the following information on the arts organization. Individual artists must complete this section on the organization serving as the fiscal receiver.

Date organization incorporated: _____ Tax ID number (501) (c) (3): _____

Name of fiscal receiver (if applicable): _____

Fiscal receiver contact name: _____

Mailing address of fiscal receiver: _____

Fiscal receiver telephone: _____

Fiscal receiver website/e-mail: _____

PROJECT TITLE: _____

APPLICANT: _____

5. Total amount of Grant Funds requested: \$ _____

6. Indicate how the grant funds will be used: (attach additional pages as needed.)

Administrative Personnel \$ _____

Artistic Personnel \$ _____

Program/Production/Exhibition Costs \$ _____

Fees for Services \$ _____

Promotion/Marketing Costs \$ _____

Supplies and Materials \$ _____

Other (please be specific) \$ _____

TOTAL GRANT FUNDS REQUESTED \$ _____

(Total must match the amount of Grant Funds being requested as indicated on line 5, above.)

7. Indicate all sources of matching funds:

Contributed Income (donations, grants etc.) \$ _____

Earned Income (ticket sales, tuition, etc.) \$ _____

In-Kind Contributions (please specify below) \$ _____

Other (attach additional sheets as needed) \$ _____

TOTAL MATCH FUNDS: \$ _____

(Note: Total of match funds must equal or exceed the Grant Funds requested on line 5, above.)

PROJECT TITLE: _____

APPLICANT: _____

ESSAY SECTION TO BE COMPLETED BY ALL APPLICANTS

(You may use separate pages to answer these questions.)

- A. Provide a detailed description of the project and why you are seeking funds from the City of Ojai Art Grant Program. Attach additional pages as necessary.**
- B. Discuss the project goals and your plan for carrying them out, including timeline, proposed venue, projected audience size and key personnel or collaborators.**
- C. Briefly describe ways in which the proposed project will be publicized and promoted. (All publicity for funded projects must credit the City of Ojai.)**
- D. Who will benefit from the project? What is the short and long-term impact on the City of Ojai?**
- E. If the total cost of your project is greater than the grant funds sought plus the matching funds, please indicate the total budget for the project.**
- F. Indicate how the project might go forward in the event that you are awarded less than the total of the funds being requested.**

PROJECT TITLE: _____

APPLICANT: _____

I certify to the following:

- All information in this application and attachments is true to the best of my knowledge.
- This project will comply with the government statutes prohibiting discrimination.
- This project will comply with the Fair Labor Standards Act.
- This application and the attached instructions become a binding contract upon payment of City funds.

For Arts Organization Applicants: Authorizing Officer (President or Treasurer, etc.)

Title *Print or type name* *Date*

Signature

Individual Applicants Sign Below:

Title *Print or type name* *Date*

Signature

Fiscal Receiver Sign Below: (If applicable)

Title *Print or type name* *Date*

Signature

NOTE:

- **For those applicants requiring a fiscal receiver, a copy of the signed letter of agreement between applicant and fiscal receiver must be included with this application.)**
- **All applicants must attach the most current copy of a W-9. Individual artists attach the W-9 of the fiscal receiver.**

PROJECT TITLE: _____

APPLICANT: _____

ARTS GRANT APPLICATION CHECKLIST

For both Individual Artist and Arts Organization Applicants:

- Original, completed application.
- Eight (8) copies of the application and additional enclosures.
- One (1) copy only of artistic materials such as images, CDs, DVDs, etc.
- A copy of the most recent W-9 for the organization or fiscal receiver.

For Arts Organizations Only:

1. Most recent financial statement and balance sheet of your organization.
2. If using a fiscal receiver, provide the most recent financial statement and balance sheet of the organization serving as fiscal receiver. You must attach a copy of the most recent W-9.
3. Schedule of your organization's annual performances, exhibitions, workshops (brochures acceptable).
4. One (1) copy of the IRS non-profit status determination letter for your organization.
5. If using a fiscal receiver, one (1) copy of the IRS non-profit status determination letter for the organization serving as your fiscal receiver.

For Individual Artist Applicants Only:

- Resume and/or a portfolio.
- One (1) copy of the signed letter of agreement between applicant and your fiscal receiver.
- One (1) of the most recent financial statement and balance sheet of the organization serving as your fiscal receiver.
- One (1) copy of the IRS non-profit status determination letter for the organization serving as your fiscal receiver.
- A copy of the most recent W-9.