



## **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](mailto:young@ojaicity.org). For help filling out this application, please contact Ms. Young at 805-646-5581 ext. 103 or [young@ojaicity.org](mailto: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. (5:30-6:30 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.**