

# ARTS ORGANIZATION GUIDELINES



## PROGRAM GOALS

The City of Ventura Cultural Funding Program, first developed in 1993, supports the following cultural goals as stated in the 2005 Ventura Cultural Plan and in the "Our Creative Community" section of the *2005 Ventura General Plan*:

- To support Ventura's cultural infrastructure of arts organizations and artists
- To ensure comprehensive access to and involvement in cultural opportunities by all segments of the community
- To support economic development and increase tourism
- To enhance lifelong learning opportunities in the arts for all ages

## Program Updates

The Cultural Affairs Commission has approved the guidelines for the FY 2019-20 Cultural Funding Program.

- The program is open to any Ventura-based arts nonprofit. All organizations will be required to provide proof of their 501(c)3 status (**or that of their Ventura County fiscal agent(s)**).
- \$90,000 will be awarded on a competitive basis to non-profit arts organizations, with grants ranging in size from **\$1,000 - \$20,000** through a simplified application.
- **EMERGING ORGANIZATION CATEGORY: Organizations whose annual budgets are less than \$10,000 are only eligible to request \$1,000 and do NOT have to submit DataArts Project information.**
- Applicants will submit a one-page narrative, proposed fiscal year 2019-20 projected budget (template provided), and the last completed fiscal year-end (actuals) budget.
- Narrative cannot extend beyond the allotted space per template provided.
- Organizations are required to submit financial information via Data Arts ([www.culturaldata.org](http://www.culturaldata.org)).
- Artistic samples will be required. DVD's or CD's will not be played for more than two minutes. Audio tracks must be marked. Samples will be reviewed before the grant representative is invited into the panel conference room.
- Arts Organization Representatives will be contacted two weeks prior to the panel convening and invited to make a five-minute presentation to the panel, with a five-minute panel question and answer period on August 29 at a specified time.
- Past applicants must have submitted a Final Report from the previous year to be eligible for future funding.
- **Organizations must certify, by means of signature on the application, that they are not delinquent in repaying the City any debt, whether the debt arises from a tax, bill, loan, lease, or other financial obligation. Organizations with a delinquent indebtedness to the City are ineligible to receive a grant.**
- **Applicants are asked to make a specific grant request. The request may not exceed 10% of real annual budget.**
- A panel of one Cultural Affairs Commissioner, one visual artist, one performing artist/arts educator, one Ventura resident involved with the arts but not affiliated with any arts boards or arts organizations, and one outside grant funding expert will review applications.
- City staff and members of the Cultural Affairs Commission will actively evaluate grantee offerings during the course of the funding period.
- Appeals can be made in writing directly to the Parks, Recreation & Community Partnerships Director within 30-days of the CAC grant approvals. A third party outside the Parks, Recreation & Community Partnerships Department will arbitrate the appeal, and that decision will be final. No grant contracts will be issued, and no grants will be awarded, until the appeal is finalized.

## TIMELINE

<b>Friday, June 28</b>	<b>Applications due by 5:00 pm</b>
Thursday, August 29	Grant panel convenes
Thursday, September 26	Cultural Affairs Commission review of panel recommendations
Week of October 28	Award letters mailed out

**Application Receipt Deadline:  
Friday, June 28, 2019 by 5:00 PM**

## Mail or deliver packets to:

City of Ventura  
Attn: Kathryn Dippong  
501 Poli Street, Room 226  
Ventura, CA 93001

## Additional Information

If you have any questions or need assistance in completing the application, please email Community Partnerships Supervisor Kathryn Dippong at [kdippong@cityofventura.ca.gov](mailto:kdippong@cityofventura.ca.gov) or call 805-658-4720.

# Arts Organization Guidelines



## Eligibility Requirements

Organizations must:

- Present, produce, or support arts or cultural programs as the major components of the mission.
- Be in compliance with all City codes, laws and ordinances.
- **Certify, by means of signature on the application, that they are not delinquent in repaying the City any debt, whether the debt arises from a tax, bill, loan, lease, or other financial obligation. Organizations with a delinquent indebtedness to the City are ineligible to receive a grant.**
- Be in compliance with the Americans with Disabilities Act and operate so as not to discriminate on the basis of race, religion, gender, sexual orientation, age, national origin or disability.
- Have satisfied the requirements of any previously awarded Cultural Funding Grants from the City of Ventura, including completion of a final report.
- Provide proof that organization maintains an ongoing liability insurance policy with a minimum of \$2 million aggregate, \$1 million per occurrence general liability coverage.

## Restrictions

- Organizations that receive line item budgetary support from the City, independent of the Cultural Funding Program are not eligible to apply;
- No grant funds may be used for the payment of any debt, debt interest or deficit reduction; commercial enterprises; any fines and penalties; building or remodeling of facilities, furniture or fixtures; lobbying any public agency or office; out of state travel; hospitality or food costs; placement of grant funds into trust, endowment or contingency funds; expenses for projects that have already been completed.

## GENERAL APPLICATION INSTRUCTIONS

- All applications must be typewritten in 11 point font or larger using the fillable and saveable pdf version of the form.
- Do not use any staples, folders or notebooks in your application (paper clips are acceptable).
- **All materials must be single sided only.**
- Do not include a cover letter.

## REQUIRED MATERIALS

Submit **one original** of the following:

- Application with signature
- Proposal narrative
- Proposed budget projected to year-end 2019 (template provided)
- Last completed fiscal year-end budget (audited financial statement)
- Proof of nonprofit status
- Artistic samples (audio or visual)
- Artistic sample description (template provided)
- DataArts (Funder) Report

## Artistic Samples

- Literary samples limit to 5 pages type written 11 point font or larger (x7 copies)
- Clearly number and label each item with the following:
  - Title of work
  - Date completed
  - Publication date, if applicable
  - Name of publication and/or publisher, if applicable
- Audio/Visual samples: Only one copy is required. Please label each item with organization's name and item number (corresponding to the Artistic Sample Description sheet). Audio and visual samples contained on DVD's and CD's should be edited to only include work you wish to be evaluated by the panel. Still images should be submitted to a PC-compatible CD-ROM in jpg file format. Each disc should be labeled with organization name and image number to correspond with an annotated image list. Minimum file resolutions 300 dpi at 5" x 7" format. 35 mm slides are no longer accepted.

## Return of Materials:

Artistic samples will only be returned if a self-addressed envelope with correct postage is included with the application. Applicants may also call 805-658-4720 to arrange pick-up after the panel review.

# Arts Organization Guidelines



## **PROPOSAL NARRATIVE**

Please address the following evaluation criteria.

### **GENERAL OPERATING GRANTS**

**1) Artistic Excellence/Merit – 25 points** (*Maximum 300 words*)

Describe in detail your organization's programs and activities including artistic goals and philosophy. What makes your programs unique from other similar arts organizations in the area? Describe ongoing arts education programs, if any.

# Arts Organization Guidelines



## **PROPOSAL NARRATIVE**

Please address the following evaluation criteria.

## **GENERAL OPERATING GRANTS**

### **2) Organizational & Fiscal Capacity – 25 points** *(Maximum 250 words)*

Describe your administrative and governance structure (including numbers of staff and volunteers) and any changes in your operating budget. Describe your planning and fundraising process and the status of any long-range plans.

# Arts Organization Guidelines



## **PROPOSAL NARRATIVE**

Please address the following evaluation criteria.

## **GENERAL OPERATING GRANTS**

### **3) Community Impact & Evaluation – 25 points** *(Maximum 350 words)*

Describe your marketing and audience development strategies, including community impact and attendance figures. How have your programs grown or changed over time? How have you expanded your audience through collaboration with other organizations? How do you evaluate your success?

# Arts Organization Guidelines



## **PROPOSAL NARRATIVE**

Please address the following evaluation criteria.

### **GENERAL OPERATING GRANTS**

#### **4) Cultural Diversity – 25 points** (*Maximum 250 words*)

Describe your past efforts and future plans to expand the cultural diversity of your board, staff and audience. How does your organization define diversity? List your board members.

#### **5) Current Organization Budget**

# Application for General Operating Grants



**Application Receipt Deadline: Friday, June 28, 2019 by 5:00 pm**

NAME OF ORGANIZATION: \_\_\_\_\_  
FEDERAL TAX ID #: \_\_\_\_\_  
DUNS #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ day \_\_\_\_\_ evening  
EMAIL ADDRESS: \_\_\_\_\_  
WEBSITE: \_\_\_\_\_

## **CERTIFICATION:**

I verify that (**organization**) \_\_\_\_\_ *meets all the eligibility requirements and that all of the information contained in this grant application is true and correct, to the best of my knowledge.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Year organization founded: \_\_\_\_\_

Annual budget for past year: \_\_\_\_\_  Fiscal or  calendar? (check one)

**Amount of grant funding requested:** \_\_\_\_\_

Organizational mission statement: (200 word maximum)



# Artistic Sample Description

Applicant: \_\_\_\_\_

Media (i.e. Video, DVD, CD Audiotape, etc.)	Title	Description	Publication Date or Performance Date and Location	Publisher or Producer as Applicable
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				





**REVENUE**

Earned: specify (*ticket sales, concessions, memberships, fees etc*) ..... \_\_\_\_\_  
 Contributed: specify (*sponsorships, donations, grants*). ..... \_\_\_\_\_  
 In-kind: specify ..... \_\_\_\_\_  
 Total Revenue ..... \_\_\_\_\_

**EXPENSE**

Personnel ..... \_\_\_\_\_  
 Artistic ..... \_\_\_\_\_  
 Administrative ..... \_\_\_\_\_  
 Sub-total ..... \_\_\_\_\_

Production

Supplies/Materials ..... \_\_\_\_\_  
 Facility Rental/Expense ..... \_\_\_\_\_  
 Equipment ..... \_\_\_\_\_  
 Marketing ..... \_\_\_\_\_  
 Other (specify) ..... \_\_\_\_\_  
 Sub-total ..... \_\_\_\_\_  
 Total Expense ..... \_\_\_\_\_