2022-2023
CULTURAL FUNDING
GRANT PROGRAM
GUIDELINES

CITY OF VENTURA
PARKS & RECREATION
www.cityofventura.ca.gov

(Applications due January 25, 2022 before 5:00 pm PST)

1. PROGRAM GOALS

The City of Ventura's Cultural Funding Grant Program, first developed in 1993, supports the following cultural goals as stated in 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

2. PROGRAM INFORMATION

- This grant program is open to all Ventura-based nonprofit arts organizations. 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, with grants ranging in size from $1,000 - $20,000.
- Organizations are required to submit financial information via SMU DataArts, www.culturaldata.org , unless their annual budget is less than $10,000.
- Organizations whose annual budgets are less than $10,000 are only eligible to request $1,000.
- **Applicants are required to make a specific grant request. The request may not exceed 10% of an organization's annual budget.**
- Grant funding will be recommended by a panel made up of one Arts and Culture 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.
- Once grant funding has been recommended by the panel and approved by the Arts and Culture Commission, appeals can be made in writing directly to the Parks and Recreation Department within 30-days of the grant approvals. A third party outside the Parks and Recreation 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.

3. TIMELINE

Monday, January 24, 2022 before 9 am (PST)	Deadline to request a secure link to the grant portal for uploading your application and digital supplemental materials
Tuesday, January 25, 2022 before 5 pm (PST)	Deadline to submit your application and all supplemental materials, either by mail, in-person, or using your requested secure link
Thursday, February 24, 2022	Grant panel convenes via WebEx
Tuesday, March 8, 2022	Arts & Culture Commission reviews panel recommendations
April 2022	Award notifications sent via email

4. ELIGIBILITY REQUIREMENTS

Organizations must:

- Be a Ventura-based nonprofit arts and/or cultural organization with 501(c)3 status or have a Ventura County fiscal agent with 501(c)3 status.
- Present, produce, or support arts or cultural programs as a major component of their 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 funding through this 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 Grant from the City of Ventura, including completion of a final report.
- Provide proof that the organization maintains an ongoing liability insurance policy with a minimum of $2 million aggregate, and $1 million per occurrence general liability coverage.

5. RESTRICTIONS & LIMITATIONS

- Organizations that receive line-item budgetary support from the City, independent of the Cultural Funding Grant Program are not eligible to apply.
- Grant funds may not be used to fund organizations or programs whose primary functions include legislative programs intended to influence public opinion, political campaigns of candidates, public relations programs designed to influence public opinion, conduct of religious activities intended to indoctrinate individuals in or to carry out the intent or practice of religious beliefs. If an agency operates under religious auspices, it must clearly distinguish between services of a health and welfare nature and those of a religious nature.
- 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.

6. GENERAL APPLICATION INSTRUCTIONS

- All applications must be typewritten in 11-point font or larger using the fillable pdf application form.
- Applications with staples and/or in a folder or notebook will not be accepted. Paper clips are allowed.
- All materials must be single sided only.
- Cover letters will not be accepted.

7. REQUIRED MATERIALS

Applicants must submit **one original** of each of the following:

- ☐ Application with original signature
- ☐ Proposal narrative
- ☐ Proposed budget projected to year-end 2022 (template provided)
- ☐ Most recent financial audit, financial review, or Form 990 (based on size of organization's operating budget)
- ☐ Proof of 501(c)3 status
- ☐ DataArts financial summary report
- ☐ Artistic sample list (template provided)
- ☐ Copy of City of Ventura Business License
- ☐ **OPTIONAL:** 2-5 minute video introducing your organization to the panel (must upload digitally; see below)

8. REQUIRED ARTISTIC SAMPLES

Artistic samples include videos, audio recordings, printed materials, photographs, images of artwork, and literary samples. Literary samples are limited to 5 type-written pages with a minimum font size of 11-point.

9. SUBMISSION OF APPLICATION, ARTISTIC SAMPLES & OPTIONAL VIDEO

Application

Mail to: City of Ventura Attn: Kathryn Dippong Lawson 501 Poli Street, Room 226 Ventura, CA 93001	**Deliver in-person to:** Ventura City Hall* Attn: Kathryn 501 Poli, Room 226: Parks & Recreation Dept. Ventura, CA 93001 **City Hall is closed: Dec 3, 17, 24-31 & Jan 3 & 14*
Email to: Kathryn Dippon Lawson: kdippong@cityofventura.ca.gov	**Digital file upload:** (see directions below)

Artistic Samples & Optional Video

Hard Copy Format: By mail or in-person (see directions above)	**Digital Format:** Upload using secure link to grant portal (see directions below)

How to Request a Secure Link for Uploading Digital Files

Email Kathryn Dippong Lawson at **kdippong@cityofventura.ca.gov** and request a secure link to the grant portal. You will receive an email with your secure link and instructions on how to upload your files within 24 business hours.

- Important: the deadline for requesting a secure link is **Monday, January 24, 2022 before 9am (PST)**.
- Additionally, we highly recommend that you request your secure link as early as possible. This will ensure you have enough time to submit your digital files and artistic samples before the deadline.

10. PROPOSAL NARRATIVE

The following criteria will be considered when determining organization funding. Be sure to consider these items when preparing the narratives required in your application.

Organizational Mission Statement

- Mission statement
- Goals for the 2022 calendar year that support: (1) providing comprehensive access to and involvement in cultural opportunities by all segments of the community; and (2) enhancing lifelong learning opportunities in the arts for all ages

Artistic & Cultural Excellence/Merit

- Programs and activities that provide community access to arts and cultural opportunities
- Uniqueness from other similar arts and cultural organizations in the area

Organizational & Fiscal Capacity

- Capacity of administrative and governance structure
- Current status and future outlook of operating budget
- Long-term financial viability through earned income and private and/or government support

Community Impact

- Impact of programs and activities on the community
- Segments of the community reached
- Participation numbers
- Number of opportunities provided
- Efforts to become more inclusive and expand community impact

Cultural Equity

- Past and future plans to expand cultural equity and inclusion in organization and programs provided

11. FINANCIAL AUDIT, FINANCIAL REVIEW, and FORM 990 REQUIREMENTS

Organization Operating Budget = **$300,000 or more**	If your organization has an operating budget of $300,000 or more, you are required to submit a FINANCIAL AUDIT of the most recently completed fiscal or calendar year conducted by an independent certified public accountant (CPA). The audit must be in accordance with generally accepted accounting standards and give a reasonable assurance that the financial statements are free of material misstatements. An audit is an in-depth look at organizational financial practices, including examining evidence that supports the amounts and disclosures in the financial statements. It also includes assessing the accounting principles used as well as evaluating the overall financial statement presentation.
Organization Operating Budget = **$100,000 - $299,999**	If your organization has an operating budget between $100,000 and $299,999, you are required to submit a FINANCIAL REVIEW or FINANCIAL AUDIT of the most recently completed fiscal or calendar year conducted by an independent certified public accountant (CPA).
Organization Operating Budget = **$99,999 or less**	If your organization has an operating budget of $99,999 or less, you may submit the most recently completed FORM 990 in lieu of a FINANCIAL AUDIT or FINANCIAL REVIEW.

12. SMU DataArts INSTRUCTIONS

The City of Ventura is working with SMU DataArts to utilize the Cultural Data Profile for the 2022 Cultural Funding Grant Program. As part of the application process, applicants must complete the online Cultural Data Profile (CDP) and submit the financial summary generated by the CDP.

For organizations with budgets less than $50,000, a shorter version of the Cultural Data Profile is available. This shorter version makes the data entry process faster and more equitable for small nonprofits.

To start your Cultural Data Profile, visit: https://www.culturaldata.org/get-started/

Of note: creating and updating your organization's Cultural Data Profile is an investment in time. This investment provides you with access to SMU DataArts as a resource for reporting your financial and programmatic information during the granting process. Several resources are available to help you complete your Cultural Data Profile and answer questions connected to your Cultural Data profile submission:

SMU DataArts wWebsite: www.culturaldata.org • Instructional Videos • Data Literacy Courses	**SMU DataArts Support Center** • Toll Free: 877-707-3282 • Email: help@culturaldata.org • Hours of Operation: Monday–Friday 6 am to 4 pm (PST)

13. FREE WORKSHOP & WEBINAR OPPORTUNITIES - *OPTIONAL but highly recommended*

Grant Writing Workshop **December 7, 2021 from 9 am - 12 pm** **Hosted by the City of Ventura via WebEx** Join Katie Deutschman for a free grant writing workshop for the Cultural Funding & Community Partnerships Grant Programs. Art and Social Services organizations are encouraged to attend to learn more about the grant application process and how to respond to the narrative questions.
To register: email Arts and Culture Section Supervisor Kathryn Dippong Lawson at kdippong@cityofventura.ca.gov by Monday, December 6 before 1pm Pacific. Once received, Kathryn will email you the WebEx link to the workshop

SMU DataArts Webinars

- **December 7 at 1 pm EST** - Getting Started with The Cultural Data Profile
  - https://culturaldata.secure.nonprofitsoapbox.com/calendar/event/875
- **December 16 at 1 pm EST** - Data at Work: Introduction to DataArts Analytic Tools
  - https://culturaldata.secure.nonprofitsoapbox.com/calendar/event/878

14. CONTACT

If you have any questions or need additional assistance, please contact:

Kathryn Dippong Lawson
Arts & Culture Section Supervisor
805-658-4720
kdippong@cityofventura.ca.gov

2022-2023
CULTURAL FUNDING
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APPLICATION

CITY OF VENTURA
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(Applications due January 25, 2022 before 5:00 pm PST)

Applicant/organization name: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____ daytime _____ evening

Email address: _____

Website address: _____

Name of 501(c)3 organization: _____

Contact person/Title: _____

Phone number (if different from above): _____

Email address (if different from above): _____

Website address (if different from above): _____

Federal Tax ID #: _____ DUNS #: _____

Year organization was founded: _____

Annual budget for last year _____ _____ Fiscal Year OR _____ Calendar Year

Is your organization currently receiving line-item funding, in-kind support, or a subsidy from the City of Ventura?

_____ Yes _____ No If yes, please indicate the type and amount of funding or support:

	$
	$
	$

REQUESTED CFGP GRANT FUNDING AMOUNT*	**$**

*Amount requested must be between $1,000 and $20,000

PROPOSAL NARRATIVE

Applicant: _____

Please address the following evaluation criteria.

1) Organizational Mission Statement – (400 word maximum)

Please provide your organization's mission statement and any goals for the 2022 calendar year that support:

- Providing comprehensive access to and involvement in cultural opportunities by all segments of the community
- Enhancing lifelong learning opportunities in the arts for all ages

PROPOSAL NARRATIVE

Applicant: _____

Please address the following evaluation criteria.

2) Artistic & Cultural Excellence/Merit - (Maximum 400 words)

Describe in detail your organization's programs and activities that provide community access to arts and cultural opportunities. Additionally, please include what makes your organization and the programs you offer unique from other similar arts and cultural organizations in the area.

PROPOSAL NARRATIVE

Applicant: _____

Please address the following evaluation criteria.

3) Organizational & Fiscal Capacity – (Maximum 400 words)

Describe your administrative and governance structure, including numbers of staff and volunteers. Additionally, please describe the current status and future outlook of your operating budget, including long-term financial viability through earned income and private and/or government support.

PROPOSAL NARRATIVE

Applicant: _____

Please address the following evaluation criteria.

4) Community Impact – (Maximum 400 words)

Describe the impact your programs and activities have on the community, including the segments of the community you reach. To help quantify your impact, please include detailed participation numbers and the number of opportunities provided. Additionally, please describe your organization's efforts to become more inclusive and expand your community impact.

PROPOSAL NARRATIVE

Applicant: _____

Please address the following evaluation criteria.

5) Cultural Equity – (Maximum 400 words)

Describe your organization's past efforts and future plans to expand cultural equity and inclusion in your both your organization and the arts and cultural programs and opportunities you provide.

Applicant: _____

PROPOSAL NARRATIVE

6) Current Organizational Budget

Please attach a copy of your current organizational budget, your proof of 501(c)3 status or that of your Ventura County fiscal agent, and DataArts financial summary (if applicable).

PROPOSED BUDGET PROJECTED TO YEAR-END 2022

REVENUE	
Earned - *specify on a separate sheet* *(example: ticket sales, concessions, fees, memberships, etc.)*	**$**
Contributed - *specify on a separate sheet* *(example: sponsorships, donations, grants, etc.)*	**$**
In-kind - *specify on a separate sheet*	**$**
TOTAL REVENUE	**$**
EXPENSE	
Personnel	**$**
Artistic	**$**
Administrative	**$**
Sub-total	**$**
Production	
Supplies/Materials	**$**
Facility Rental/Expense	**$**
Equipment	**$**
Marketing	**$**
Other - *specify on a separate sheet*	**$**
Sub-total	**$**
TOTAL EXPENSE	**$**

Applicant: _____

ARTISTIC SAMPLES

The deadline for requesting a secure link to upload digital files is January 24, 2022 before 9am (PST).
All digital files must be labeled using the following format: your organization name, # corresponding to list below, and description.

Example: OrganizationName-1-ArtistInterviews
OrganizationName-2-StudentArtShow
OrganizationName-3-ArtShowBrochure
OrganizationName-4-OptionalIntroVideo

Media (Video, Literary, Photo, Brochure, Etc.)		**File Name**	**Description**	**Date** (Publication or Performance)
1				
2				
3				
4				
5				
6				
7				
8				
9				

(Applications due January 25, 2022 before 5:00 pm PST)

Applicant: _____

INDEMNIFICATION

By submitting a Cultural Funding Grant Program application, Applicant agrees to indemnify, defend (at City's request and with counsel satisfactory to City), and hold City harmless from and against any claim, action, damages, costs (including without limitations, attorney's fees), injuries, or liability, arising out of or relating to any negligent act, negligent omission, or wrongful conduct, or any loss, damage, or injury, including death, that is sustained from any communicable disease (including, but not limited to any form of the coronavirus, or anything emanating from or related to a coronavirus), related in any way to Applicant's performance of services funded by the grant, including the negligent actions, negligent omissions, or wrongful conduct of its vendors and contractors. In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the Applicant shall be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with Applicant to waive said fees and/or costs or any part thereof. The foregoing shall not apply if the Applicant prevails on every issue in the enforcement proceeding. For purposes of this section "City" includes the City of San Buenaventura's officers, officials, employees, agents, representatives, and certified volunteers.

APPLICANT ACKNOWLEDGEMENT AND AGREEMENT

I, _____, the authorized representative for this Cultural Funding Grant Program Application ("Applicant"), do hereby acknowledge that I have read the terms and conditions of this application; that the terms and conditions are acceptable, that I have the legal authority to bind Applicant to the terms hereof, and Applicant agrees to abide by, comply with, and accept full and complete responsibility therefore. I also verify that the Applicant meets all eligibility requirements, including not having a delinquent indebtedness to the City, and that all of the information contained in this application is true and correct, to the best of my knowledge.

Authorized Representative Signature: _____ Date: _____

Print Name & Title: _____

FOR OFFICE USE ONLY:

Application received on:	**Processed on:**
Received by: ☐ **MAIL** ☐ **IN-PERSON** ☐ **EMAIL**	**Application complete:** ☐ **YES** ☐ **NO**
Notes:	

In compliance with the Americans with Disabilities Act, this document is available in alternate formats by calling 805-658-4726 or through the California Relay Service.