CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

an arts grants program

ORGANIZATION DEVELOPMENT GRANTS 2008–2009

PROFESSIONAL DEVELOPMENT SCHOLARSHIPS

APPLICATIONS ACCEPTED BY:

First non-holiday Friday of the month while funds are available.
When the first Friday is a holiday, the deadline will be the following Friday.

Pre-application workshop information on p.5

Note: Deadlines are subject to change and contingent on the availability of funds. Please confirm them with program staff.

CONTACT INFORMATION

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365 S. Market St.
San José CA 95113

Main: (408) 277-5144
Facsimile: (408) 277-3160

Web site: www.sanjosearts.org
Application forms: www.sanjosearts.org/?pid=2130

To request an accommodation or alternative format for City-sponsored meetings, events or printed materials, please call Joe Rodriguez at 408-277-5144 x29 or 408-294-9337 (TTY) as soon as possible, but at least three business days before applicable meeting/event.

ORGANIZATION DEVELOPMENT GRANTS

Program Overview

The City of San José recognizes that a rich and varied arts tapestry, woven into the fabric of a community and serving all its members, is essential to the good quality of life in that community.

As a community of sustainable arts providers helps to ensure that the people of San José have continuing access to a rich array of opportunities for enjoying and participating in the arts, the City developed the Organization Development Grants pilot program to support improvement of organizational sustainability through the building of management and program capacity.

The Organization Development Grants pilot is comprised of **Technical Assistance Grants** and **Professional Development Scholarships**, both of which are offered several times a year, contingent on the availability of funds. The pilot program is open to arts organizations and artist ensembles that meet the eligibility requirements. Groups may apply for both in the same fiscal year, though certain restrictions apply to scholarships. Information for Technical Assistance Grants is contained in a separate booklet. This booklet contains information for Professional Development Scholarships only.

Professional Development Scholarships (Scholarships) support attendance by members of a group's board and staff—paid or volunteer—at professional conferences, workshops, seminars, classes and other professional development opportunities organized by third parties and directly related to organizational governance, effective management, revenue development, and/or program development and delivery. **Scholarships** can be used to cover the cost of registration or tuition, materials, travel and accommodations required for attending the conference, seminar, etc.

Exception: The cost of overnight accommodations is excluded if the activity for which the **Scholarship** is provided falls within a 60-mile radius of downtown San Jose. (This radius encompasses locations such as San Francisco, Berkeley and Santa Cruz.)

Scholarship Size and Limitations

Scholarship applications must be for activities that are to take place no sooner than 30 days after the application deadline. Applicants typically will be notified a decision or recommendation within 30 days after the application deadline.

Scholarships: An eligible group can apply for scholarship support of **up to $1,500** per City fiscal year (July 1–June 30), at a rate of no more than **$500 per person**.

Small Groups: Scholarships to small groups can be the sole source of support for eligible costs.

Larger Groups with most recent annual operating expenditures up to $1,000,000[*]: Scholarships can be used to cover **up to 70 percent** of eligible costs.

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[*] Does not include the value of in-kind support.

Larger Groups with most recent annual operating expenditures over $1,000,000[*]:
Scholarships can be used to cover **up to 50 percent** of eligible costs.

Eligibility Requirements

Groups must **meet all of the following** criteria to be eligible to apply to this program:

- Mission is clearly focused on the development, production or presentation of the arts, e.g., dance, literary and media arts, music, theater, visual arts., for public participation, or on the enhancement and integration of the arts into Pre-K through 12 education. Although the arts need not be the group's only pursuit, it must be its principal one.

- Group is a tax-exempt, California Non-Profit Public Benefit Corporation or is an unincorporated group that meets the mission test above and applies with a tax-exempt fiscal sponsor. However, an artist ensemble or collective, for example, a jazz trio, string quartet or painters collective, that is not incorporated, can be eligible to apply without a fiscal sponsor.[1] Such a group has to have consistent membership and be self-managing and collectively self-employed, i.e., it returns earnings only to its members.

- Group is at least one year old at the date of application.

- Group provides more than half of its publicly accessible (or Pre-K through 12, as appropriate) arts programs or services in San José.

- Group is in good standing with respect to any grants it has received through the Office of Cultural Affairs.

- Group is not enrolled in another Office of Cultural Affairs program through which it is eligible to receive direct technical assistance or funding for technical assistance.

- If the group has received a **Professional Development Scholarship**, it must have completed all obligations stemming from that **Scholarship**, including reporting obligations, before applying for another **Scholarship**. **Receipt of a Technical Assistance Grant does not preclude an organization from applying for scholarship support simultaneously or during the term of the Grant, and vice versa.**

- If applying for a **Scholarship**, group must have received less than $1,500 in **Scholarships** within the current City fiscal year, in which case it can apply only for up to the difference between what it has already received and $1,500.

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[*] Does not include the value of in-kind support.
[1] An unincorporated grantee without a fiscal sponsor must have another means of reporting the grant for tax purposes.

Application Evaluation Criteria

Only complete applications received from eligible groups by appropriate application deadline will be considered for funding.

<u>Criteria for Professional Development Scholarships</u>

Eligible applications will be evaluated on a Pass/Fail basis using the following measures:

1. The individual(s) for whom scholarship support is sought is a board member or a paid staff person or a volunteer staff person of the applicant.
2. The activity offered by a third party in question is a professional conference, course of study, seminar or other activity that clearly is a professional development opportunity related to the stated capacity development needs of the organization.
3. The organization has demonstrated clearly how it will meet any financial needs of the professional development activity over and above the ODG scholarship.

Note that because of the Pass/Fail nature of the review, **Scholarships** will be awarded on a first-come/first-served basis as long as funds are available. Groups are encouraged to send more than one individual to the professional development opportunity whenever possible and, to that end, in the event that there are more applications that pass a single review than there are funds available, preference will be given to applications that involve more than one individual.

Preparing Applications

Groups wishing to apply for a **Professional Development Scholarship** should study this booklet carefully beforehand. They are also strongly encouraged to take advantage of available pre-application assistance.

<u>Instructions for Professional Development Scholarships</u>

Send in the following:

1. **Completed Scholarship Application Form**

   Independent not-for-profit organizations must complete the **Scholarship Application Form**. Fiscally sponsored groups must complete the **Application Form** and have their fiscal sponsors complete the **Fiscal Sponsor Form**. Unincorporated artist ensembles must first consult with this program's administrators before beginning an application.

2. **Scholarship Budget**

   Complete the **Scholarship Budget Form** provided and attach an appropriate set of budget notes. Budget notes should indicate specific other sources of funding for the project, if any, and the status of each (e.g., prospect, request made, funds awarded, funds

received.) (Hint: Budget notes are often invaluable in conveying intention and meaning.)

As an alternative, groups may use their own format for presenting **Scholarship** budgets. However, when doing so they should take care to show both direct expenses and support for the scholarship activity. Groups may also show indirect costs and support, but must distinguish between "direct" and "indirect" line items.

3. **Activity Information**

Attach a published description of the activity (conference, seminar, course of study, etc.) for which **Scholarship** is being sought. Brochures, course catalogues, printouts of Web pages are examples of published descriptions.

Assembling the Scholarship Application

Please collate the various parts of the application in the following order:

1. Signed Application Form, plus any required attachments
2. Scholarship Budget and budget notes, if any.
3. Published description of conference, course, workshop, etc.

Please make single-sided copies and submit **two collated sets** of the application, including the **signed originals.** If preprinted materials such as conference catalogues are included, attach multiple originals instead of making copies, if that's possible. If not, then make clean, easy-to-read copies. Hard-to-read copies will not be very useful.

Three-hole punch each application set along the left edge. Use large paper clips or binder clips to keep each set separate. Please **do not staple** any pages together.

Make sure that the application packet is complete and as specific as possible. NOTE: The Office of Cultural Affairs may request additional information if needed to establish eligibility.

Application Deadline for Scholarships

First non-holiday Friday of the month while funds are available.
When the first Friday is a holiday, the deadline will be the following Friday.

Applications must be **delivered** to the Office of Cultural Affairs by **5 PM of the applicable deadline**. They can also be sent via U.S. Mail, in which case applications must be **postmarked** by the applicable deadline.

Applications are accepted only if funds are available for **Scholarships**.

Please address completed **Scholarship** application packets to:

> **Organization Development Grants**
> **San José Office of Cultural Affairs**
> **365 S. Market St.**
> **San José CA 95113**

Indicate on the front of the envelope that the application is for a **Scholarship**.

Note: Incomplete applications will not be considered. Neither will applications with funding requests that do not conform to the guidelines applications, e.g., grant requests in excess of the maximum amounts for which a group is eligible.

On-line Forms

Users of Microsoft Word 97 (Windows), 98 (Macintosh) and later versions: You can obtain digital versions of the appropriate Application Form and Project Budget Form that can be filled in on your computer. Download the correct forms from

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www.sanjosearts.org/?pid=2130

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Forms can also be requested by e-mail or telephone.

Reviewing Scholarship

Applications will be reviewed first by Arts Program staff for eligibility and completeness. The Arts Program Director will resolve cases in which a staff finding of ineligibility is disputed.

Scholarship applications will be reviewed by OCA staff on a Pass/Fail basis using the criteria described on p. 3. Applications that pass all the requirements will be offered Scholarships on the basis described.

Pre-Application Assistance

Interested groups are strongly encouraged to take advantage of the various forms of pre-application assistance that are available.

A pre-application question-and-answer workshop will be held at the Office of Cultural Affairs prior to each application deadline. Staff will be on hand to answer questions about the program and preparing and submitting applications. The following workshops have been scheduled for **Thursdays at 6:30 p.m.**:

> **July 10, 2008**   **November 6, 2008**   **January 29, 2009**

Groups interested in applying to this program can also contact the Arts Program staff directly with questions. Contact information is located on the inside front cover of this booklet.

Applications submitted **at least ten business days** before the application deadline will be screened and applicants will be notified within five business days of submission if there are issues with eligibility, completeness or project qualification. Applicants so notified may withdraw their applications in order to rework and submit them by the deadline.

Award Disbursements

Scholarship recipients will receive their Scholarships as a single **reimbursement** following the submission of required documentation.

In order to facilitate the evaluation of this pilot program, **Scholarship** recipients should expect that they will have to meet rigorous reporting requirements.

Acknowledging City Support

Scholarship recipients must acknowledge City of San José support in all appropriate materials/media.

Questions

Contact information is listed on the inside of the front cover.