



an arts grants program

ORGANIZATION DEVELOPMENT GRANTS 2008–2009

TECHNICAL ASSISTANCE GRANTS

Application Deadlines

GRANTS

2008	2009
AUG. 1	MAR. 6
DEC. 5	

Pre-application workshop information on p. 7.

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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Arts Program Manager

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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 (ODG) 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 ODG 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 Professional Development Scholarships are contained in a separate booklet. This booklet contains information for Technical Assistance Grants (Grants) only.

Technical Assistance Grants (Grants) support projects intended to allow an arts organization or artist ensemble to acquire or enhance specific capabilities, expertise or practical knowledge that will be embedded within the group in order to improve its governance, management and administration, revenue development of all kinds, and program development and delivery.

Grant Size and Limitations

Groups that have most recent three-year average operating expenditures of \$150,000* or less are referred to as **Small Groups** in this booklet. Groups that have most recent three-year average operating expenditures *above* \$150,000 are referred to as **Larger Groups**.

Grant applications must be for projects that start no sooner than 120 days after the application deadline. Applicants typically will be notified within 90 days after the application deadline of the **Grant** recommendation, if any.

Grants to Small Groups: A **Small Group** can apply for a grant of **up to \$5,000**. A **Grant** to a **Small Group** cannot exceed 10 percent of the group's most recent annual operating expenditures. The grant can be used to cover all of the direct costs of the technical assistance project, up to the amount of the grant. (*Note:* Salaries and wages for existing staff are not considered direct costs unless they are over and above the salaries and wages that would be paid to the staff if they were not working on the project.)

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

Grants to Larger Groups: Larger Groups can apply for a grant of **up to \$7,000** to cover a portion of the direct costs of technical assistance projects.

- **Larger Groups with most recent annual operating expenditures up to \$1,000,000* :**
Grants can be used to cover **up to 70 percent** of the direct costs of technical assistance projects.
- **Larger Groups with most recent annual operating expenditures over \$1,000,000* :**
Grants can be used to cover **up to 50 percent** of the direct costs of technical assistance projects.

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 or etc., for public participation, or on the enhancement and integration of the arts into or 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 **Technical Assistance Grant**, the group must have completed all obligations stemming from that grant, including reporting requirements, before it can apply for another grant.

* 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.

- If applying for a **Technical Assistance Grant**, the group must not have already received a **Technical Assistance Grant** within the current City fiscal year.

Application Evaluation Criteria

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

Evaluation Criteria

Eligible applications will be evaluated by a review panel for **Appropriateness** and **Project Quality**. Applications must achieve at least a minimum threshold score for Appropriateness.

Appropriateness

- Given the applicant's state and its developmental needs with respect to governance, management and administration, revenue development, and program development and delivery, whether the proposed project will allow the applicant to acquire or enhance specific capabilities, expertise or practical knowledge aimed at improving its capacity for an extended period.
- Given its size and age, the character, strength and accessibility of the arts opportunities applicant is providing to the community.

Project Quality

- The strengths of the project design and the project budget in relation to the project's goals, the individuals (consultants, staff and volunteers) involved, in relation to project needs, and the applicant's ability to implement the project successfully and have its goals met, including its performance on previous ODG grants, if any.
- If the applicant is a previous ODG grantee, whether the proposed project builds on a previous ODG-supported project and, if it does, to what extent.

Preparing Applications

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

Instructions for Technical Assistance Grants

Send in the following:

1. Completed Application Form

Independent not-for-profit organizations must complete the **Grant Application Form**. Fiscally sponsored groups must complete the **Grant Application Form** and have their

fiscal sponsors complete the **Fiscal Sponsor Form**. Unincorporated artist ensembles must first consult with this program's administrator before beginning an application.

2. **Grant Proposal**

The **Grant** proposal must be in the form of an essay that can be **up to four double-spaced pages** in length. It should begin with a clear description of the project for which financial support is being sought, and include the project's starting and ending dates. **Applicants must not schedule any significant part of the project to take place sooner than 120 days (approx. four months) after the application deadline.**

In addition to describing the project, applicants should describe what needs of the group the project is intended to address and what both the short-term and long-term goals (or outcomes) of the project are envisioned to be.

If the proposed project builds on a prior capacity-building project, whether or not it was supported with an ODG grant, applicants should describe the relationship between the proposed project and the past project, and how each contributes to an overarching goal.

Applicants should describe who within the organization will be responsible for the project and who will take part in it. In doing so they should provide brief background information on the key individuals.

If an applicant plans to utilize outside expertise (e.g., consultants) for the project, it should describe the recruitment process and timeframe, desired qualifications, likely candidates, etc. If it has already recruited outside expertise, the applicant should attach appropriate resumes (see below).

If an applicant plans to raise additional funds to support the project, it should include in the essay a description of, and a status report on, the additional fund raising.

Applicants are urged to keep in mind the purpose of the Organization Development Grants program and the evaluation criteria described above as they prepare their essays.

Put the name of the applicant group in the header of each page of the proposal.

3. **Project Budget**

Complete the Project 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 project budgets. However, when doing so they should take care to show both direct expenses and support

for the project. Groups may also show indirect costs and support, but must distinguish between “direct” and “indirect” line items.

4. **Financial Statement**

The group must send the **Year-End Financial Statement** for its most recently completed Fiscal Year. If the Year-End Financial Statement is **more than six months old**, please add a Year-to-Date Financial Statement that is no more than two months old.

Financial Statements should include both an Income/Expense summary as well as a Balance Sheet (Statement of Assets & Liabilities). The latter may be omitted for groups that manage their finances on a Cash basis.

5. **Supplemental Materials**

All applicants must also provide the required supplemental information listed on the **Grant Application Form**.

Assembling the Technical Assistance Grant Application

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

1. Signed Application Form and Fiscal Sponsor Form, if applicable
2. Grant Proposal (Project Narrative Essay)
3. Project Budget and budget notes, if any.
4. Financial Statement(s).
5. Supplemental materials in the order listed on the Grant Application Form.

Please make single-sided copies and submit **five collated sets** of the application, including the **signed originals**. If preprinted materials such as brochures are included, attach multiple originals instead of copies, if possible. If it is not possible, then attach clean, easy-to-read copies.

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 is as specific as possible and complete.

Note: The Office of Cultural Affairs may request additional information if needed to establish eligibility or appropriateness. In cases where the applicant is a prior Organization Development Grant grantee, final reports submitted previously by the applicant will be made a part of the application for the purpose of the Review Panel’s evaluation.

Application Deadline for Technical Assistance Grants

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.

Deadlines dates are listed on the front cover. Applications are accepted only if funds are available.

Please address completed **Grant** 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 **Technical Assistance Grant**.

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

www.sanjosearts.org/?pid=2130

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

Reviewing Applications

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.

Eligible **Grant** applications will be evaluated by a three-member Review Panel using the criteria described on p. 3. The panel will be comprised of knowledgeable and experienced individuals in the arts, technical assistance and/or related fields, and a member of the Arts Commission.

The panel will develop funding proposals based on its evaluations of the applications. These proposals will be submitted to the Arts Program Director, who will ensure that the funding proposals are consistent with the guidelines of this program.

The Arts Program Director will recommend **Grant** awards to the City's Chief Development Officer, who will also consider any appeals before approving Grant awards.

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 5:30 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.

Appeals

Grounds for Appeal

Appeals can be considered only if they assert that one of the following circumstances occurred and is believed to have affected funding considerations for the organization filing the appeal:

- ◆ The Review Panel and/or program administrators committed a material breach of published grant review policies and procedures;
- ◆ Required application materials that were submitted by the deadline were omitted from the materials the Review Panel considered during the review process; or

- ◆ A member of the Review Panel had a conflict of interest as defined under state law in relation to an applicant, which should have resulted in that member recusing him/herself from evaluating the applicant's grant proposal or participating in a discussion of it.

There will be **no consideration of appeals** that are based on:

- ◆ Correcting applicant errors and omissions in the application or review process;
- ◆ The merits of the application relative to others the panel considered; or
- ◆ Events and/or organizational development that occurred subsequent to the panel meeting.

Appeals Process

Groups wishing to appeal must file a Notice of Appeal within two weeks of notification of funding proposals. The burden of proof in appeals is on the organization making the appeal. Contact the Arts Program staff for more information.

Award Disbursements

Grantees will receive their grants in two installments:

- Eighty percent of the grant will be disbursed following the execution of a grant agreement with the City, so long as the grantee is up to date in meeting the requirements of any other grant it has received.
- The remaining 20 percent of the grant will be disbursed when the project has been completed and a Final Report has been submitted and accepted.

Grantees that complete their projects significantly under their proposed budget may not be entitled to receive the entire grant awarded to them.

Acknowledging City Support

Grant 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.