



an arts grants program

PROJECT MINI-GRANTS 2008-09

Application Deadlines

October 6, 2008

January 5, 2009

January deadline contingent on availability of funds.

Completed applications must be:

- Delivered (in person or by delivery service such as FedEx, UPS, etc) to the Office of Cultural Affairs by 5pm of the deadline date; or
- Sent and postmarked by the US Postal Service no later than the deadline date.

Pre-application Workshop information on page 5.

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

CONTACT INFORMATION

Joe B. Rodriguez
Arts Program Manager
(408) 277-5144 ext. 29
joe.rodriguez@sanjoseca.gov

San José Office of Cultural Affairs
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=2110

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 the meeting/event.

PROJECT MINI-GRANTS

Purpose

The City of San Jose's Office of Cultural Affairs (OCA) introduces on a test-of-concept basis a limited number of application rounds for mini-grants that are intended to support grassroots and neighborhood **arts and cultural participation**, especially through small-scale projects delivered by very small arts groups, neighborhood organizations and other community organizations. Approximately \$20,000 has been budgeted for up to two application rounds in FY2008-09.

Eligible Applicants:

- Must have offered at least one publicly accessible arts activity in San Jose in the 12 months preceding the application deadline;
- Must have 501(c)3 tax-exempt status or have a 501(c)3 tax-exempt fiscal sponsor who will sign the grant agreement with the City;
- Must be in compliance with any previous grant received through the OCA¹; and
- Must not be a current grantee (FY2008-09) in any of the following grant programs: Operating Grant; Project & Program Grant; or Festival, Parade & Celebration Grant. (Note: If you are awarded a Project Mini-Grant, you may not apply to any of the aforementioned grant programs for the FY2009-2010 cycle, unless the funded project is completed by June 30, 2009.)

Eligible Projects must:

- Take place within the City of San Jose;
- Be publicly accessible; and
- Not exceed a total project budget of \$10,000.

Examples of Eligible Projects:

- One performance or set of performances of a single music, theater, dance, etc. production;
- One art or cultural heritage exhibition or workshop(s)²;
- One literary arts reading;
- One community mural project; or
- One neighborhood arts or cultural heritage festival/ celebration³.

Projects that include religious or fundraising goals are not eligible, nor are projects that are exclusive to a specific learning institution.

¹ Previous recipients of Project Mini-Grants should complete their project and all reporting requirements before applying for another grant.

² As used here, cultural heritage is a reference to the traditions or history of a particular culture or civilization. Examples of cultural heritage exhibitions include: 1) an exhibition of traditional Vietnamese dress, 2) an exhibition of photographs, pamphlets, costumes, instruments and other artifacts tracing the history of mariachi and 3) an exhibition of artifacts that tell the story of Japanese internment during World War II. Examples of cultural heritage workshops include: 1) a Hopi basket weaving workshop, 2) a Polish folk dancing workshop and 3) a Capoeira workshop. Examples of cultural heritage festivals include: 1) Chinese Moon Festival, 2) a Diwali community celebration and 3) Dias de los Muertos Festival.

³ For **outdoor events**, successful applicants will need to obtain all required permits, clearances, insurance and event authorization from the OCA/Festival, Parade & Celebration staff.

Grant Size

An eligible organization can apply for a grant between \$1,000 and \$4,000, inclusive.

Grants can cover up to 100 percent of costs for groups with annual budgets of \$50,000 or lower. Grants can cover up to 50 percent of costs for larger budget organizations. The maximum project budget allowed is \$10,000.

Evaluation Criteria

Eligible applications will be evaluated on the following criteria: **Project Quality, Community Impact, and Implementation.**

Project Quality

40% of total score

Includes, without limitation:

- Thoughtfulness and thoroughness of planning
- Demonstrated commitment to quality and creativity
- Qualifications of key personnel

Community Impact

40% of total score

Includes, without limitation:

- Extent to which project facilitates grassroots or neighborhood cultural participation
- Planned service to a specific neighborhood or an underserved community
- Appropriate plans for reaching participants and/or audiences

Budget/Resources

20% of total score

Includes, without limitation:

- Logic and reasonableness of the project budget
- Basic financial health of the group
- Demonstrated access to resources (finance and people) for the project

Applications

Organizations wishing to apply for a Project Mini-Grant should review this booklet carefully. They are also strongly encouraged to take advantage of a pre-application workshop. They must then send in the following:

1. Completed Application Form

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

All applicants must also provide the required supplemental information described in the Application Form.

2. **Project Budget**

Complete the Project Budget Form provided and attach an appropriate set of budget notes. (Hint: Budget notes are an excellent opportunity to elaborate on how you came up with the numbers listed. This is often very helpful for evaluators when determining how realistic your budget is.) All revenues and expenses must be in cash. In-kind donations cannot be counted in the budget.

If the applicant is applying through a fiscal sponsor, no more than 25% of the grant award may be applied towards fiscal sponsor fees.

3. **Financial Statement**

The organization must include the **Financial Statement** for its most recently completed fiscal year. Financial Statements should include both an Income/Expense summary as well as a Balance Sheet (Statement of Assets & Liabilities). The Balance sheets may be omitted for organizations that use a Cash Method of financial management; in this case, the Income/Expense Summary must show both beginning and ending cash balance.

4. **Other Materials**

In addition to the above, the organization must attach a brief resume/biography of the key project manager and of key artists, if any. Applicants may also attach up to two printed publicity materials or published press reviews or articles about the work it does.

Assembling the Application

Please submit the sections of the application in this order:

1. Signed Application Form;
2. Project Budget and notes;
3. Financial Statement;
4. Recent Internal Revenue Service 501(c)3 tax-exempt status letter (if not on file with OCA) or, if a fiscally sponsored project, Fiscal Sponsor Form plus IRS letter for fiscal sponsor;
5. Resume of key project manager, followed by resume(s) of key artist(s) and/or arts professionals; and
6. Press reviews or articles, if available.

Please make single-sided copies and submit **four collated sets** of the application, **plus the signed originals**. If preprinted materials such as catalogues are included, attach multiple originals instead of making copies, if possible. **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.

On-line Forms

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

Application Deadline

Monday, October 6, 2008 is the first deadline for filing a FY2008-09 Project Mini-Grant. If funds remain after the first deadline, the second deadline for applications will be on **January 5, 2009**. Please contact staff prior to the deadlines to confirm.

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. Late applications or materials cannot be accepted.

Please address completed grant application packets to:

**Project Mini-Grants
San José Office of Cultural Affairs
365 South Market Street
San José CA 95113**

Application Reviews and Grant Awards

Applications will first be reviewed by the Arts Program Manager for eligibility and completeness. Questions regarding eligibility will be resolved by the Arts Program Director. Only eligible applications that have been received by the appropriate application deadline and are judged to be complete will be considered for funding.

A panel comprised of OCA staff and an Arts Commissioner will evaluate eligible applications according to the published criteria and make grant recommendations to the Arts Program Director.

Applicants can generally expect to hear about the outcome of the evaluation within 4-6 weeks of the application deadline. Grant recipients must acknowledge City of San José support in all appropriate materials/media.

Grant Disbursements

Grantees will receive their grants in two installments. The first installment (80% of award) will be disbursed upon execution of a grant agreement with the City. The remainder (20% of award) will be disbursed when the project has been completed and a Final Report has been submitted and accepted.

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

Pre-Application Assistance

Interested organizations are **strongly encouraged** to attend the pre-application workshop. Workshops are tentatively scheduled at the OCA on the following Thursday dates:

August 21, 5:30 PM	December 4, 5:30 PM *
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* The December workshop will take place only if funds are available for a second round of applications. Please confirm with program staff prior to the date.

Organizations interested in applying to this program can also contact staff directly with questions.

Questions

Contact Joe Rodriguez, Arts Program Manager, whose contact information is located on the inside front cover of this booklet.