

FISCAL YEAR 2024-25

COMMUNITY ARTS GRANTS GUIDELINES

WELCOME

The City of Carlsbad Cultural Arts Office serves to encourage, develop and facilitate an enriched environment of artistic, creative and cultural activity in the City of Carlsbad and the North San Diego County region. The Cultural Arts Office manages funding programs to provide financial support to organizations, schools and individuals for various projects through a competitive application and review process. These projects benefit the community through an array of activities for schools, artists and organizations. The Community Arts Grants program was identified for continued and increasing support by the Carlsbad City Council through the 2018 Arts & Culture Master Plan.

The City of Carlsbad's Community Arts Grants program supports quality arts and cultural programming that promotes the representation and participation of diverse groups of individuals, including and not limited to people of differing abilities, class, generations, ethnicities and races, gender identities, religious or spiritual beliefs, sexual orientations, or veteran status.

Our mission supports the following values:

- Provide inclusive opportunities for arts & culture experiences for Carlsbad students and residents reducing/eliminating barriers for participation.
- Provide arts education and lifelong learning opportunities for all ages.
- Support local and regional arts organizations as an important component of the economy and quality of life in Carlsbad and North San Diego County.
- Support arts education in schools and through affiliated organizations.
- Develop and support organizational strength and capacity of Carlsbad arts organizations.
- Encourage new and emerging artists, arts organizations and programs in Carlsbad, CA.
- Celebrate Carlsbad as an exciting, vibrant and creative destination for residents and visitors alike.
- Acknowledge indigenous land and cultural awareness in the Carlsbad community.

FISCAL YEAR 2024-25 OVERVIEW

The updated FY 2024-25 guidelines reflect national grantmaking trends and best practices and support funding for artists and arts organizations in Carlsbad and surrounding areas. Guidelines were approved by the City of Carlsbad's Arts Commission on Dec. 7, 2023.

Important dates for the FY 2024-25 grant cycle application are as follows:

- **Applications open: Monday, Feb. 12, 2024**
- **Applications due: Monday, Mar. 18, 2024**
- **Arts Commission Funding Plan review & approval: Thursday, May 2, 2024**
- **Funding Cycle begins Tuesday, Sept. 3, 2024**
- **All projects must be completed by Wednesday, Sept. 3, 2025**
- **Applications can be accessed [online](#).**

Total funding available for the FY 2024-25 cycle is \$117,128. All final reports are due within 30 days of the completion of the event or **Oct. 3, 2025**, whichever comes first. The first 80% of all awarded funds will be disbursed after agreements are executed; the final 20% once the final report and budget are submitted and approved.

HEALTH AND SAFETY CERTIFICATION

Grantees are asked to remain vigilant and informed of current community health and safety requirements, including mandated protocols as outlined by state, county, local or other governmental bodies always. Failure to do so may result in cancellation of the agreement and grant funds.

IMPORTANT UPDATES FOR THIS YEAR

- Statement of Information Requirement: Each application must include a current Statement of Information filed with the California Secretary of State. This statement must reflect Active Status and have either a current roster of officers or a list of authorized signatories supported by a corporate resolution.
- Artist Participation in Arts Projects: All proposed arts projects must involve a professional artist or a subject matter expert.
- **Change in Grant Categories:**
 - **The Emerging Artist grant category has been discontinued this year.**
 - **The Two-Year grant category has been discontinued. Grants are available for a one-year cycle only.**
- Educational Institutions Application Limit: There is a cap on the number of applications for Educational Institutions (Arts in Schools). For detailed requirements, please refer to the Arts in Schools Requirements section.

ELIGIBILITY FOR ALL APPLICANTS

All applicants, including fiscal agents and school-affiliated groups, must comply with the following:

- Nonprofit Status: Applicants must be recognized as nonprofit, tax-exempt organizations by the Internal Revenue Service (IRS) or the California State Franchise Tax Board. A complete Statement of Information should be on file with the California Secretary of State. This statement should be filed within the first 90 days of incorporation and updated every two (2) years.
- Tax Identification: Applicants must provide their Federal Employer Identification Number (FEIN) from the IRS. This is the only accepted form of identification for verification purposes, which will be checked through GuideStar's Charity Check.
- Specific Exemptions for Educational Institutions: Educational institutions are exempt from the need for tax-exempt status under Section 501(c)(3) but are still eligible to apply.
- Partnership Projects: For projects involving partnerships, only one joint application is allowed. If a school partners with an arts organization or artist, a signed agreement between the parties is required, with the school as the lead applicant.

APPLICATION PROCESS

When applying, organizations must ensure the following:

- Proof of Nonprofit Status: Provide evidence of nonprofit status or details of a fiscal agent.
- Statement of Information: Submit a current California Statement of Information reflecting Active Status, along with a list of Authorized Signatories, their signing authority, and the type of authority (individual or joint).

GUIDELINE APPENDICES

- Appendix 1 – Frequently Asked Questions (FAQ's)
- Appendix 2 – Ineligible Organizations and Activities

FISCAL YEAR 2024-25 FUNDING CATEGORIES

Funding is structured by the classification of each organization, then according to available categories. Applicants may only apply to one category per grant cycle:

- Arts Organizations or Fiscal Agents of Organizations - \$7,500 maximum award per year
- Emerging Arts Organizations - \$5,000 maximum award
- Educational Institutions and Affiliated Groups (Arts in Schools) - \$3,500 maximum award

ARTS ORGANIZATIONS

- Arts Organizations must be registered 501(c)(3) nonprofit organizations for at least three years as of Jan. 1, 2024.
- Applicants may only submit one application per funding cycle and cannot apply to multiple categories.
- Fiscal Year 2023-24 organizations with a two-year grant may apply for new one-year funding upon completion of project with final budget and report.

ARTS ORGANIZATIONS – ARTS PROJECTS

- All arts projects require the participation of a professional artist or a subject matter expert.
- Arts Projects grants have a maximum award of \$7,500.
- Arts Projects will be defined as programs, activities, and events primarily designed to be arts focused. These projects may be presented in person or virtually if health mandates are in place.
- Virtual events may be permitted to replace programs or projects normally held in person in Carlsbad, pending current community health and safety requirements and following staff review and approval.
- Arts Project grants awards must be used for specific art project support and cannot be used for general operating support.

PROJECTS THROUGH FISCAL AGENT

- Any partnership between an individual, educational institution or organization must include a letter of agreement from the partnering entities.
- Individuals or Organizations in the process of applying for nonprofit status may apply through a fiscal agent.
- Fiscal agents will be responsible for receiving awarded funds and dispersing them with a service fee of no more than 10% of the amount awarded to the applicant.
- Organizations that act as fiscal agents are still eligible to apply for a Community Arts Grants for their organization.

EMERGING ARTS ORGANIZATIONS

- Emerging Arts Organizations - \$5,000 maximum award.
- Arts Organization must be based in Carlsbad, CA.
- Grants for smaller nonprofit organizations that are relatively new to the nonprofit community.
- Must have a nonprofit 501(c)(3) status of three years or less.
 - If 501(c)(3) status has not yet been attained, please provide proof of acting in alignment with the IRS definition of a nonprofit: possessing a nonprofit established mission, an advisory committee or a board of directors, and a history of activities directly related to the purpose of eligibility to attain nonprofit status.
 - Additionally, emerging arts organizations aspiring to a nonprofit status must apply through a fiscal agent.
 - Fiscal agents will be responsible for receiving awarded funds and dispersing them with a service fee of no more than 10% of the amount awarded to the applicant.
- Projects must take place in Carlsbad, CA and be accessible to the public, and benefit the community of Carlsbad.
- Projects must be representative of at least one of the following mediums/forms of artistic expression;
 - Dance
 - Original music composition/lyrics
 - Spoken word/poetry
 - Visual Arts that utilize sustainable or recycled materials

EDUCATIONAL INSTITUTIONS AND AFFILIATED GROUPS – ARTS IN SCHOOLS

Requests are only available to nonprofit schools or school-affiliated groups in Carlsbad, CA.

- Arts in Schools grants - \$3,500 maximum award.
- Funding Opportunity for one Year grants only Arts in Schools will be defined as programs, activities, and events that are primarily designed to be arts focused.
- Virtual events may be permitted to replace programs or projects normally held in person in Carlsbad, pending current community health and safety requirements and following staff review and approval.
- Individual schools and entities representing a school (such as foundations, booster organizations etc.) can submit a maximum of five (5) grant applications in these categories. See FAQ's for further information on acceptable categories:
 - Performing Arts
 - Visual Arts
 - Nontraditional Arts
- All five submissions cannot be from a single category.
- No in-school project funded through the Community Arts Grant may involve a full-time hourly or salaried employee in the school district in which they will be leading activities, performances or projects but may utilize teaching artists that are employed by any district.
 - Out-of-school programs may utilize teaching artists that are employed by any district.
- All partnerships must include a signed letter of agreement from the partnering entities.

APPLICANT INFORMATION

FY 2024-25 Grant Cycle Schedule

Feb. 12, 2024	Applications Open
Feb. 22, 2024	Applicant Workshop #1 @ Dove Library, Gowland Meeting Room, 4:30 – 6 p.m.
Feb. 24, 2024	Applicant Workshop #2 @ Cole Library, Community Room, 10:30 a.m. - 12 p.m.
Feb. 26, 2024	Applicant Workshop #3 via Zoom Webinar, 6 - 7:30 p.m.
Mar. 18, 2024	Application Deadline: applications must be submitted electronically by 11:59 p.m.
Mar. 25 - Apr. 15, 2024	Submitted materials are reviewed and scored by a peer panel consisting of local and regional artists, arts professionals, and educators
May 2, 2024	Funding plan presented to Arts Commission for review and approval
May 13 - June 28, 2024	Begin notifications/DocuSign agreements process. Deadline for completed DocuSign agreements is July 31, 2024. First award payments disbursed beginning Aug. 16, 2024
Sept. 3, 2024	Project/activity period opens.
Sept. 3, 2025	Project/activity period closes.
Oct. 3, 2025	All FY 2024-25 Final Reports are due. Grantees complete a Final Report within 30 days of the program end date or by Oct. 3, 2025, whichever comes first.

APPLICANT WORKSHOPS AND ONE-ON-ONE APPOINTMENTS

Application information and links, including online tutorials, will be available on the Community Arts Grants application portal. The following resources will be available for applicants in the fiscal year 2024-25 cycle:

- Applicant Workshops (virtual or in-person) will include a general overview of the grant process, application and procedures.
- **New applicants are required to attend at least one workshop.**
- **General one-on-one appointments** – Applicants may schedule a 30-minute appointment with grant program staff to answer questions about the process, application or other topics. These appointments will be dependent on staff capacity and availability. Applicants are required to attend at least one applicant workshop prior to the appointment. To schedule a one-on-one appointment, please call Wendy Sabin-Lasker, Community Arts Coordinator, at 442-339-5982.
- **Application review appointments** – Applicants may request applications be reviewed by Cultural Arts staff for general feedback, as staff time allows. These appointments will be available on a limited basis. All appointments must be made by Mar. 14, 2024. Staff is available for brief consultation by phone until the application period closes. Applicants are encouraged to schedule an appointment as early in the process as possible.
- Please note that staff will review applications for effective and impactful delivery of information and ensure completeness and clarity of the information supplied. Staff will not provide feedback on content, programming, or other project details.

PANEL REVIEW AND SCORING OF APPLICATIONS

Submitted applications are reviewed and scored by a virtual peer panel of local and regional artists, arts professionals, and educators. The panelists' scoring will inform a funding plan for review and final approval by the Carlsbad Arts Commission.

SCORING RUBRIC FOR ALL CATEGORIES (EXCEPT EMERGING ARTISTS)

Application scores will be based on the following criteria aligned with the Community Arts Grants mission. Panelists will be asked to undertake the following scoring recommendations and directives:

- Panelists will score applications on how closely the project(s) achieve the goals of the respective grant category.
- Panelists may be asked to convene to discuss the application's merits.
- Award amounts are determined via a formula that takes into consideration the total amount of available funds, the average scores of the applicants, and an assigned percentage based on those scores.

The scoring of applications will be based on the following criteria, with a maximum score of 50 points. The provided examples are for informational purposes only and are not meant to be exhaustive:

- **Quality of Program(s) (10 points)**
 - Reinforce accessible artistic and cultural opportunities and experiences for Carlsbad residents.
 - Provide arts education and lifelong learning opportunities for all ages.
- **Community Impact (30 points)**
 - Celebrate and promote Carlsbad as an exciting, vibrant, and creative destination for our community, students, as well as visitors and tourists throughout the world.
 - Support local and regional arts and cultural organizations as an important component of the economy and quality of

- life in Carlsbad and North San Diego County.
- Accessibility of program for participants and audience members, including economic limitations under the Americans with Disabilities Act.
- Encouragement of programs that promote the representation and participation of diverse groups of individuals, including and not limited to people of differing abilities, class, generations, ethnicities and races, gender identities, religious or spiritual beliefs, sexual orientations and veteran status.
- **Organizational Capacity (10 points)**
 - Provide evidence of organizational strength and capacity to support the scope of the project/activity.

OTHER REVIEW AND SCORING INFORMATION

- Cultural Arts Office staff will review applications after the deadline.
- Applications deemed eligible will be forwarded to scoring panelists and reviewed within the context of the project or program as outlined in the application.
- Incomplete applications, or applications with incorrect information, will be deemed ineligible.

AGREEMENT REQUIREMENTS FOR GRANTEES

Upon approval of your application:

- Legal Agreement with the City of Carlsbad: To proceed with your project, you must first enter into a legal agreement with the City of Carlsbad. This is done using DocuSign, and the commencement of your project is contingent upon the completion of this agreement.
- Signing Authorities: All agreements MUST be signed by two officers listed on the Statement of Information filed with the California Secretary of State for your organization (or as listed on the most recent board roster). These officers should be those who are authorized to enter into legally binding agreements on behalf of your organization, such as CEO, CFO, Treasurer, Secretary.

One corporate officer from each of the following groups must sign the agreement:

Group A Chairman, President, or Vice-President	Group B Secretary, Assistant Secretary, CFO or Assistant Treasurer
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Otherwise, the corporation must attach a resolution certified by the secretary or assistant secretary under corporate seal empowering the officer(s) signing to bind the corporation.

You can verify your status with the California Secretary of State and see the officers listed on the Statement of Information at this website: [Search | California Secretary of State](#). Further documentation of signature authorization will be requested if the most recent Statement of Information has not been filed.

Specific Entity Requirements:

- *Fiscal Agents*: The agreement must be signed by two officers from the fiscal agent’s organization, as per organization’s Statement of Information.
- *Educational Institutions*: A Signature Verification Form must be completed by the school principal and a district representative (e.g., Assistant Superintendent).
- *School-Affiliated Groups (i.e., school booster groups)*: Follow the same signature requirements as nonprofit organizations.

Signature of Agreement: Signing authorities must be sign in DocuSign within ten (10) business days of receipt.

IMPORTANT NOTE: Applicants who have been granted funding in previous cycles must meet all requirements from those past agreements before they are eligible to receive a new agreement for the FY 2024-25 cycle.

FINANCIAL MANAGEMENT

Grant recipients are required to maintain three (3) years of accounts, records and evidence pertaining to costs incurred and revenues acquired under the respective grant program. Grantees should be able to provide upon request:

- Accurate, current and complete disclosure of revenue and expenses for the project.
- Records that adequately identify the sources and application of funds for grant sponsored activities.
- Accounting records supported by source documentation – invoices, receipts, bank statements, etc.
- All awardees must provide documents within 30 days of receipt of request. This includes but is not limited to, agreements, revised project forms, final reports, and financial accounting.

PUBLIC ACKNOWLEDGEMENT

- **Grant recipients must acknowledge the Cultural Arts Office for its support of the project in printed, electronic and/or broadcast promotions.**
- **The following acknowledgment along with a City of Carlsbad Cultural Arts logo must appear on all printed and electronic materials: “This program is funded in part by the City of Carlsbad’s Cultural Arts Office.” This logo and guidelines for acknowledgment are available on the Community Arts Grants [webpage](#) or upon request.**
- **Grantees who fail to provide public acknowledgment may be denied future project funding.**

PROMOTION BY CITY

- Grantees are required to keep the Cultural Arts Office informed of all program dates and times.
- If the grantee wishes to participate in promotion through approved city channels, they may opt-in as part of the agreement. All participation in promotion through the city’s social media channels and other outlets, is subject to staff review, editing and approval prior to promotion.
- Grantees are encouraged and expected to:
 - Give notifications and invitations to the Cultural Arts Office staff that will be extended to the Carlsbad Arts Commission at least two weeks in advance of program.
 - Extensively promote funded events and projects with appropriate verbiage as indicated in “Public Acknowledgement” stipulated above.

FINAL REPORTS, SITE VISITS AND PROGRAM ATTENDANCE

The Cultural Arts staff may monitor grant projects during the grant cycle, including potential site visits. The reports of these visits will be included in grant application files and may provide a basis for evaluation of future requests.

Grantees will have an option to replace digitally submitted final reports with in-person site visits and/or interviews. Pending any health and safety mandates and protocols as outlined by state, county, local or other governmental bodies, these site visits/ interviews may be conducted by Cultural Arts staff and/or Arts Commissioner(s), as available, and appropriate to each grant. Grantees may still opt to submit on-line final reports in consultation with staff. In all cases, grantees will still be required to submit final budget forms digitally for staff review and approval.

If a grantee chooses to submit an in-person final report, all requests require prior staff consultation and approval. All final reports are due within 30 days of the completion of the event or Oct. 3, 2025, whichever comes first, to receive the final award payment. Excessively late submission of a final report may result in action taken per contract.

ASSISTANCE

Cultural Arts Office staff are always available to assist applicants. Please contact Wendy Sabin-Lasker, the Community Arts Coordinator, at wendy.sabinlasker@carlsbadca.gov or by phone at 442-339-5982.

POLICIES

- Once submitted, applications may be moved into a different category at the discretion of Cultural Arts staff. Notification will be made to the applicant.
- The City of Carlsbad reserves the right to limit funding amounts to any applicant, regardless of eligibility or panel score, based on fiscal year limitations.

- Cultural Arts Office staff actively review and evaluate all aspects of the funding program and process. Updates may occur throughout the funding calendar. Cultural Arts staff will provide information on program updates, to all grantees when they are implemented.
- Any significant changes or amendments by the grantee to approved projects must be submitted in writing to the Cultural Arts Office by the grantee before any grant funds are used, and before the execution of any altered activity. This includes, but is not limited to, changes in purpose, scope, services, target audiences, intended timeline, personnel, location, date, activities, or budget. This requirement will be included in the agreement.
- The Cultural Arts Office reserves the right to review, cancel or reallocate project funds significantly altered or shifted from stated goals in the original approved application and/or revised project form. Canceled funds must be returned to the Cultural Arts Office within thirty (30) days of written notification.
- No two entities (organization or school/affiliated groups) may apply for funding for the same project.
- Applicants may only apply to one category per funding cycle.

OTHER INFORMATION

Carlsbad Arts Commission Meetings:

Carlsbad Arts Commission meetings are public and held the first Thursday of every **other month** throughout the year **starting with Feb. 1, 2024. A meeting will be held on in late spring 2024, date to be determined, to approve the FY 2024-25 Community Arts Grants Funding Plan.** For more information about the duties of the Carlsbad Arts Commission and its meetings, visit the Arts Commission [webpage](#).

HOW TO APPLY

Application

All applications must be submitted online. The application is comprised of approximately five main sections, some of which include long-answer sections and attachments. The application is available at the Community Arts Grants [webpage](#).

- **Organization Information:** An updated Statement of Information and approved signatories must be submitted for applications to be accepted.
- **Project Information and Narrative**
- **Project Support Information**
- **Budget:** A budget form and budget sample can be found at the Community Arts Grants [webpage](#).
- **Signatory Information**

APPENDIX 1: COMMUNITY ARTS GRANTS FAQ'S

Are there any organizations that are ineligible to receive Community Arts Grant funding?

Yes. For-profit organizations are ineligible to receive funding through the Community Arts Grants program. This includes for-profit schools and businesses.

Can I apply to more than one category?

No. Unlike previous grant cycles, artists and organizations may only apply to ONE category per fiscal year grant cycle.

What projects are eligible for the Emerging Arts Organization category?

Projects must be representative of at least one of the following mediums/forms of artistic expression:

- Dance
- Original music composition/lyrics
- Spoken word/poetry
- Visual Arts using sustainable or recycled materials

What arts organizations qualify to apply in the Emerging Arts Organization category?

- Arts Organization must be based in Carlsbad
- Must have a nonprofit 501(c)(3) status of three (3) years or less:
- If 501(c)(3) status has not yet been attained, please provide proof of acting in alignment with the IRS definition of a nonprofit; possessing a nonprofit established mission, an advisory committee or a board of directors, and a history of activities directly related to the purpose of eligibility to attain a nonprofit status.
- Additionally, emerging arts organizations aspiring to a nonprofit status must apply through a fiscal agent.

Is attendance required for the workshops and information sessions?

Workshop attendance is required all for new applicants and those applying in the Emerging Arts Organization category. Workshop attendance by returning awardees is highly recommended as an opportunity for staff to guide and assist applicants in the FY 2024-25 Community Arts Grants application process.

How are final awards decided?

All award amount decisions consider the total amount of funding available, scores from panelists, and the request from the applying entity. After panelists score, Cultural Arts staff will create a funding plan based on these factors, which is forwarded to the Arts Commission for final approval.

Can one school site apply for multiple Educational Institutions (or Arts in Schools) grants?

Yes. Individual schools and entities representing a school (such as foundations, booster organizations etc.) can submit a maximum of five (5) grant applications per educational institution amongst the list below; all five (5) submissions cannot be from a single medium.

Examples of Acceptable Mediums:

- Performing Arts, including Dance and Music and Theatre
- Visual Arts, including Graphic arts, Ceramics, Film, Photography
- Nontraditional Arts: including Performance Art, Spoken Word/Poetry, Culinary Arts.

APPENDIX 2: INELIGIBLE ORGANIZATIONS AND ACTIVITIES

The City of Carlsbad will NOT award Community Arts Grants to:

- For-profit organizations, schools, and businesses.
- Organizations and/or affiliates that are directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for public office.
- Governmental agencies or public authorities.
- Applicants that have a “delinquent” status with the Community Arts Grants funding programs.
- Retroactive funding for completed activities.
- Religious and/or sectarian programming or any programming and/or services solely for the promotion of or consumption by a specific religious order and/or sect.
- Cash reserves or endowments of any kind. Awards are to be expended within the designated funding period.
- Capital expenditures, including construction, renovation, or purchase of real property.
- Applications that do not support nonprofit, public art activities or projects that benefit a for-profit business or activity.
- Projects through a fiscal sponsor that benefit the sponsoring organization or are an extension of the sponsoring organization’s programs or services.
- Support groups and/or nonprofit organizations supporting city departments or facilities.
- General operating costs, including costs associated with the start-up of a new organization.
- Applications to reduce existing deficits.

Funding may NOT be used for:

- Fundraising expenses.
- Consultants who are members of an applicant’s staff or board.
- Political campaigns or lobbying activities.
- Payments to students.
- Endowments or endowment campaigns.
- Scholarships, fellowships or tuition assistance.
- Costs incurred before the start of the funded project or outside the funding period.
- Project or activities outside the City of Carlsbad limits.
- Entry fees for competitions or sponsorship fees.
- Pageants, fund-raising events, or hospitality costs.
- Private foundations or other re-granting organizations.
- Religious or doctrinal purposes, although faith-based organizations may apply for program support.
- Publication of manuscripts or compositions not created as part of a grant-supported project.
- Purchase of monetary awards, cash prizes, contributions, or donations.
- Professional development for staff and board members.
- Scholarly or academic research, tuition and activities which generate academic credit or formal study toward an academic or professional degree.
- Creation of textbooks.