

FISCAL YEAR 2021-22

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 updated 2018 Arts & Culture Master Plan.

The Community Arts Grants program supports activities that provide and support quality arts and cultural programming within Carlsbad. Our mission is to:

- Reinforce accessible arts and culture opportunities and experiences for Carlsbad students and residents
- 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 arts programs and organizations in Carlsbad, and
- Celebrate Carlsbad as an exciting, vibrant and creative destination for our residents and visitors alike.

FISCAL YEAR 2021-22 OVERVIEW

The updated Fiscal Year 2021-22 guidelines reflect changes necessary to support and provide funding to artists and arts organizations in Carlsbad and surrounding areas during the COVID-19 pandemic. Changes have been approved by the City of Carlsbad's Arts Commission on May 7, 2020.

Important dates for the Fiscal Year 2021-22 grant cycle application are as follows:

Applications open: Monday, April 12, 2021

Applications due: Monday, May 24, 2021

Arts Commission Funding Plan review & approval: Thursday, August 5, 2021

All projects must be completed by August 31, 2022

Applications will be submitted online at www.carlsbadca.gov/artsgrants

- Total funding available for the Fiscal Year 2021-22 cycle is \$88,000
- All projects must be completed by August 31, 2022
- All final reports are due within 30 days of the completion of the event or September 30, 2022, whichever comes 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

- **Any and all projects, programs and activities supported by the Community Arts Grants must adhere to any and all health and safety requires as outlined by state, county, local or other governmental bodies at all times. Failure to do so may result in cancellation of the agreement and returning of grant funds.**

ELIGIBILITY

- All applicants, including fiscal agents, must be determined to be not-for-profit, tax-exempt organizations by either the Internal Revenue Service or the California State Franchise Tax Board
- If projects include partnerships, only one application may be submitted for that project involving all parties
 - If a school would like to partner with an arts organization or artist, all partnerships must include a signed letter of agreement between the two parties

GUIDELINES APPENDICES

- Appendix 1 – Community Arts Grants FAQs
- Appendix 2 – Ineligible Organizations and Activities

FUNDING CATEGORIES

Funding is structured by classification of each organization, then according to available categories:

- **Arts Organizations, including Fiscal Agents of Individual Artists**
 - Capacity Building - \$5,000 maximum award
 - Arts Projects - \$7,500 maximum award
- **Educational Institutions and Affiliated Groups**
 - Arts in Schools - \$2,500 maximum award

ARTS ORGANIZATIONS

- Arts Organizations must be registered 501(c)(3) nonprofit organizations
- Applicants may apply to one or both the Arts Projects and Capacity Building categories and may submit these applications in the same round or different rounds
- Applicants may only submit one application per category per funding cycle

ARTS ORGANIZATIONS – CAPACITY BUILDING

- Capacity Building grants have a maximum award of \$5,000
- Capacity Building grants are designed to help an arts organization improve its effectiveness, strengthen organizational and/or financial stability, increase community impact and effectively support the nonprofit's mission
- Capacity Building grants will only be awarded to organizations based in Carlsbad
- Grants cannot be used for projects that fall under the Arts project category. Examples of potential projects include but are not limited to:
 - Marketing support for changes in programming
 - Staff training and/or technology to transition to virtual programming
 - Professional development for staff and board members
 - Opportunities for peer learning, networking or leadership development
 - Creating or re-examining organizational plans
 - Initiating collaboration with other nonprofits
 - Developing new sources for earned income
 - Utilizing support for high-impact projects

ARTS ORGANIZATIONS – ARTS PROJECTS

- Arts Projects grants have a maximum award of \$7,500
- Arts Projects will be defined as programs, activities and events that are primarily designed to be arts focused. These projects may be presented either virtually or in person, ONLY if all current health and safety requirements are met and crowd size limitations have been lifted.
- Virtual events must be in place of programs or projects that normally would have been held in Carlsbad.
- Arts Project grants are not for general operating support, and awards must be clearly shown to be used for specific project support
- Any partnership between an individual, educational institution or organization must include a letter of agreement from partnering entity

PROJECTS THROUGH FISCAL AGENT

- Individuals or organizations aspiring to a non-profit status may apply through a fiscal agent
- Fiscal agents will be responsible for receiving awarded funds and dispersing them with a service fee 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 on their own
- Any individual artist receiving funding through a fiscal agent must be 18 years of age on or before the application due date

EDUCATIONAL INSTITUTIONS AND AFFILIATED GROUPS

Requests are only available nonprofit schools and authorized parent groups residing in Carlsbad.

EDUCATIONAL INSTITUTIONS AND AFFILIATED GROUPS – ARTS IN SCHOOLS

- Arts in Schools grants have a maximum award of \$2,500
- Arts in Schools will be defined as programs, activities and events that are primarily designed to be arts focused. These projects may be presented wither virtually or in person ONLY if all health and safety requirements are met and crowd size limitations have been lifted
- Virtual events must be in place of programs or projects that normally would have been held in Carlsbad.
- There is no limit to requests by school or district, though consideration will be given to projects of the same discipline from the same school site
- 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

APPLICANT INFORMATION

PROGRAM SCHEDULE

Ongoing: Phone or video conference meetings can be arranged with grant program staff. To make an appointment, please contact the Cultural Arts Office mainline at 760-602-2090 or email: arts@carlsbadca.gov

- April 12, 2021:** Application Opens: application link available at www.carlsbadca.gov/artsgrants
- May 24, 2021:** Application Deadline: applications must be submitted electronically by 11:59 p.m.
- June 2021:** Submitted materials are reviewed and scored by a peer panel consisting of local and regional artists and arts professionals. The panel will create a funding plan for review and final approval by the Carlsbad Arts Commission
- August 5, 2021:** Funding plan presented to Arts Commission for review and approval
- August 9, 2021:** Notifications begin, and awardee DocuSign agreements will be emailed shortly thereafter. Any applicant that receives less than 50% of requested amount will be required to complete a Revised Project Form
- September 1, 2021:** Deadline for DocuSign agreement completion and projects commence
- August 31, 2022:** Fiscal Year 2021-22 Funding Cycle ends
- September 30, 2022:** All Fiscal Year 2021-22 Final Reports are due

APPLICANT WORKSHOPS AND APPLICATION REVIEW

- To continue to support our artists and organizations, the Cultural Arts Office staff is pleased to provide virtual workshops. Workshop details will be announced in late April 2021. Visit Cultural Arts at www.carlsbadca.gov/artsgrants.

PANEL REVIEW AND SCORING OF APPLICATIONS

Submitted materials are reviewed and scored by a virtual peer panel consisting of local and regional artists and arts professionals. The panel will create a funding plan for review and final approval by the Carlsbad Arts Commission.

SCORING RUBRIC

Application scores will be on the following criteria, which are aligned with the Community Arts Grants mission. Panelists will be asked to score applications on how closely the project(s) achieve these goals.

- **Project Design**
 - Reinforce accessible artistic and cultural opportunities for our residents
 - Provide arts education and lifelong learning opportunities for all ages
- **Project Participants**
 - Celebrate Carlsbad as an exciting, vibrant and creative destination for our residents, students and visitors
 - Support local and regional arts and cultural organizations as important components of the economy and quality of life in Carlsbad and North San Diego County
 - Accessibility of program for participants and audience members under the Americans with Disabilities Act
- **Project Oversight**
 - Support and develop organizational strength and capacity of Carlsbad arts organizations

- Encourage new and emerging arts programs and organizations in Carlsbad

OTHER REVIEW AND SCORING INFORMATION

- Cultural Arts Office staff will review applications after the deadline to deem eligibility to be forwarded to the scoring panel and will determine whether the financial health and sustainability of the organization is eligible
- Any application deemed eligible and forwarded to scoring panel will be reviewed within the context of the project or program outlined in the application
- Incomplete applications, or applications with incorrect information, will be deemed ineligible

GRANTEE REQUIREMENTS DURING PROJECT FUNDING PERIOD

AGREEMENT

All approved applications will need to enter into an agreement with the City of Carlsbad. The City of Carlsbad uses DocuSign for all grant agreements. All agreements must be signed by two (2) officers listed on the organization's [Statement of Information](#) filed with the California Secretary of State. These are officers who are authorized to enter into legally binding agreements on behalf of your organization (i.e. CEO, CFO, Secretary). Further documentation of signature authorization will be requested if the most recent Statement of Information has not been filed.

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 or notification. This includes, but is not limited to, agreements, revised project forms, final reports and financial accounting

PUBLIC ACKNOWLEDGEMENT

- Grant recipients must credit the Cultural Arts Office for its support of the project in printed, electronic and broadcast promotions
- The following acknowledgement along with a logo (provided with use guidelines) must appear on all printed and electronic materials: "This program is funded in part by the City of Carlsbad's Cultural Arts Office."
- Grantees who fail to provide public acknowledgement 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 grantee wishes to participate in promotion through approved city channels, they may opt-in as part of the agreement. All participation in promotion through city's social media channels as well as other outlets, is subject to review, edits and approval by program staff prior to promotion
- Grantees are encouraged and expected to:
 - Give notifications and invitations to the Cultural Arts Office in order to extend them to the Carlsbad Arts Commission at least two weeks in advance of program
 - Extensively promote funded events and projects

POLICIES

- Once submitted, applications may be moved into a different category at the discretion of the Cultural Arts Office staff. Notification will be made to the applicant
- The City of Carlsbad reserves the right to limit funding amount to any applicant, regardless of eligibility or panel score based on funding limitations of goals of the program in a given year
- Cultural Arts Office staff actively review and evaluate all aspects of this program and processes. Updates may occur throughout the funding calendar. Cultural Arts Office staff will provide information on program updates to all grantees as they are adopted.
- Any proposed significant changes or amendments by 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 any execution of altered activity. This includes, but is not limited to, changes in purpose, scope, services, 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 that have been significantly altered or shifted from stated goals in the original approved application and/or revised project form. Cancelled funds must be returned to the Cultural Arts Office within 30 days of notification.
- No two entities (organization or school/affiliated groups) may apply for funding for the same project. Review Appendix 2 for a list of projects and programs ineligible for funding.

OTHER INFORMATION

CARLSBAD ARTS COMMISSION MEETINGS:

Carlsbad Arts Commission meetings are public held throughout the year. For more information about the duties of the Carlsbad Arts Commission and its meetings, visit www.carlsbadca.gov.

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 www.carlsbadca.gov/artsgrants.

1. Organization Information
2. Project Information and Narrative
3. Project Support Information
4. Budget (a sample budget form is included as Appendix 3)
5. Signatory Information

ASSISTANCE

Cultural Arts Office staff are always available to assist applicants. Please contact the Cultural Arts Office at arts@carlsbadca.gov or by phone at 760-602-2090.

APPENDIX 1: COMMUNITY ARTS GRANTS FAQs

- Are there any organizations ineligible to receive Community Arts Grant funding?
 - Yes. For-profit organizations are ineligible to receive funding through the Community Arts Grants program. This includes schools and businesses.
- Is there an age limit for individual artists?
 - Yes. Any individual artist applying or receiving funds through a fiscal agent must be 18 on or before application deadline.
- 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. The scoring panel creates a funding plan based on these factors, which is forwarded to the Arts Commission for final approval.
- What if I am receiving funding from City of Carlsbad through another department or division?
 - Any organization awarded a City of Carlsbad's Community Activity Grant through the Housing and Neighborhood Services Department are ineligible to receive funding through Community Arts Grants.
 - It is in organization's best interest to explore and apply for other grant opportunities, including the Carlsbad Library and Arts Foundation's Gartner Fund and the Carlsbad Tourism Business Improvement District grants through the City of Carlsbad. For more information, please contact our office.
- Can one school site apply for multiple Arts in Schools awards?
 - Yes. While there is no limit to applications from one school site, multiple applications from one site with projects in one artistic genre (i.e. music) will be taken into consideration.

APPENDIX 2: INELIGIBLE ORGANIZATIONS AND ACTIVITIES

The City of Carlsbad will NOT award grants to:

- Organizations receiving funding through City of Carlsbad Community Activity Grants
- 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 that are 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
 - Purchases or repairs of arts-specific equipment with the capability of extended use over several years are permitted. Proposals requesting funds for such expenses should be discussed in advance with the Cultural Arts Office staff.
- 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 non-profit 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:

- Fund-raising expenses
- Consultants who are members of an applicant's staff or board
- Payments to students
- Scholarships, fellowships or tuition assistance
- Costs incurred before the start of the funded project or outside the funding period

- Any and all in-person activities outside the City of Carlsbad limits
- Entry fees for competitions or sponsorship fees
- Pageants, fund-raising events or hospitality costs
- Publication of manuscripts or compositions not created as part of a grant-supported project
- Purchase of monetary awards, cash prizes, contributions or donations
- Scholarly or academic research, tuition and activities which generate academic credit or formal study toward an academic or professional degree
- Creation of textbooks

FISCAL YEAR 2021-22 COMMUNITY ARTS GRANTS - PROJECT BUDGET INFORMATION

Applicant:

		PROJECTED - APPLICATION		ACTUALS - FINAL REPORT	
PROJECT INCOME		\$	Notes	\$	Notes
Earned Income	Admissions				
	Gifts/Merchandise/ Concessions				
	Advertising				
	Other				
<i>Subtotal Earned Income</i>		\$0		\$0	

		\$	Notes	\$	Notes
Unearned Income	Private				
	Individual				
	Public Support				
	Applicant Cash				
	CAG Request Amount		Amount requested through Fiscal Year 201-22 Community Arts Grants		Amount received through Fiscal Year 2021-22 Community Arts Grants
	Other				
	Other				
<i>Subtotal Unearned Income</i>		\$0		\$0	

INCOME TOTALS **\$0**

\$0

Applicant:

FISCAL YEAR 2021-22 COMMUNITY ARTS GRANTS - PROJECT BUDGET INFORMATION

PROJECT EXPENSES	PROJECTED - APPLICATION		ACTUALS - FINAL REPORT	
	Cash	Notes	Cash	Notes
Project Staff (non-artist)				
Project Artist(s) or Arts Instructor(s)				
Educational Materials/Printing				
Costumes/Props				
Sets				
Supplies				
Licensing/Royalties				
Rentals (space and/or other)				
Transportation				
Food & Beverage				
Marketing/Promotion/ Publicity				
Fiscal Agency Fee				
Other				
Other				
Other				

Applicant:

FISCAL YEAR 2021-22 COMMUNITY ARTS GRANTS - PROJECT BUDGET INFORMATION

EXPENSES TOTALS

IN-KIND SUPPORT	PROJECTED - APPLICATION		ACTUALS - FINAL REPORT	
	Value	Notes	Value	Notes

IN-KIND TOTALS

Budget Instructions:

- For application, fill out only green. For final report, fill in blue.
- You will only be able to fill out the cells highlighted in green or blue.
- The application project budget must balance. Total income must equal total expenses. Final Report may c
- Round all budget figures to the nearest whole dollar.
- Enter a '0' in any cells that you don't have an amount to add.
- Please give detailed descriptions for each line item in the notes column. For example, if your total admissions is \$1,000, enter "4 shows, 50 attendees, \$5 each."
- Please insert your organization name in the top right header.