



## **Stockton Arts Grant (SAG) Guidelines**

FOR PROJECTS TAKING PLACE March 2024 – December 2024

**APPLICATION DEADLINE: Tuesday, January 2, 2024, at 5 p.m.**

**For any questions about SAG, contact Recreation Manager Ben Keisic at [benjamin.keisic@stocktonca.gov](mailto:benjamin.keisic@stocktonca.gov) or 209-937-8285.**

# Information about Stockton Arts Grant (SAG)

## Important Dates\*

Application Release Date	November 14, 2023
Application Deadline	January 2, 2024
Arts Commissions Ad hoc Review	January 3, 2024 – January 31, 2024
Funding Recommendations	February 5, 2024
Notification of Funding	February 2024
Grant Period	March 2024 – December 2024

*\*Dates are subject to change.*

## About SAG

The purpose of the Stockton Arts Grant (SAG) is to provide arts opportunities to the community and is the principal grants program for the Stockton Arts Commission (SAC). The SAG program provides support through project-based funding for Stockton-based arts agencies, organization communities, individual artists, and art educators through development and public presentation of projects that integrate arts, culture and design activities into efforts that benefit our local communities.

The Stockton Arts Commission encourages project submissions that support public engagement with and access to various forms of art within the City, the creation of art that meets the highest standards of excellence, learning in the arts at all stages of life, and the integration of the arts into the day-to-day life of our communities.

## Purpose and Funding Categories

The purpose of the Stockton Arts Grant program is to:

- Support, stimulate, and strengthen public engagement and access to the arts in Stockton through project-based funding, to increase the capacity of local arts agencies, arts organizations, artist communities, individual artists (including student artists), and arts educators to benefit and enrich our diverse communities.
- Support and enable the creation of diverse arts and cultural programming within the city of Stockton.

## Program Scope

These grants support artistically excellent projects in arts education, dance, design, folk and traditional arts, literature, media arts, museums, music, musical theater, opera, presenting and multidisciplinary works, theater, and visuals arts.

This grant funds projects only. Projects may be large or small, existing, or new, and must take place in the City of Stockton. Projects may consist of one or more specific events or activities and must be open to the public.

Grantees will need to offer a public presentation within the city limits of Stockton. Project programming/events/activities must take place between March 2024 and December 2024 of the award year.

The Stockton Arts Commission supports and encourages a wide range of artistic and cultural expression reflecting Stockton's diversity. Project types eligible for support are described in detail below but are not limited to this list.

## Project Types

Below is a list of acceptable project types:

- Workshops/classes offering instruction in various arts to the public.
- Artist residencies.
- Creation and presentation of new work, including those that use technology, media, or other new models or strategies.
- Festivals and other community events, which may include performances, exhibitions, workshops, lecture-demonstrations and symposia, or other outreach activities.
- Performing art events may include:
  - Concerts/performances/plays.
    - Commissioning, development, and production of new work, translations, and adaptations.
    - Production or presentation of existing contemporary or classical work.
    - Development, production, or presentation of theater work for young audiences.
    - Community-based projects that involve the creation and/or production of theater with community members.
  - Readings.
  - Screenings.
  - Films.

- Exhibits (this includes ancillary events, such as lectures, concerts, screenings, panel discussions, workshops, and demonstrations).
- Visual arts exhibitions.
- Programming projects and initiatives that extend the reach of the arts to communities that have been historically underserved.
  - Please provide details about the underserved audience you select in your application using relevant statistics and anecdotal information. Proposals should detail the efforts made to reach the identified underserved population.
  - Partnerships can be valuable to the success of these projects. While not required, applicants are encouraged to consider partnerships among organizations, both in and outside of the arts, as an appropriate way to engage with the identified underserved audience.
- Exposure and enrichment projects with an emphasis on the arts, including projects that show the intersection of the arts, science, and technology.
  - Especially education and related activities for youth, adults, intergenerational groups, and schools.

## Grant Request Amount

The SAC will award a total amount of \$100,000 in grant funds to an unspecified number of projects. Maximum award for artists and art organizations is \$10,000 and maximum award for Non-Profits organizations is \$20,000. Grant funding is typically between \$1000 and \$10,000, with most grant awards falling between \$1000 and \$5000. Projects will be awarded on a competitive basis with the SAC deciding which proposals best meet its guidelines and are most deserving of the limited grant money available. Applicants may request any amount of funds, taking into consideration that the SAC reserves the right to recommend funding towards only a portion of the total project request and to determine which portion of the project request it will recommend for funding.

## Grant Term

A grant funded pursuant to these guidelines will have a grant term of ten months. The City at its sole, absolute discretion shall have the option to extend the term for additional years as determined by the Arts Commission. This grant lifecycle will have two phases the award phase and the post award phase. The award phase will award 50% of the grant funding upon execution of an agreement. The post award phase will award the remaining 50% upon project completion. Please plan projects accordingly.

## How to Apply

DEADLINE TO APPLY: Tuesday, January 2, 2024, at 5 p.m.

Applications must be submitted online and are available online at: <https://www.surveymonkey.com/r/SJX7C28>. Emailed or faxed applications are not accepted. In fairness to others, we cannot accept late or incomplete applications. If the applicant does not provide the complete set of information in the appropriate format by the deadline, the application may be deemed incomplete and ineligible. No deadline extensions will be granted.

If you need special accommodations, you must contact Recreation Manager Ben Keisic at [benjamin.keisic@stocktonca.gov](mailto:benjamin.keisic@stocktonca.gov) or 209-937-8285 at least two weeks before the application deadline for us to appropriately accommodate.

## Who Can Apply

### Eligibility

- The applicant or applicant organization must be one of the following to be eligible:
- A nonprofit, tax-exempt 501(c)(3), U.S. organizations; or federally recognized tribal communities or tribes may apply.
  - Applicant must meet legal requirements including nonprofit, tax-exempt status at the time of application.
  - Nonprofit must maintain a business office or primary venue in Stockton.
- A local arts agency, arts organization, artist community, individual artist (including student artists), arts educator, local education agency (school districts), or other organization that can help advance the goals of the SAC.
  - Applicants must be Stockton-based and must maintain a primary residence or have a permanent studio/work/office space in their name within Stockton city limits where they receive mail.
  - Arts educators are not required to be Stockton residents but must teach at an elementary or secondary school (charter, private, or public), college or university within Stockton city limits.
- A collaborative proposal with a designated "Project Principal" that meets our eligibility criteria outlined above and will serve as the fiscal sponsor/agent for the project, receiving and administering the grant's funding and using one of its two years of eligibility for the grant.

- A fiscal sponsor/agent is an entity that oversees the fiscal activities of another organization, company, or group of independent artists or projects. These activities may include bookkeeping, filing of W2s or 1099s, daily banking, or grant preparation.
- The proposed project must take place in Stockton between March 2024 – December 2024.
- The organization must be willing and able to meet the requirements associated with receiving funds from the City of Stockton. To receive a grant payment from the Stockton Arts Commission, the organization must meet the City of Stockton's insurance and business tax requirements. For more information about supplier requirements, visit: <https://www.stocktonca.gov/government/departments/adminServices/blic.htm>

## Ineligible Expenses and Restrictions

- Only one application may be submitted to this grant per applicant and project.
- Partners and collaborators cannot apply separately for the same project.
- Grant funding does not imply that the Stockton Arts Commission or City of Stockton will produce, exhibit, promote or present the art created. It is the responsibility of the artist to secure a venue, insurance, and any permits for public presentations.
- Applicants who do not meet residency requirement, unincorporated or for-profit business licenses, projects that are not open to the public, art educators whose proposed project do not reach an audience beyond an individual classroom or educational setting.
- Applicant is a previous grant awardee who has not completed their project as proposed and/or has not submitted acceptable Final Report packages by the due date(s) for all SAG previously received.
- Applicant's proposed project involves City of Stockton property, but applicant has not yet obtained authorization and/or approval from the City of Stockton for its use.
- Applicant is a current member of the sponsoring organization, the Stockton Arts Commission and will directly receive grant funds; current commissioners are not eligible to receive funding from grants directly but may apply in partnership with another eligible applicant.

- Grant funds may not pay for:
  - Activities outside of Stockton.
  - Deficit reduction.
  - Start-up money for new organizations.
  - Planning and development of space (see Creative Space grants for funding opportunities).

## Insurance Requirements

To the fullest extent permitted by law, Artist shall hold harmless, defend and indemnify City of Stockton and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Artist's performance hereunder or its failure to comply with any of its obligations contained in this agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the City of Stockton. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this agreement. These obligations shall survive the completion or termination of this agreement.

Depending on the proposed project, additional insurance may be required which the artist shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance or project of the work hereunder and the results of that work by the Artist, his agents, representatives, employees, or subcontractors.

## City Permits and Permissions

If the proposal includes components that require City permits or approval such as publicly installed art, murals, street closures or sound amplification in public space, the organization will be solely responsible for securing the necessary permits, permissions, and approvals. This planning should be reflected in the project timeline.

Please note that any art installed with these grant funds on property owned by the City will be reviewed by the Stockton Arts Commission. Art installed on private property must have approval in writing for the property owner. This applies to murals, public sculpture, and similar projects. It will be the responsibility of the grantee to build this process into their grant plan, budget narrative and timeline. Please contact the Community Development Department at (209) 937-8444 for questions about murals, sculpture, or any other type of public art.

## Panel Evaluation & Scoring Criteria

Panelists are instructed to use the following scoring criteria which correspond to the application questions below. *Close review of this grid may help you prepare your application responses.* Please thoroughly review the application instructions for the complete overview of grant application questions, required uploads and guidance.

CATEGORY	POINTS	APPLICATION QUESTIONS	SCORING CRITERIA
Applicant Overview  (20 points)	10	1. Organization/Artist Background <i>(500-word limit)</i>	Provide a detailed description of the applicant's background, including their expertise and experience. Be clear and concise in providing details including the applicant's history/career, mission, significant accomplishments, and current work or projects. Clearly identify your eligibility as one of the following: Non-profit, tax-exempt 501©(3), Arts agency, Arts organization, Artist community, Individual artist, Student artist, Arts educator, Education agency, other organization or if you are applying as a Collaborative Proposal with a designated "Project Principal".
	10	2. Identification of Project Leader(s) <i>(500-word limit)</i>	Provide a detailed description of the project leader(s) background/relevant qualifications and their role in the project. Be clear and concise in providing a summary of the applicant's bio, significant accomplishments, and what their involvement/responsibilities will be within the scope of the proposed project. Applicant will be asked to include a resume, bio, or artist resume for each proposed project leader.
Project Description  (65 points)	25	3. Project Scope <i>(300-word limit)</i>	Describe the scope of this project including purpose, goals, and a compelling reason why the proposal should be supported. Describe the short- and long-term effects this project will have on participants lives and any educational components of the project. Background provides perspective and is often a welcome component.



	10	4. Project Targeted Audience (Who?)	Describe who will benefit from this project including which social demographic do you feel will directly benefit from this project?
	10	5. Project Strategy/Outline of Project Activities (What?):	Describe the project's activities and overall strategy including method and process of accomplishing goals and objectives, outline of activities, and brief description of personnel functions, if applicable.
	5	6. <i>Project Timeline (When?):</i>	Provide a project timeline with key milestones and dates, including start and end dates, schedule of activities, major tasks to be completed, a schedule of major milestones, and phases of the project (if necessary).
	5	7. <i>Project Location/Venue (Where?)</i>	<i>List and describe the location/venue(s) where the project will take place.</i>
	10	8. Project Goals and Objectives (Why?)	Should describe the overall project goals and identify the specific project objectives that will need to be met to accomplish those goals.
Project Design and Fiscal Health (15 points)	15	9. Completed grant plan and budget.	Grant plan aligns with project summary and describes what the organization hopes to achieve; and grant budget aligns with the project summary and line items are explained in detail.
Supplemental Materials (Pass/Fail)	(Pass/Fail)	10. Two work samples are requested for each application and should be uploaded directly to the grant application.	Work sample documents should span of the artist or artist time with the organization.

## Grant Review Panelists

SAG applications are evaluated in an open review process by the Stockton Arts Commission.

## Application Review

The Stockton Arts Commission will evaluate and rank applications according to the stated scoring criteria. These findings will be presented at a Stockton Arts Commission meeting and a funding recommendation will be made at that meeting.

## Stockton Arts Commission Review and Influence

Stockton Arts Commission meetings are publicly accessible. A schedule of the meetings is posted on the City of Stockton website and applicants will be notified in advance via email. Please be sure the email address in your application is current and regularly checked. Take steps to ensure that emails from the Stockton Arts Commission [StocktonArtsCommission@StocktonCA.gov](mailto:StocktonArtsCommission@StocktonCA.gov) email address are not lost in your spam filter. Many applicants find it informative to listen to the discussion of applications and are welcome to observe the application review. Applicants may not engage in discussion with any commissioners or City staff during the review.

If an applicant is found to have attempted to influence a panelist in any way, including contacting them before or after the panel to discuss their application, their grant application will be automatically disqualified.

Arts Commission meetings are open to the public. Agendas are available at <http://www.stocktonca.gov/government/oMeetings/boardComMeetings.html>

## Funding Recommendations and Approval

Based on an evaluation of the applications, an Art Commissioners ad hoc committee will review and score the applications and then they will make a recommendation to the Arts Commission for their approval. The Arts Commission ad hoc committee recommendations are subject to the approval by the full Arts Commission who may approve or adjust recommendations as they feel necessary. Grant amounts are either the full amount of the grant request or a portion of the request.

## Grant Notifications

Grant notifications are emailed to the email address listed on the application and if awarded it will include instructions about the contracting process.

## Responsibilities of Awarded Grantees

It is required that all Stockton Arts Grant grantees agree to:

- Sign a contract prepared by the City of Stockton and submit an IRS W-9 Form before any grant funds are made available.
- Acknowledge the SAC's support on all promotional materials related to the funded project. It is preferred that the SAC logo is used and accompanied by the following language: "This [Project Title] is funded [in part or in full] by the Stockton Arts Grant from the Stockton Arts Commission and administered by the City of Stockton Community Services Department."
- The SAC also appreciates a link or tag to the Stockton Arts Commission in your online/social media promotions. If you'd like to tag us:
  - Website: [www.stocktongov.com/arts](http://www.stocktongov.com/arts)
  - Instagram: @cityofstocktonarts
  - Facebook: @StocktonArts
  - Twitter: @StocktonArtsComs
- Advise the commission in writing as soon as possible if any substantial changes need to be made to the proposed project; if a grantee proceeds with changes to an awarded project without prior notification to the commission, it could adversely affect the grantee's ranking on future applications to grants sponsored by the Stockton Arts Commission.
- Complete final report within thirty (30) days of the project's completion. This must be submitted online and is available at: <https://www.surveymonkey.com/r/85R75S8>.
- Complete the approved project before December 31 of the award year; if an awarded project is not completed by the deadline given, the grantee will be required to repay the full amount of grant funds awarded.
- Participate at one of the Stockton Art Nights events and present/exhibit a representative sample of their work. Event dates to be determined.
- The understanding that failure to complete an awarded project, including failure to submit a final report, may result in a request for the full amount of grant funds awarded to be repaid to the SAC and result in the grantee's ineligibility for future Stockton Art Grants.
- In addition, grant awardees may be asked to provide updates during their grant year.