2020
Stockton Arts Endowment Grant:
Grant Guidelines and Application Details

Grant Program Description

The Stockton Arts Endowment (SAE) grant is the principal grants program for the Stockton Arts Commission (SAC). Through project-based funding, the SAE grant program supports Stockton-based arts agencies, arts organizations, artist communities, individual artists (including student artists), and arts educators in the development and public presentation of projects that integrate arts, culture and design activities into efforts that benefit our local communities.

The Stockton Arts Commission envisions a vibrant and inclusive arts community in the city of Stockton where art contributes to and touches all areas of life for its residents. We encourage project submissions that support public engagement with and access to various forms of art within the city of Stockton, 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.

Program Purpose

The purpose of the Stockton Arts Endowment grant program is to:

- Support, stimulate, and strengthen public engagement and access to the arts in Stockton.
- Through project-based funding, increase the capacity of local arts agencies, arts organizations, artist communities, individual artists (including student artists), and arts

1

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.

We fund projects only. Projects may be large or small, existing or new, and may take place in any part of 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 January 1 and December 31 of the award year.

We support and encourage a broad range of artistic and cultural expression reflecting Stockton's diversity. Projects can cover a wide range of activity, depending on the dynamics of the community. Project types eligible for support are described in detail below but are not limited to this list.

Project Types, for example:
- Workshops/classes offering instruction in various arts to the general 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 arts events which 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.
  - o Readings.
  - o Screenings.
  - o Films.
  - o Exhibits (this includes ancillary events, such as lectures, concerts, screenings, panel discussions, workshops, and demonstrations).
  - o Visual arts exhibitions.
- Programming projects and initiatives that extend the reach of the arts to communities that have been historically underserved.
  - o 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.
  - o 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.
  - o Especially education and related activities for youth, adults, intergenerational groups, and schools.

Grant Amounts

The SAC will award a total amount of $50,000 in grant funds to an unspecified number of projects. 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.

Applicants should not rely on SAE grant funding to support the entire cost of their proposed project.

I. Applicant Eligibility

Who May Apply

To be eligible, the applicant must be one of the following:

- 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.

4

Who May Not Apply

The applicant is not eligible to apply if:

- Applicant does not meet the residency requirements as defined above in the "Who May Apply" section.
- Applicant is an unincorporated or for-profit business entity; This does not include artists with a City of Stockton business license.
- The applicant's project involves programming/events/activities that are not open to the public.
- Applicant is an arts educators whose proposed project does not reach an audience beyond an individual classroom or educational setting.
- Applicant has been awarded an SAE grant in the previous two consecutive years. In this circumstance, the applicant must wait at least one year to apply again.
- 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 SAE grants 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.

Applications submitted or edited after the application deadline will be determined as ineligible. Ineligible applications will not be reviewed.

We Fund

We fund **projects only**.

- A project may consist of one or more specific events or activities; it may be a part of an applicant's regular season or activities. Organizations that undertake a single short-term project in a year -- a ten-day jazz festival, for example -- could apply for that event, or they could identify certain components (such as the presentation of a key artist and the associated activities) as their project. Describe the activities for which our support is requested, and provide specific information on the artists, productions, venues,

distribution plans, etc., that will be involved.

- Organizations may apply for any or all phases of a project, from its planning through its implementation.
- A project does not have to be new. Excellent existing projects can be just as competitive as new activities.
- Projects do not need to be large. We welcome small projects that can make a difference in a community or field.
- Projects may be in any of the artistic disciplines.

We Do Not Fund

Under these guidelines, funding is **not available for**:

- Awards to individuals or organizations to honor or recognize achievement.
- General operating or seasonal support.
- Cash reserves or endowments.
- Costs for the creation of new organizations.
- Religious services (e.g. special mass).
- Construction, purchase, or renovation of facilities. No Stockton Arts Endowment grant funds may be directed towards the costs of physical construction or renovation or towards the purchase costs of facilities or land.
- Commercial (for-profit) enterprises or activities, including concessions, food, T-shirts, or other items for resale.
- Costs to bring a project into compliance with federal grant requirements. This includes environmental or historical assessments or reviews and the hiring of individuals to write assessments or reviews or to otherwise comply with the National Environmental Policy Act and/or the National Historic Preservation Act.
- Projects that replace arts instruction provided by an arts specialist.
- Generally, courses in degree-granting institutions.
- Literary publishing that does not focus on contemporary literature and/or writers.
- Generally, publication of books, exhibition of works, or other projects by the applicant organization's board members, faculty, or trustees.
- Exhibitions of, and other projects that primarily involve, single, individually-owned, private collections.
- Purchase of alcoholic beverages.

- Gifts and prizes, including cash prizes as well as other items (e.g., electronic devices, gift certificates) with monetary value.
- Contributions and donations to other entities.
- Fundraising efforts.
- General miscellaneous or contingency costs.
- Fines and penalties, bad debt costs, deficit reduction.
- Lobbying, including activities intended to influence the outcome of elections or influence government officials regarding pending legislation, either directly or through specific lobbying appeals to the public.
- Voter registration drives and related activities.
- Marketing expenses that are not directly related to the project.
- Rental costs for home office workspace owned by individuals or entities affiliated with the applicant organization.
- Costs incurred before the beginning or after the completion of the official period of performance.

II. Application Process

All applicants must complete and submit an online application form. To access the online application form, type the following URL into your web browser: http://bit.ly/SAEgrant2020

Submitting an application is a multi-step process and applicants will need to address the following points within their application:

- **Part 1: Applicant Overview**
  - *Organizational/Artist Background* - Provide a detailed description of the applicant's background, including their expertise and experience not to exceed 500 words. 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(c)(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".

- *Identification of Project Leader(s)* - Provide a detailed description of the project leader(s) background/relevant qualifications and their role in the project not to exceed 500 words. 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.

- **Part 2: Project Description**
  - *Description of Proposed Project* - Provide a detailed description of the project concept and title of the proposed project. Be clear and concise in providing the vision for how your project will impact and benefit the residents of Stockton. You will be required to answer the following questions about your project:
    - *Project Scope:* 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.
    - *Project Targeted Audience (Who?):* Who will benefit from this project? Which social demographic(s) do you feel will benefit directly this project?
    - *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.
    - *Project Timeline (When?):* 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).
    - *Project Location/Venue (Where?):* List and describe the location/venue(s) where the project will take place.
    - *Project Goals and Objectives (Why?):* Describe the overall project goals and identify the specific project objectives that will need to be met to accomplish those goals.

- **Part 3: Expected Outcomes and Evaluation Plan**
  - *Expected Outcomes Summary* - Describe the potential long-term benefits and outcomes that could emerge from the proposed project. Does the projects have any social significance or encourage the community in the form of new thinking and behaviors that lead to improvements in the community's economic, social, cultural and intellectual well-being? Not to exceed 300 words.
  - *Evaluation Plan* - Describe your plan of action including the methods you will use to evaluate project outcomes not to exceed 300 words.

- **Part 4: Project Budget**
  - *Project Budget Form* - Complete the Project Budget Form, list all income and expenses as they relate to the needs of the project.
  - *Budget Justification* - Fully justify all budget costs in terms of the needs of the project, keeping in mind that the appropriateness of the requested budget and justification of the proposed costs are scored as part of the overall review criterion. Describe what specific items would be covered by a grant from the Stockton Arts Commission.
  - *Project Income Sources* - Specifically, describe the sources of your projected project income and expenses. If sponsorships and/or fundraisers are listed on your budget form, describe the source of those sponsorships and fundraisers in detail.

- **Part 5: Project Strategy for Marketing and Promotion**
  - *Marketing and Promotion Plan* - Describe how you have built marketing and promotion into your project plan. Be clear and concise in providing a summary of how you plan to inform and engage your target audience, this plan must also include a portion on how you plan to recognize a grant from the Stockton Arts Commission.

- **Part 6: Previous Grant Project Status**
  - *Disclosure of Previous SAC Grant Awards and Final Project Status* - Applicant is asked to state whether they or their organization have received a previous SAC

grant. If yes, applicant must list grant requests submitted to the SAC and grants received from the SAC during the past five years (include project title, award year, awarded grant amount, and project status including whether a final report was submitted).

- **Part 7: Supplemental Materials**
  - Two work samples are requested for each application and should be uploaded directly to the grant application. Work samples and other supporting materials submitted with a grant application become the property of the SAC and will not be returned. Due to the number of applications we receive, members of the reviewing subcommittee cannot review more than two supplemental files per application.
  - Please limit the amount of links to two if submitting URL links to a website or outside web host. Due to the number of applications we receive, members of the review committee cannot review more than two links per application.
  - Please note that the application accepts the following file types: pdf, doc, docx, ppt, pptx, xls, csv, txt, rtf, html, zip, mp3, wma, mpg, flv, avi, jpg, jpeg, png, gif, mp4 (5MB max file size)
  - Work samples may include image files, audio files, or video files.
  - Any video representations of an artist's work not to exceed 60 seconds in length. When work samples exceed 60 seconds in length, panelists will be instructed to review only the first 60 seconds. Ideally, work samples should be edited to a length of 60 seconds.
  - *Considerations for literary presentations:*
    - Applicants are requested to submit an audio or video sample of the writer reading/presenting their work as a work sample.
    - A PDF or DOC of biographical information on the writer/playwright/poet should also be provided.
  - *Considerations for video submissions:*
    - Video representations of an artist's work should be a performance sample rather than a promotional video. Ideally, samples should show the work that will be performed for the applicant's project.
  - *Considerations for existing projects:*

- Samples of existing event/activities calendars, programs, and posters that demonstrate the nature of the event are welcomed.

Notes regarding the online application form and its use:
- When accessing the online application form, please ensure that the device you are using has cookies and scripts enabled in order to properly view the online application form.
- There is no login is required to access/complete the application form online.
- Do not use commas for any currency values submitted to the Application or Budget form, decimal points may be used.
- It is highly recommended that you prepare your application in a separate document and cut and paste your responses into the online application form when ready.
- Give yourself an appropriate amount of time to complete and submit your application in one session; the online application form does not offer applicants the option to save entered information and return later to edit their application.
- Every effort is made to test any links provided within this document on a range of computers, browsers, and operating systems prior to their publication. However, the Stockton Arts Commission does not have the capacity to address/troubleshoot IT issues that individuals may encounter during the online application process.

Applications must be completed in full and submitted no later than November 15, 2019 11:59 PM Pacific Standard Time; Applications submitted or edited after the application deadline will be determined as ineligible. Ineligible applications will not be reviewed.

Please Note: To allow time to resolve any problems you might encounter, we strongly recommend that you submit your application at least 7-10 days before the deadline.

III. Grants Award Process

The Funding sub-committee, formerly the "Grants Committee", is a standing committee comprised of SAC commissioners and serves as SAC's designated advisory committee in the SAE grant awarding program. Grants are 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.

The review process consists of:

1. Applications are screened for eligibility and completeness against the published grant guidelines and requirements. Incomplete or otherwise ineligible applications will not be reviewed.
2. A scoring rubric, developed by the Funding sub-committee, is used by its members to individually review, evaluate, and assign a project score to each application.
3. The sub-committee uses the averages from the individual scores and ranks applications from highest to lowest score. Funding of individual projects is then discussed in further detail and proposed award amounts are agreed to by the reviewers based upon the project's ranking.
4. The sub-committee then makes an official recommendation for funding and presents their recommendations by committee to the SAC in December of the award year. Upon approval by the SAC of the sub-committee's recommendations, all eligible applicants will be advised by mail whether or not their proposed project has been awarded funding for the current grant cycle.
5. All grant recipients will also be required to agree to and sign a contract drafted by the City of Stockton outline the legal terms of the grant award.

IV. Responsibilities of Awarded Grantees

It is required that all Stockton Arts Endowment 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: "[Project Title] is supported [in part or in full] by a grant from the Stockton Arts Commission."
- 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.

- Submit a final report to the SAC within thirty (30) days of the project's completion; see page in this document titled "FINAL REPORT REQUIREMENTS " for instructions on how to submit final reports.

- Complete the approved project before December 31 of the award year; in the event that an awarded project is not completed by the deadline given, the grantee will be required to repay the full amount of grant funds awarded.

- Make every effort to fulfill any requests made by the SAC during the award year to present a representative sample of their work at a commission meeting or SAC-sponsored event.

- 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 SAC grants.

V. Appeals

Any grant applicant who's project has been denied funding may appeal if the applicant believes there was a procedural error in the review of their completed application.

Examples of procedural errors include:
1. A complete application was submitted but not reviewed by the Funding sub-committee.
2. A conflict of interest was not disclosed by a member of the Funding sub-committee.

Appeals must be made in writing within two weeks of the date the letter of denial was mailed. They will be reviewed and acted upon by the City of Stockton's Community Services Department director, the SAC chair and the Grants Committee chair. If the appeal is deemed to have merit, SAC will reconsider the application.

Failure to complete a SAC grant project, including submitting a final report, may result in a request for funding repayment as well as ineligibility for future SAC grants. Please email any questions to: stocktonartscommission@stocktonca.gov

2020
Stockton Arts Endowment Grant:
Final Report Requirements

- Submit a final report to SAC within thirty (30) days of the project's completion unless other arrangements have been made.
- Final Reports are submitted electronically at:
- https://tinyurl.com/SACsaegFINALREPORT
- Complete the project before December 31st of the award year or return the grant funds in full.

Additional Information/Notes:

- ***If you do not have computer or internet access, contact us as soon as possible.*** For application or eligibility assistance, including any questions not answered in the grant guidelines, you can contact us by phone at (209) 937-8504 or via email at stocktonartscommission@stocktonca.gov
- Grantees may be asked to present/exhibit a representative sample of their work at a SAC meeting or SAC-sponsored event during their grant year.
- Failure to complete a SAC grant project, including submitting a final report, may result in a request for funding repayment as well as ineligibility for future SAC grants.
- 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:
  - Our website is: www.stocktongov.com/arts
  - Instagram @cityofstocktonarts
  - Facebook @StocktonArts
  - Twitter @StocktonArtsComs
- If you would like the Stockton Arts Commission to promote your event or program, please provide all necessary promotional information to stocktonartscommission@stocktonca.gov at least 10 days before you would like the event to be published on our social media pages.
- Please ensure that you are using the most current, approved SAC logo in your event

promotions. The following link should be checked and the logo downloaded from the site prior to mass-production of promotional materials. Download the most current, approved SAC logo from: https://sites.google.com/site/saclogosite

2020
Stockton Arts Endowment Grant:
Application Checklist

Getting Started

- ❑ Review all grant program guidelines provided
- ❑ Enable cookies and scripts in web browser
- ❑ Access the online application form: http://bit.ly/SAEgrant2020

Part 1: Applicant Overview

- ❑ Organizational/Artist Background
- ❑ Identification of Project Leader(s)
- ❑ Attach resume, bio, or artist resume for all project leader(s) to application form

Part 2: Project Description

- ❑ Description of Proposed Project
  - ❑ Project Scope
  - ❑ Project Targeted Audience (Who?)
  - ❑ Project Strategy/Outline of Project Activities (What?)
  - ❑ Project Timeline (When?)
  - ❑ Project Location/Venue (Where?)
  - ❑ Project Goals and Objectives (Why?)

Part 3: Project Outcomes and Evaluation Plan

- ❑ Expected Outcomes Summary
- ❑ Evaluation Plan

Part 4: Project Budget

❑ Project Budget Form

❑ Budget Justification

❑ Project Income Sources

Part 5: Project Strategy for Marketing and Promotion

❑ Marketing and Promotion Plan

Part 6: Previous Grant Project Status

❑ Disclosure of Previous SAC Grant Awards and Final Project Status

Part 7: Supplemental Materials

❑ Work samples uploaded directly to the grant application

❑ Links added to grant application

Part 8: Acknowledgment of Final Report Requirements

❑ Final report requirements read and acknowledged

Part 9: Certify Grant Application Submission

❑ Certified information entered is true and correct by checking the "YES" box

❑ Electronically signed completed application