



2016 Arts Grants Program Guidelines & Application

On behalf of the City of Stockton, the Stockton Arts Commission (SAC) solicits applications for the 2016 Arts Grants Program. This program makes grants annually to Stockton-based non-profit arts organizations, artists and arts educators who produce and present arts projects in Stockton.

Program Purpose

The purpose of the Arts Grants Program is to:

- Support, stimulate, and strengthen the arts in Stockton
- Increase the capacity of arts organizations, artists, and arts educators to serve our community and its diverse audience

Program Scope

Grant applicants must propose a project that consists of arts events/activities which are open to the public and held in Stockton. Projects may include but are not limited to performances, exhibits, classes, workshops, festivals, screenings and readings. These events/activities must take place between January 1 and December 31, 2016.

Projects may be existing or new. They may involve all artistic disciplines including but not limited to music, dance, theatre, as well as visual and literary arts. All arts styles such as mainstream, contemporary and ethnic will be considered.

Grant Amounts

SAC will award \$50,000 in grants. Individual grant awards are typically between \$1,000 and \$10,000 but applicants may request any amount.

Grant applicants should not depend on SAC funding to support their entire project; SAC reserves the right to support only part of a request and to determine which portion of the request it will fund.

Who May Apply

Those who meet the following residency and eligibility requirements are eligible to apply:

- Non-profit arts organizations – Maintain a business office or primary venue in Stockton.
- Artists, including student artists – Maintain a primary residence in Stockton.
- Arts educators – Teach in a school, college or university in Stockton but not necessarily reside in Stockton.

Who May Not Apply

The following are not eligible to apply:

- Non-residents as defined above.
- Businesses that operate for profit. (This does not include artists with business licenses.)
- Those whose project involves events/activities that are not open to the public.
- Arts educators whose proposed project does not reach an audience beyond an individual classroom.
- Those who have been awarded a grant in the previous two consecutive years. In this circumstance, the applicant must wait at least one year to apply again.

In collaborative projects, the organization/individual designated on the application form as the “project principal” will use one of its two years of eligibility for the grant.

- Previous grant awardees who have not completed their project as proposed and/or have not submitted an acceptable final report as required. (See “Responsibilities of Grant Awardees” on Page 4.)

Application Process

1. Complete and Submit an Application Form

The one-page application form is attached as Page 7. Additional copies are available on-line at www.stocktongov.com/arts or at the Community Services Office in the César Chávez Library at 605 North El Dorado Street, Stockton.

All applications must be typed. The original application must be accompanied by five additional copies. One set of supporting materials (CDs, DVDs, programs, photographs, etc.) that highlight the grant applicant’s work should accompany the application. Nothing over two year’s old should be included.

Full application requirements are detailed in the “Application Details & Check List” section on Page 5. It should be read carefully.

Completed applications must be submitted in person or by mail to the Community Services Office by October 5, 2015 at 4:00 p.m. Faxes are not accepted. Applications received after this date and time will not be considered.

2. Attend a Workshop

Applicants are required to attend one of two scheduled grants workshops:

Evening: Thursday, September 10, 2015 from 5:30 pm - 7:00 pm

Weekend: Saturday, September 12, 2015 from 9:00 am - 10:30 am

These workshops are designed to provide assistance in developing a stronger application. They are not ‘drop-in’ sessions; it is mandatory that applicants be in attendance for the duration of the workshop. Applicants should bring a printed copy of the “2016 SAC Grants Program Guidelines & Application” document with them.

Both grants workshops will be held at the **Oak Park Senior Center, 730 East Fulton Street, Stockton, CA 95204.**

Grants Award Process

The Grants Committee, a standing committee comprised of SAC commissioners along with interested community members, serves as SAC’s designated authority in awarding grants. Their process is:

1. Applications are screened for eligibility and completeness against the published requirements. Ineligible/incomplete applications or applications from applicants who did not attend a workshop are removed from consideration by the Committee.
2. A scoring rubric, developed by the Committee, is used by members to individually review, evaluate, and assign a project score to each application. A total score of 100 points is possible. A copy of the scoring rubric accompanies this document. Additional copies are available on-line at www.stocktongov.com/arts.
3. The Committee combines the individual scores and ranks applications from highest to lowest scoring. Funding of individual projects is discussed and agreed to by the Committee based upon this ranking.
4. An official recommendation for funding is presented by the Committee to SAC in November 2016. Upon approval, applicants are advised by mail if they have been awarded or denied a grant.

Responsibilities of Grant Awardees

It is required that all SAC grant awardees:

- Sign a contract prepared by the City of Stockton and submit an IRS W-9 Form before grant funds are made available.
- Acknowledge SAC's support on all the project's promotional materials, preferably by use of the SAC logo accompanied by the following language: "[Project name] is supported [in part or in full] by a grant from the Stockton Arts Commission."
- Advise SAC in writing as soon as possible of any substantial changes planned to the project. (Changes made to awarded projects without prior notification may harm an awardee's applications for future SAC grants.)
- Submit a final report to SAC within thirty (30) days of the project's completion.
- Complete the project before December 31, 2016 or return the grant funds in full.

In addition, grant awardees 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.

Appeals

A grant applicant denied funding may appeal if the applicant believes there was a procedural error in the review of their application. Examples of procedural errors include 1) a complete application was submitted but not reviewed by the Grants Committee and 2) a conflict of interest was not disclosed by a Grants Committee member.

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.

2016
Arts Grants Program
Application Details & Check List

Applications should be made up of the following, clearly-identified elements arranged in the order given below. It is not necessary to include a title page, table of contents or other superfluous pages. **Please do not use folders or other binders.**

□ **Application Form**

Complete the application *only* after you have carefully reviewed the Program guidelines *and* attended a workshop.

□ **Application Document**

Part 1: Applicant Overview

Organizations – Provide a brief summary of your mission, history, programs/activities as well as current goals and challenges.

Artists, including student artists – Provide a brief summary of your educational background and artistic career, including creative interests and major accomplishments.

Arts educators – Same as above.

Part 2: Project Description

Give a brief description of the project, including how it meets the purpose of the 2016 SAC Arts Grants Program as given on Page 1. Include in the description all of the following:

- the project's objective
- the project's goals
- the project's activities
- the project's timeline

Be sure to refer to the scoring rubric when presenting the details of your project.

Part 3: Project Leader(s)

Detail the qualifications of the project leader(s) and their role in the project. Attach a resume or biography for each leader.

For applicants applying as individual artists or arts educators, you will have already presented your qualifications and project role in the "Applicant Overview" section. You may avoid duplication by simply cross-referencing that information.

In collaborative proposals, applicants should designate a "project principal." This organization/individual will serve as the fiscal agent for the project, receiving and administering the grant's funding.

Part 4: Project Outcomes and Evaluation Plan

Describe your desired project outcomes: What do you hope to accomplish with your project?

Part 5: Project Budget

Complete and include the one page budget form on Page 8.

Part 6: Previous Project Status

If you received a grant in 2014-15, please provide a status update of your project.

□ Addendum: Work Samples and Supporting Materials

Include one set of samples of artistic work and/or supporting materials that will help the Grants Committee understand the character and quality of your work. These may include CDs, DVDs, photographs and slides of work or materials such as a calendar of events, programs, posters and direct mail pieces. Nothing over two years old should be included.

Include a brief explanation of what SAC will find in your addendum and how it might relate to your proposed project. Work samples and other supporting materials submitted with a grant application become the property of SAC.



2016
Arts Grants Program
Application Form
Submit one original and five copies

- Non-profit arts organization(s)
- Artist(s)
- Arts educator(s)

Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____ Cell: _____

Fax: _____

Email: _____

Website: _____

Project Title: _____

Grant Amount Requested: \$ _____

I certify by my signature that I have reviewed all the information in this application and that it is accurate. I also certify that I am not a convicted felon. (If this statement is not true, please attach an explanation.)

Signature: _____

Printed Name: _____

Date: _____



2016 Arts Grants Program Budget Form

Project Income (Projected)

Amount

- Sponsorships
- Ticket Sales (# Tickets @ \$)
- Fundraising
- Donations
- Other

Total Project Income

Project Expenses (Projected)

- Location/Rent
- Equipment Rental
- Security
- Awards
- Contracts - Specify
- Contracts - Specify
- Complimentary Tickets (# Tickets @ \$)
- Marketing
- Advertising
- Printing
- Postage
- Supplies
- Subscriptions
- Training
- Travel
- Food
- Event Refreshments
- Memberships
- Other – Specify

Total Project Expenses

Project Profit/Loss (Projected)

**Stockton Arts Commission
Grant Endowment
FINAL REPORT**

Project Title: _____ Grant Amount Received: _____

Name: _____ Title: _____

Organization: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

#Individuals in Attendance: _____ #Youth in Attendance : _____ # Artists Participating: _____

Narrative evaluation of the grant:

1. Provide a description of the project. (no more than one page/double spaced)
2. Provide a narrative evaluation highlighting the strengths and challenges of your project. (no more than one page/double spaced)
3. Submit copies of programs, publicity, and other printed materials. (Please indicate how you promoted the grant via mention/use of the arts commission's name/logo)
4. Please provide us with any additional information/feedback that would be helpful to us as administrators of the grant.
5. Include a DETAILED budget document outlining project revenues and expenses.

Final reports are due 30 days after the completion of projects unless other arrangements have been made.

Please submit one original of your report to:

Chair of the 2016 Grants Committee,
Stockton Arts Commission
605 N. El Dorado Street
Stockton, CA 95202
209-937-5096