

Civic Arts Commission

CONSENT CALENDAR
December 6, 2005

To: Honorable Mayor and
Members of the City Council

From: Civic Arts Commission

Submitted by: Jos Sances, Chair, Civic Arts Commission

Subject: Initiating a Two-Year Civic Arts Grant Cycle

RECOMMENDATION

Adopt a Resolution initiating a two-year Civic Arts Grant cycle instead of the current one-year cycle.

FISCAL IMPACTS OF RECOMMENDATION

There is no negative fiscal impact for the city in this recommendation.

City staff would plan and manage the application process of the Civic Arts Grant program for one year instead of two to save staff time that could be used in other areas of the program. A new two-year grant cycle for the Civic Arts Grant program would allow applicants to apply for two years of funding at one time. Similar savings in staff time also applies to the nonprofit arts agencies.

Nonprofit arts agencies would have to apply at the beginning of the two-year cycle for the following two years. If an organization missed this cycle, they would have to wait a year until the next full two-year cycle begins.

CURRENT SITUATION AND ITS EFFECTS

Currently Civic Arts Grant applicants apply each year for consideration for a yearly grant award. Four Civic Art Commissioners sit on the Civic Art Grants Committee and read each grant application and then score each applicant according to the "best practices criteria" listed in the Civic Arts Grant Application document.

After the City Council has voted on the final budget allocation for the Civic Arts Grant Program, the rankings are used with a formula developed by the Office of Economic Development staff, to award each eligible applicant an yearly grant award.

An award letter, which contains instructions and an invoice for the award, is then mailed to each applicant. Upon the returned signed receipt of the invoice, a city check is sent to the applicant organization. At the end of the year the organization is required to send a Final Report. This report contains budget information on how the funds were used and each applicant is required to keep accurate records and receipts in case of an audit. Nonprofit arts organizations are not allowed to apply for future funding until the Final Report is submitted for the current year to the Civic Arts Office.

The Civic Arts Grant dates have been changed in the past two years to coincide with the CDBG (Community Development Block Grants) so that all granting programs of the city would take place at the same time.

BACKGROUND

The Civic Art Grant program has been a yearly granting process with the goal of supporting eligible nonprofit arts organizations for not more than a total of 10% of their operating support or program/project budgets each year. This award is then leveraged by the organizations in their pursuit of matching funding from foundations and individual donors.

The City of Berkeley is blessed with a large percentage of high functioning nonprofit arts organizations that provide arts and cultural activities for the Berkeley citizens and perform numerous after school programs for the city's school children in the arts. This helps form a cohesive and enriched community, provides much needed supplemental arts programs for Berkeley youth and attracts cultural visitors from outside the city. These visitors participate in Berkeley's cultural offerings and enrich the city both financially and socially.

RATIONALE FOR RECOMMENDATION

The city staff would only need to organize and manage the application process of the Civic Arts Grant program once every two years instead of annually. Hopefully staff could use the extra time to monitor and visit funded programs; a task that they are unable to do with current scheduling and staffing. This would assist with the best use of city funds by direct visits when possible.

A two-year Civic Arts Grant cycle would enable the applicants to apply only once every two years thereby saving them staff time and ensuring a grant base for a longer amount of time. Applicants would continue to invoice yearly. Yearly grant awards would continue to be contingent on the allocation from the City Council.

The Civic Art Commissioners would only have to spend their time reviewing and scoring the applicants once every two years and thereby free up their time for other pressing community projects in their Work Plan.

ALTERNATIVE ACTIONS CONSIDERED

The Civic Arts Grant schedule will stay on the current yearly schedule.

CITY MANAGER

The City Manager concurs with the position of the content and recommendation of the Civic Arts Commission.

Attachments:

1: Resolution

Exhibit A: Civic Arts Grant Program Guidelines and Application

Exhibit B: Schedule

Exhibit C: Explanation of Funding Formula

RESOLUTION NO. ##,###-N.S.

TWO-YEAR GRANT CYCLE FOR THE CIVIC ARTS GRANT PROGRAM

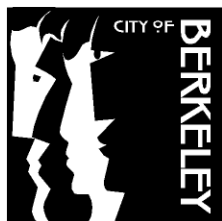
WHEREAS, currently there is a one-year process for the Civic Arts Grant Program, and

WHEREAS, this process involves time and expense from the Civic Arts Commissioners and City staff; and

WHEREAS, there is a desire to have the Civic Arts Grant cycle coincide with the Community Development Block Grant funding cycle, and

WHEREAS, the two-year cycle would save time and expense for the City, the Civic Arts Commission and the applicants.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley will change the one-year Civic Arts Grant Program cycle to a two-year cycle.



BERKELEY CIVIC ARTS COMMISSION
GRANT FUNDING GUIDELINES

CITY'S FY2007 - FY2008
(Calendar year July 1, 2006 through June 30, 2008)

REQUEST FOR PROPOSALS

For Activities Occurring Between July 1, 2006 and June 30, 2008

Postmark Deadline for Applications:
Friday, February 3, 2006 by 5:00 P.M.

Only mailed applications will be accepted. Please note that faxes and hand delivered applications will not be accepted.

Mail completed application to:

Berkeley Civic Arts Grants Program
Office of Economic Development
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

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INTRODUCTION

On behalf of the City of Berkeley, the Berkeley Civic Arts Program welcomes applications for Civic Arts Grants from Berkeley-based arts organizations and artists who present and produce arts or cultural programs/projects in Berkeley. The Civic Arts Commission makes funding recommendations to the City Council after a review panel evaluates the proposals and gives recommendations to the Commission.

CIVIC ARTS COMMISSION'S MISSION

The Civic Arts Commission was established by Ordinance 5253-NS and amended by Ordinance 5631-NS to advise the City Council on all matters affecting the beauty and culture of the city, as well as to:

- **Encourage programs for the cultural enrichment of the city and help make city resources available to cultural groups.**
- **Provide assistance to groups and individuals wishing to sponsor neighborhood events.**
- **Coordinate and strengthen existing organizations in the arts and develop cooperation with regional organizations.**

CIVIC ARTS COMMISSION POLICY STATEMENT

The City of Berkeley is committed to:

- *the growth and stabilization of Berkeley's arts community;*
- *the support of organizations and artists that represent diverse cultures including ethnic and racial minorities, deaf and disability cultures, seniors, youth, gays, lesbians and feminists;*
- *the empowerment and equal representation of cultural perspectives that have been traditionally/historically under-represented via access to funding programs/projects;*
- *encouraging collaboration among organizations, artists, and the communities in which applicants reside;*
- *support of activities that contribute to the development and enhancement of the Berkeley community or specific neighborhoods or particular constituencies.*

APPLICATION PROCEDURE

In an effort to provide you with detailed information regarding arts funding, grant application workshops are being held. **This workshop is strongly recommended for all applicants due to the change to a two-year grant cycle.** Workshops provide previous and new grant applicants an opportunity to ask questions and receive clarification on how to complete the application. If you decide not to attend one of the workshops and submit your application, it may impact how thoroughly you complete the application.

HOW TO GET HELP: FUNDING WORKSHOP DATES

ALL NEW AND RETURNING APPLICANTS TO THE CIVIC ARTS FUNDING PROGRAM ARE STRONGLY ENCOURAGED TO ATTEND ONE OF THE GRANT INFORMATION WORKSHOPS:

Wednesday, January 4, 2006

Monday, January 9, 2006

All workshops begin at 6:30 p.m. at the North Berkeley Senior Center, 1901 Hearst Street, Health Room, 1st Floor. Applicants should make a reservation to attend a workshop by calling 981-7539, so staff can estimate attendance. Returning applicants are also encouraged to attend one of the grant workshops since this is a new two-year cycle.

Civic Arts Program staff are available to answer questions. If you have questions before submitting a full proposal that was not answered in the Guidelines or Workshops, **applicants are strongly encouraged to contact program/project staff by telephone (981-7533)** for an initial assessment of a proposal's fit with the Civic Arts Program's grant-making guidelines. The Commission's e-mail address is mmerker@ci.berkeley.ca.us and the website is located at www.ci.berkeley.ca.us.

An expression of interest by staff or the Commission should not be construed as an indication of forthcoming grant approval.

SUBMISSION DEADLINE FOR CIVIC ARTS FUNDING APPLICATION

Completed applications must be **postmarked no later than Friday, February 3, 2006 by 5 p.m.; meter settings are not acceptable.** Submission by mail is required. Civic Arts Program staff will not consider applications received if left in front of the office doors. Postage "return receipt requested" is not required, but a "proof of mailing" receipt is recommended if the applicant wants proof of meeting the submission deadline. **Please note that "return receipt requested" may delay the mail delivery.** Please send applications to:

**BERKELEY CIVIC ARTS GRANTS PROGRAM
OFFICE OF ECONOMIC DEVELOPMENT
2180 MILVIA STREET, 3rd Floor
BERKELEY, CA 94704**

CIVIC ARTS GRANTS CATEGORIES

The Berkeley Civic Arts Commission invites applications in two categories:

1. General Operating Support

2. Program/Project Support

General Operating Support: All arts organizations should apply under this category.

This category is designed to provide support for arts organizations based in Berkeley for expenses needed to maintain their organization, to create stability and, improve the quality of services, or to strengthen administrative capabilities. This category may include, but is not limited to:

- special planning and assessment efforts
- capacity building efforts
- administrative salaries
- program/project expenses
- marketing, promotion or publicity efforts
- office expenses

Program/Project Support: Individual artists and community organizations that ARE NOT primarily arts organizations but have an arts program, such as social service agencies, should apply under this category.

This category is designed to support costs directly related to a production, performance, publication, exhibition or other programs/projects. Administrative costs may be included, but must reflect the percentage of time the administrator works directly on this program/project. This category may include, but is not limited to:

- costumes, materials
- production personnel/payment to artists
- publicity
- program/project or production facility rental
- art supplies

GENERAL ELIGIBILITY REQUIREMENTS

Applicant must meet the following minimum eligibility requirements:

- Be located within the boundaries of the City of Berkeley, with a mailing address that confirms this status for the last two years.
- Demonstrate non-profit and tax-exempt status, as identified by Section 501 (c) (3) of the Internal Revenue Code.
- If not tax-exempt, must obtain a Fiscal Agent and provide a Letter of Agreement between your organization and the Fiscal Agent, and complete the Fiscal Agent Form included in the application.
- Have been in stable existence conducting a majority of its arts activities in Berkeley for no less than two (2) years. Stable is defined as the ability to demonstrate sound financial and administrative practices, along with consistent programming.
- Have organizational By-Laws and a functioning Board of Directors that meets regularly. Copies of the minutes, resolutions, and a roster of the Board or advisory group, should be available on request.
- Organizations currently receiving financial support from other City of Berkeley programs may apply, although funding priority may be given first to organizations that have not received City support outside of the Civic Arts Grants.
- Comply with federal regulations pertaining to federal grant recipients, i.e., meet the provisions of the following statutes:
 - Title VI of the Civil Rights Act of 1964
 - Title IX of the Education Amendments of 1972
 - Section 504 of the Rehabilitation Act of 1963
 - Age Discrimination Act of 1975
- **Returning applicants** must have completed and submitted their Final Report for the currently funded grant (*failure to submit Final Report will result in consideration of the current application as incomplete.*)
- **Incomplete applications may not be accepted.**
- **Hand delivered applications will not be accepted.**

FISCAL AGENTS

What is a Fiscal Agent: A nonprofit organization that has been assigned the responsibility to process the funds of another organization that is not a 501(c)3. This can take the form of processing a single check or providing complex accounting services and is unique to each circumstance.

Organizations applying for funding through a Fiscal Agent should take particular note of the following requirements that the Fiscal Agent must meet:

- The Fiscal Agent shall be responsible for all fiscal and contractual obligations of the applicant.
- A written contract or Letter of Agreement between the applicant and the Fiscal Agent specifying the conditions of the Fiscal Agent arrangement must accompany the Civic Arts Grant application. **(This agreement must be between the Fiscal Agent and the organization or artist(s); a memorandum or letter to the Civic Arts Commission is not sufficient).** Please see the Fiscal Agent Supplemental Information Sheet included in the application.
- Funds awarded under the Fiscal Agent status will not be considered as applying against any funds awarded to the Fiscal Agent; *i.e.*, if the Fiscal Agent is also an applicant to the Civic Arts Grants Program.
- Submission of the Fiscal Agent Supplemental Information Sheet shall be completed by Fiscal Agent.

Information submitted in the grant application, including all budget information, applies to the organization conducting the program/project, not the Fiscal Agent. It is preferred that Fiscal Agents be Berkeley nonprofit organizations, although in some cases, the most appropriate organization may reside elsewhere in the East Bay.

FUNDING PERIOD

The City's Civic Arts Grant Programs' allocation amounts for Fiscal Year 2007 and 2008 are not yet known. Allocations will continue to be awarded on a year-to-year basis and will be based upon the actual amount available for General Fund distribution.

FUNDING LIMITS

The Civic Arts Grants Program has been designed to address the needs of the arts community in Organizational Support and Program/Project Support.

Please take special note that the maximum grant amount awarded will be based on 10% of the total annual operating or program/project budget of the applicant's organization. Due to budgetary constraints and the uncertainty of funds that will be allocated each year to the Grant Program, a formula distributing awards will be developed during the month of June 2006 and June 2007. Percentages of operating costs are based on the most recently completed fiscal year,

and your request of up to 10% should be based on the budgetary information for that year.

RESTRICTIONS

The Civic Arts Commission Grants Program **will not fund** the following:

- Organizations are not eligible to apply to more than one Civic Arts Grant Program category in the same year, nor may they submit more than one application to either of the two (2) categories in a given year
- For-profit organizations are not eligible
- Public and private K-12 schools and school districts are not eligible for direct funding. Artists and art organizations can apply to work in after school activities but can not be part of the school day curriculum.
- Organizations or activities that are part of the curricular base of colleges or universities will not receive funding
- Social functions, parties, and receptions
- Social service-oriented programs that are not primarily arts programs
- Operating expenses for private commercial facilities
- Out-of-state travel
- Retroactive programs (programs started before the year for which this grant will be awarded)
- Capital construction and/or acquisitions (except for disabled access)
- "Major" equipment purchases
- Deficits or debt reduction
- Free or discounted tickets
- **Organizations who applied to multiple funding sources within the City of Berkeley may be limited to funding from one City of Berkeley source.**

WHAT HAPPENS TO YOUR APPLICATION

After being reviewed for completeness and processed by the Civic Arts Program staff, applications go through a three-step process: (1) a Funding Review Panel made up of Civic Arts Commission Representative(s) and when possible knowledgeable arts specialists from outside the Berkeley arts community reviews and evaluates the applications which are deemed complete;

(2) the Civic Arts Commission reviews the Panel recommendations, and;

(3) the Berkeley City Council considers and approves applications recommended for funding.

Panels convene in public meetings to review, discuss and score applications. Applicants may attend review panel meetings as *observers only*. ***No interaction between observers and staff or review panelists is allowed.*** Conflict of interest is avoided in all panel deliberations. Panel members shall not review, discuss, or score applications from organizations with which they have financial affiliation. For information on the confirmed dates and place of panel meetings, please call the Civic Arts Program office at 981-7539.

Civic Arts Program funds for the next Fiscal Year are dependent upon City Council approval of the City's annual budget for the coming year. The City Council usually approves the budget in June or July, although this may occur later in the calendar year. **Please do not call the Civic Arts Program Office before August 1, 2006** to request information on the status of grants applications.

REVIEW CRITERIA

It is important to note that review/evaluation of applications by the review panel is based on a scoring system that focuses on the following review criteria. Be sure your application addresses each of the following criteria:

For Both Operating and Program/Project Support Grant Applications

- program/project quality
- extent of community impact
- demonstrated management capability of the applicant
- grant history of the applicant
- outreach and audience development

Applicants should take special care that budgets are correct. They will be carefully examined for accuracy. See Application Form for instructions.

APPLICATION FORM INSTRUCTIONS

Before preparing a grant request please carefully consider whether your organization's goals, objectives, and programs/projects are compatible with the Civic Arts Grants Program mission and meet the eligibility requirements.

Organizations that are not primary arts or cultural providers are eligible **only** if they are willing to commit to the development of an on going, substantial, and integral arts or cultural program within their organization and should apply under program/project support.

The instructions that follow correspond to certain specific sections of the application form.

NARRATIVE DESCRIPTION OF APPLICANT

Please limit your answers to two pages covering Items #1 through 3, plus TWO additional pages that you may attach to cover ALL "overflow" answers.

BUDGET INFORMATION

All applicants must complete one of the two Budget Summary sheets: either the Operating Support budget page, or the Program/Project Support budget page. Budget information is one of the most important elements of your application. Make sure your figures are accurate. Applicants for Operating Support must be sure to list the total income and expenses for all four years requested. Round off figures to the nearest ten. A surplus is the amount remaining after expenses have been paid for the year. A deficit is the amount of expenditure in excess of the income for that fiscal year. **Enclose deficit figures within parentheses. All applicants must complete the budget summary.**

Regarding "IN-KIND" donations: In-kind donations are the value of services, fees, and items that are given to the organization or program/project. **A list of the specific in-kind donations must be included in your budget notes.** In-kind donations should be offset in the list of expenses.

BUDGET NOTES

"Budget Notes" are important documentation. They should be submitted to explain any noticeable increases or decreases in line items from one year to the next for income and expense sides of the budget. Surpluses should be explained, as well as how deficits will be rectified.

FINANCIAL STATEMENTS

A Financial Statement (sometimes called an income and expense declaration) is a written report that list the assets, liabilities and owner's equity of an organization as of a particular date and quantitatively describes the financial health of a non-profit. This includes an income statement, a balance sheet, and a statement of cash flow. Financial statements are usually compiled on a quarterly and annual basis. **Please note a Financial Statement is not a substitute for a budget. *Financial Statements are preferred, but a year-end tax return will be accepted.***

FISCAL AGENTS

Applicants using Fiscal Agents: make sure all of the materials and supplemental forms are complete and included.

CHECKLIST FOR SUBMITTING AN APPLICATION

Follow the assembly instructions carefully. Use the checklist to make sure your application is complete. Label all additional pages with the organizational name in the upper right hand corner. The attachments should be added to each copy of the application in the order indicated. **All applications, supplemental pages, and attachments must be collated.** Limit support materials to a reasonable amount. It is not necessary to include every one of your organization's flyers, brochures or programs/projects. An amount that reflects your program/project and activity is sufficient. Letters of support should specifically address your request for program/project or organizational support. Letters of support should document the author's relationship to the organization or program/project. Select the best material available.

CERTIFICATION

Your application is not complete unless the Certification Section of the application is signed and dated.

CIVIC ARTS FUNDING PROGRAM

FY 2007 TIMELINE

(July 1, 2006 - June 30, 2007)

- * December 2005 Grant Application distributed to current awardees and other interested organizations and artists on mailing list
- * Early January 2006 Civic Arts Funding Workshop
- * Early January 2006 2nd Civic Arts Funding Workshop
- * Friday, February 3, 2006 Application postmark deadline
- * Week of February 6, 2006 Staff prepares Grant Committee packets, reviews applications for eligibility, checks for completeness
- * Week of February 13, 2006 Applications delivered to Grant Committee
- * March 2006 Grant Committee meeting(s) to evaluate applications
- * March 2006 Civic Arts Commission reviews Grant Committee recommendations and adopts recommendations for City Council approval
- * April 2006 City Council Information Item
- * May 2006 City Council meeting considering funding recommendations
- * June 30, 2006 Final Report Due from FY2006 grant awardees
- * September 2006 Letter to applicants confirming FY2007 grant award
- * December 31, 2006 Deadline to submit Invoices for FY2007 grant

FY 2008 TIMELINE

(July 1, 2007 - June 30, 2008)

- * March 2007 Grant Committee meeting(s) to determine funding recommendations for FY2008
- * March 2007 Civic Arts Commission reviews Grant Committee funding recommendations and adopts recommendations to City Council for FY2008

CIVIC ARTS FUNDING PROGRAM (continued)

- * May 2007 City Council meeting considering funding recommendations for FY2008
- * June 30, 2007 Final Report due from FY2007 grant awardees
- * September 2007 Letter to applicants confirming FY2008 grant award
- * November 2007 Applications for the next grant cycle (FY2009/10) mailed
- * December 2007 Civic Arts Funding Workshops (for FY2009/10 grant cycle)
- * December 31, 2007 Deadline to submit FY2007 Invoices
- * January 2008 Application postmark deadline (date to be determined)

* *Dates subject to change*

CITY OF BERKELEY

Tom Bates, *Mayor*

BERKELEY CITY COUNCIL

Linda Maio, *District 1 Councilmember*
Darryl Moore, *District 2 Councilmember*
Maxwell Anderson, *District 3 Councilmember*
Dona Spring, *District 4 Councilmember*
Laurie Capitelli, *District 5 Councilmember*
Betty Olds, *District 6 Councilmember*
Kriss Worthington, *District 7 Councilmember*
Gordon Wozniak, *District 8 Councilmember*

CIVIC ARTS COMMISSION

Barbara Coleman
Sara Sanderson
Lori Taguma
Amanda Bornstein
Jos Sances
Ione Elioff
David Snippen
Suzy Thompson

Mary Ann Merker
Civic Arts Coordinator
Commission Secretary

Charlotte Fredriksen
Assistant Management Analyst

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CITY OF BERKELEY CIVIC ARTS COMMISSION
■ FUNDING PROGRAM APPLICATION ■ 2007-2008

Postmarked (not metered) Deadline: Friday, February 3, 2006 by 5 p.m.
This Application May Be Printed Legibly But A Typed Application Is Preferred

INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED

A. AMOUNT REQUESTED FROM THE 2007 CIVIC ARTS FUNDING PROGRAM \$ _____

For FY2007, the number should be 10% of FY2006 total expenses (on your budget page (4))

AMOUNT REQUESTED FROM THE 2008 CIVIC ARTS FUNDING PROGRAM \$ _____

For FY2008, the number should be 10% of FY2007 total expenses (on your budget page(4))

Funding Category (check one)

- _____ 1. Operating Support (Arts and cultural organizations - 501(c)(3))
- _____ 2. Program/Project Support (Individual artists, community organizations, social service agencies, etc., that are NOT primarily arts organizations but are applying for support for an arts program/project)

B. APPLICANT/ORGANIZATION NAME:

Tax Status (check one)

Address: _____

email: _____ website: _____

Contact Person: _____

Title: _____

Business phone: _____

Total Budget (current FY) \$ _____

A. Non Profit 501(c)(3)
Date of Incorporation
(month/year) _____
Federal I.D. # _____

B. Not A Non Profit 501(c)(3)
 Individual Artist
Fiscal Agent Name _____

C. Other _____

ARE YOU APPLYING FOR FUNDS IN FY07/08 FROM ANY OTHER CITY OF BERKELEY SOURCE? IF SO, WHAT SOURCE OF FUNDS ARE YOU APPLYING FOR? _____

Primary discipline of this application:

- _____ Dance _____ Theater _____ Visual Arts _____ Literature
_____ Music _____ Media _____ Opera _____ Multi-discipline

vitality of the community. What sets your organization apart from others in your field?

8. **[If applying for Operating Support]** How many people does your organization reach annually? Briefly describe your audience, providing demographic information regarding age, ethnicity, etc.

Note

efforts at having performances accessible to senior citizens and disabled individuals. Do you have plans to expand your audience? Please describe.

9. **[If applying for Operating Support]** How are decisions made and carried out in your organization with respect to policies, management, programming and fundraising? What is the role of your board, staff, volunteers and advisory groups in this process?

BUDGET INFORMATION FOR OPERATING SUPPORT APPLICANTS

D. BUDGET INFORMATION

Instructions: FILL IN THE INFORMATION REQUESTED ON THIS PAGE ONLY IF YOU ARE APPLYING FOR OPERATING SUPPORT. Applicants must explain any variables such as any changes greater than 10% per year in your budget, a large cash surplus at year-end, and other information that may clarify your financial situation for the Review Panel. If necessary, these explanations may be attached on a separate sheet. **These Income and Expense totals should agree with the budget figures listed in the Organizational Fiscal History budget summary section on page 3 of this application.** Expenses and cash income should be equal.

| REVENUES | FY 2005 | FY 2006 | FY 2007 | FY 2008 |
|--|---|--------------------|--------------------|-------------------|
| Earned Income | (7/1/05 - 6/30/06) | (7/1/06 - 6/30/07) | (7/1/07 - 6/30/08) | 7/1/08 - 6/30/09) |
| | (Last Year) | (Current) | (Projected) | (Projected) |
| Box Office/Admission | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Tuition | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Concessions/Ad Sales | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Dues/Memberships | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Other (specify) | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Subtotal: Earned Income | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Contributed Income | | | | |
| City of Berkeley | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| County of Alameda | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| California Arts Council | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Foundation/Corporations | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Individual Contributions | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Board Contributions | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Subtotal: Contributed Income | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| *In-Kind Contributions (non cash) | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| | (In-Kind contributions should also be offset in your expenses. Please fill out Page 5 (In Kind Sheet)) | | | |
| TOTAL ALL INCOME | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

EXPENSES

Personnel Costs - If less than full-time, provide the amount of time in the () space below. (e.g. half time is 50%)

| | | | | | |
|-------------------------------|-----|----------|----------|----------|----------|
| Artistic | () | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Administrative | () | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Technical | () | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Payroll Taxes/Fringe Benefits | () | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

Other _____ () \$ _____ \$ _____ \$ _____ \$ _____

Subtotal: All Salaries _____ \$ _____ \$ _____ \$ _____

Operating Costs

| | | | | |
|-------------------------------------|----------|----------|----------|----------|
| Professional Fees | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| General Operating & Office Expenses | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Equipment/Supplies & Materials | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Other Production Costs | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

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| | | | | |
|---|-----------------|-----------------|-----------------|-----------------|
| Marketing & Publicity | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Travel | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Promotion/Publicity | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Other (Specify) | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Subtotal: All Operating Expenses | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| TOTAL EXPENSES | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Surplus/(Deficit) | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Accumulated Surplus/(Deficit) | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

**OPERATING SUPPORT APPLICANTS
IN KIND CONTRIBUTIONS**

PROFESSIONAL SERVICES:

Legal:

Accounting:

Other:

EQUIPMENT:

GOODS:

OTHER (please provide a short explanation):

NARRATIVE DESCRIPTION FOR PROGRAM/PROJECT SUPPORT APPLICANTS

Please answer Questions 10 through 12 on a separate sheet(s) of paper (no more than TWO pages). Please number your answers accordingly.

10. Please describe your organization and its mission.
11. Describe your long- range planning and evaluation process.
12. What are your organization’s major challenges and goals? How will you address them?

END OF NARRATIVE DESCRIPTION

[Please limit your answers to the space provided for Questions 13 through 19.]

13. **[If applying for Program/Project Support]** Please provide a brief description of your program/project—no more than two to three sentences (or 50 words or less). The next question will give you the opportunity to elaborate. This description will be used for our grants report to City Council and for other publications.

14. **[Answer only if applying for Program/Project Support]** Describe the activity you would like the Civic Arts Grants Program to support. When will it take place and where? Is this a new program/project? If not, what is its history?

15. **[If applying for Program/Project Support]** Please list below all key artistic personnel involved in your program/project: their roles, background or training and whether they are paid or volunteer their skills to the program/project.

16. **[If applying for Program/Project Support]** Briefly describe your organization’s arts activities over the past two years.

17. **[If applying for Program/Project Support]** Describe the benefits this activity will provide to the City of Berkeley and the particular community your organization serves (include, as appropriate, information of ethnicity, income levels, etc.)
18. **[If applying for Program/Project Support]** Please provide an estimate of audience size. How will you reach audiences for your proposed activity?
19. **[If applying for Program/Project Support]** Approximately how many individuals (staff) will participate in carrying out your activity? How will you reach participants for your activity? Describe the role of volunteers in your activity.

[If applying for Program/Project Support]

Your fiscal year begins _____ *and ends* _____
month month

Complete this page only if you are applying for a Program/Project Support Grant

Program/Project Budget

(Individual artist fill out Program/Project Budget only)

REVENUES

Earned

| | <u>FY2007</u> (July 1, 2006 - June 30, 2007) | <u>FY 2008</u> (July 1, 2007 - June 30, 2008) |
|---|---|--|
| Tickets/Admissions (Audience _____ x Price \$ _____) | \$ _____ | \$ _____ |
| Performance Fees | \$ _____ | \$ _____ |
| Tuition | \$ _____ | \$ _____ |
| Product Sales | \$ _____ | \$ _____ |
| Special Events | \$ _____ | \$ _____ |
| Other | \$ _____ | \$ _____ |
| Subtotal | \$ _____ | \$ _____ |

Contributed

| | | |
|--------------------|----------|----------|
| Government: | | |
| Federal | \$ _____ | \$ _____ |
| State | \$ _____ | \$ _____ |
| County | \$ _____ | \$ _____ |
| City | \$ _____ | \$ _____ |
| Foundation | \$ _____ | \$ _____ |
| Corporate/Business | \$ _____ | \$ _____ |
| Individuals | \$ _____ | \$ _____ |
| Other | \$ _____ | \$ _____ |
| Subtotal | \$ _____ | \$ _____ |

In-Kind Contributions (non cash) \$ _____ \$ _____

(In-Kind contributions should also be offset in your expenses. Please fill out Page 9 (In Kind Sheet))

TOTAL REVENUES \$ _____ \$ _____

EXPENSES

Personnel

| | | | |
|-----------------|-------------------|----------|----------|
| Salaried: | Artistic | \$ _____ | \$ _____ |
| | Administrative | \$ _____ | \$ _____ |
| | Tech & Production | \$ _____ | \$ _____ |
| Contract: | Artist | \$ _____ | \$ _____ |
| | Other | \$ _____ | \$ _____ |
| Subtotal | | \$ _____ | \$ _____ |

ADMINISTRATIVE & OTHER

| | | |
|------------------------------|----------|----------|
| Advertising/Promotion | \$ _____ | \$ _____ |
| Office Supplies | \$ _____ | \$ _____ |
| Rent/Utilities (Office) | \$ _____ | \$ _____ |
| Rent (Performance/Rehearsal) | \$ _____ | \$ _____ |
| Production, Exhibits | \$ _____ | \$ _____ |
| Fundraising | \$ _____ | \$ _____ |
| Loans, Debt Reduction | \$ _____ | \$ _____ |
| Other _____ | \$ _____ | \$ _____ |
| Other _____ | \$ _____ | \$ _____ |
| Other _____ | \$ _____ | \$ _____ |
| Subtotal | \$ _____ | \$ _____ |

TOTAL EXPENSES \$ _____ \$ _____

Surplus/(Deficit) \$ _____ \$ _____

(Please use numbered Budget Notes to identify items that need elaboration, and attach.)

**PROGRAM/PROJECT SUPPORT APPLICANTS
IN KIND CONTRIBUTIONS**

PROFESSIONAL SERVICES:

Legal:

Accounting:

Other:

EQUIPMENT:

GOODS:

OTHER (please provide a short explanation):

Complete this page only if you are using a Fiscal Agent; otherwise, leave blank.

E. FISCAL AGENT SUPPLEMENT

Name of Applicant: _____

Name of Fiscal Agent: _____

Address: _____

Contact Person: _____

Phone Number: _____

Date of Incorporation: _____

IRS Tax I.D. Number: _____

List any fee or percentage charged by Fiscal Agent for providing their services _____

Briefly explain the reason(s) why you are using a Fiscal Agent for your proposed project or activity.

Is your fiscal agent currently receiving City of Berkeley funds? If yes, in what amount? _____

Has your fiscal agent applied for funding from the Civic Arts Grants Program? If so, in what amount? _____

(Please note: For organizations acting as fiscal agents, funds received from clients will not adversely affect their applications.)

FISCAL AGENT VERIFICATION

Submission of this grant application to the Berkeley Civic Arts Grants Program has been approved by the Board of Directors. I certify that the information contained in this application and in all attachments is true and correct.

Signature, FISCAL AGENT Authorized Representative

Signature of Applicant

Typed Name of FISCAL AGENT Authorized Representative

Typed Name of Applicant

F. CERTIFICATION

I hereby certify that to the best of my knowledge and belief, the information in this application is true.

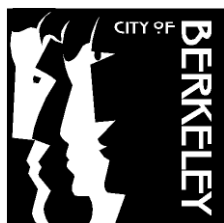
Authorized Official (Please print or type)

Title

Signature

Date

g:/oed/civicarts/grants2007application



Office of Economic Development
Civic Arts Program

November 10, 2005

**CIVIC ARTS GRANT PROGRAM SCHEDULE FOR
FY2007 THROUGH FY2008
(July 1, 2006 - June 30, 2008)**

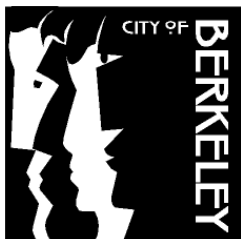
FY2007

1. **October-November 2005**: The Civic Arts staff and the Berkeley Civic Arts Commission's Grant Committee work together to examine the application, guidelines, policies, procedures, and issues raised during the previous year's grant cycle. Current professional practices and nationally accepted standards are used to improve the process and make it more understandable and user friendly. This assures that the application and guidelines are in compliance with "best practices".
2. **November 2005**: The grant application and guidelines are submitted to the full Civic Arts Commission for approval.
3. **December 2005**: A cover letter, the application, and guidelines are mailed to all interested organizations and artists on the grant mailing list (over 160 arts organizations and individual artists). The application and guidelines are published on the City's website, copies are delivered to the main library, and each of the four Senior Centers.
4. **January 2006**: Two free workshops are held at the North Berkeley Senior Center to answer questions and discuss the program guidelines and application process.
5. **December-January**: Staff must be available to answer inquiries concerning the application/guidelines during the application period.
6. **Friday, February 3, 2006**: Application deadline. Staff log in all applications, check each application for completion, eligibility (final decision made by Grant Committee), and prepare evaluation packets and materials for each Grant Committee member (4).
7. **February, 2006**: Applications are delivered to the Grant Committee for individual review and evaluation.

8. **February 2006:** Staff and the Grant Committee meet to review, discuss, and evaluate the applications. This process is usually completed within two 3-4 hour meetings. The meetings are noticed and open to the public.
9. **March 2006:** Civic Arts Commission reviews Grant Committee's recommendations and adopts the recommendations for submittal to City Council.
10. **March 2006:** Staff mails Final Report Form to all applicants funded the previous grant cycle. The Final Report summarizes the grant activities and results of the grant. In addition, a budget of how the grant was spent must also be submitted by June 30 in order to be eligible to receive funding for the current year.
11. **April 2006:** The Civic Arts Commission submit a City Council Information Item regarding the number of applications received and the total amount of funding requested by the applicants.
12. **May 2006:** City Council considers funding recommendations during the budget process.
13. **June 2006:** City Council allocate amount of funding to the Grant Program.
14. **June 30, 2006:** Final Reports are due from applicants that received funding the previous year. Staff reviews Final Reports to verify the grant funds were used as outlined in the application.
15. **July 2006:** Staff and the Grant Committee prepare the calculations for the distribution of funds allocated by Council. This formula takes into account the applicants rank or score, the amount requested, the budgeted amount available and if there is a "floor" (smallest amount given out) and a "ceiling" (largest amount given out).
16. **July 2006:** The Civic Arts Commission submit a Council Consent Item outlining the amount awarded to each eligible organization and individual artist.
17. **August 2006:** Staff follow-up on outstanding Final Reports from applicants funded the previous year.
18. **August 2006:** Award letters and invoices are mailed to all applicants eligible for FY2006/07 funding.
19. **September-November:** Staff processes returned grant invoices and answer related inquiries.
20. **December 31, 2006:** Deadline for grant awardees to submit invoices.

FY 2008 TIMELINE

21. **March 2007**: Grant Committee meeting(s) to determine funding recommendations for FY2008.
22. **March 2007**: Civic Arts Commission reviews Grant Committee funding recommendations and adopts recommendations to City Council for FY2008.
23. **May 2007**: City Council to consider funding recommendations for FY2008.
24. **June 30, 2007**: Final Report due from FY2007 grant awardees.
25. **September 2007**: Letter to applicants confirming FY2008 grant award.
26. **November 2007**: Application packets for the next grant cycle (FY2009/2010) are mailed.
27. **December 2007**: Civic Arts Funding Workshops for the next grant cycle (FY2009/2010).
28. **December 31, 2007**: Deadline to submit FY2008 Invoices.
29. **January 2008**: Application postmark deadline (date to be determined).



Office of Economic Development
Civic Arts Program

July 6, 2005

To: Civic Arts Grant Committee

From: Mary Ann Merker, Civic Arts Coordinator
Charlotte Fredriksen, Assistant Management Analyst
Ted Burton, Economic Development Coordinator

Subject: 2006/07 Grant Award Formula

This year 77 eligible non-profit organizations applied for \$4,473,676 million in funding. The following is an explanation of the procedure used to determine a fair distribution of available funds. This procedure was developed by Civic Arts and OED Staff in consultation with the Civic Arts Commission.

Step 1: Scoring the Amount Requested

- The amount that each organization applies for is initially weighted according to the score they received on their grant application. This **scored request** is the total amount that an organization is eligible for. Example:
 - If an organization's original request is \$3,000 and they receive a score of 7.5, then they are eligible to receive 75% of their original request, which in this case equals \$2250.
 - If an organization's original request is \$4,500 and they receive a score of 10, then they are eligible to receive 100% of their original request, \$4,500.

Step 2: Calculating the Base Grant

- Each grantee was automatically given a **base amount** of \$1,000 (or the amount requested, which ever is less). This amount is then adjusted according the score received on the organizations grant application. Examples:
 - If an organization originally requests a grant of \$900 and receives a score of 8, then they will receive 80% of their request, \$720 as their base grant.
 - If an organization originally requests a grant of \$5000 and receives a score of 10, then they will receive 100% of the \$1000 base grant.

Step 3: Calculating the Ceiling Grant

- Due to the amount of grant funding available in comparison to the amount requested, for FY05 grants there is a maximum grant award of \$9,000.

Step 4: Reallocating Remaining Funds

- Funds remaining after allowing for base and maximum grants are distributed according to the ratio of remaining funds available to the balance of scored requests.

G:OED/civicaarts/grants/formulaexplanation06/07