

# COMMUNITY ARTS GRANTS GUIDELINES – 2020/2021

## COVID-19 UPDATE

### WELCOME

The City of Carlsbad Cultural Arts Office serves to encourage, develop and facilitate an enriched environment of artistic, creative and cultural activity in the City of Carlsbad and the Northern San Diego County region. The Cultural Arts Office manages funding programs to provide financial support to organizations, schools and individuals for various projects through a competitive application and review process. These projects benefit the community through an array of activities for schools, artists and organizations.

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

- Reinforce accessible arts and culture opportunities and experiences for Carlsbad students and residents;
- Provide arts education and lifelong learning opportunities for all ages;
- Support local and regional arts organizations as an important component of the economy and quality of life in Carlsbad and Northern San Diego County;
- Support arts education in schools and through affiliated organizations;
- Develop and support organizational strength and capacity of Carlsbad arts organizations;
- Encourage new and emerging arts programs and organizations in Carlsbad; and
- Celebrate Carlsbad as an exciting, vibrant and creative destination for our residents and visitors alike.

### 2020/2021 COVID-19 OVERVIEW

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

**The three new rolling deadlines for the 2020/2021 cycle grant applications are as follows:**

<b>Rounds</b>	<b>Application Deadline</b>	<b>Projects Commence</b>
Round 1	May 21, 2020	September 1, 2020
Round 2	August 17, 2020	December 9, 2020
Round 3	November 16, 2020	April 8, 2021

**All projects must be complete by August 31, 2020**

**Applications will only be accepted online at [www.carlsbadca.gov/artsgrants](http://www.carlsbadca.gov/artsgrants)**

- Total funding available for the 2020/2021 cycle is \$88,000
- Rolling deadlines will remain intact until grant funds are depleted
- All projects must be completed by August 31, 2021
- All final reports are due within 30 days of the completion of the event or September 30, 2021, whichever comes first
- 80 percent of all awarded funds will be disbursed after agreements are executed; the final 20 percent once the final report and budget are submitted and approved

### HEALTH AND SAFETY CERTIFICATION

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

## ELIGIBILITY

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

## GUIDELINES APPENDICES

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

## FUNDING CATEGORIES

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

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

## ARTS ORGANIZATIONS

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

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### ARTS ORGANIZATIONS – CAPACITY BUILDING

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

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### ARTS ORGANIZATIONS – ARTS PROJECTS

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

- Any partnership between an individual, educational institution or organization must include a letter of agreement from partnering entity

## PROJECTS THROUGH FISCAL AGENT

- Individuals or organizations aspiring to a non-profit status may apply through a fiscal agent
- Fiscal agents will be responsible for receiving awarded funds and dispersing them with a service fee no more than 10% of the amount awarded to the applicant
- Organizations that act as fiscal agents are still eligible to apply for a Community Arts Grants on their own
- Any individual artist receiving funding through a fiscal agent must be 18 years of age on or before the application due date

## EDUCATIONAL INSTITUTIONS AND AFFILIATED GROUPS

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

## EDUCATIONAL INSTITUTIONS AND AFFILIATED GROUPS – ARTS IN SCHOOLS

- Arts In Schools grants have a maximum award of \$2,500
- **Arts in Schools will be defined as programs, activities and events that are primarily designed to be arts focused. These projects may be presented wither virtually or in person ONLY if all health and safety requirements are met and crowd size limitations have been lifted**
- **Virtual events must be in place of programs or projects that normally would have been held in Carlsbad.**
- There is no limit to requests by school or district, though consideration will be given to projects of the same discipline from the same school site
- No school project funded through the Community Arts Grant may involve a full-time hourly or salaried employee in the school district in which they will be leading activities, performances or projects but may utilize teaching artists that are employed by any district
  - No in-school project funded through the Community Arts Grant may involve a full-time hourly or salaried employee in the school district in which they will be leading activities, performances or projects
  - Out-of-school programs may utilize teaching artists that are employed by any district
- All partnerships must include a signed letter of agreement

## APPLICANT INFORMATION

### PROGRAM SCHEDULE

#### Ongoing:

- Phone or video conference meetings are available with grant program staff. Sign up for a meeting at [www.carlsbadca.gov/artsgrants](http://www.carlsbadca.gov/artsgrants).
- **The application is posted and available at [www.carlsbadca.gov/artsgrants](http://www.carlsbadca.gov/artsgrants).**

	Round 1	Round 2	Round 3
<b>Application due</b>	May 21, 2020	Aug. 17, 2020	Nov. 16, 2020
<b>Panel scoring complete</b>	June 26, 2020	Sept. 25, 2020	Jan. 15, 2021
<b>Arts Commission reviews funding plan</b>	Aug. 6, 2020	Nov. 5, 2020	March 4, 2021
<b>Applicant notifications and agreement packets sent</b>	Aug. 10, 2020	Nov. 9, 2020	March 8, 2021
<b>Projects Commence</b>	Sept. 1, 2020	Dec. 9, 2020	April 8, 2021
<b>Projects to be completed</b>	Aug. 31, 2021		
<b>All Final Reports due</b>	Sept. 30, 2021		

## PANEL REVIEW AND SCORING OF APPLICATIONS

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

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### SCORING RUBRIC

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

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

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### OTHER REVIEW AND SCORING INFORMATION

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

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## GRANTEE REQUIREMENTS DURING PROJECT FUNDING PERIOD

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### AGREEMENT

All approved applications will receive an agreement packet, which will include instructions and agreement language. All agreements must be signed and submitted per instructions within 30 days of receipt. Failure to return signed agreement within this timeline may affect the current award cycle, or future application eligibility.

Agreements must be signed by a individual who is authorized to sign on behalf of the organization. Documentation of authorization may be requested.

If this your first agreement with the City of Carlsbad, a W-9 will be requested.

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### FINANCIAL MANAGEMENT

Grant recipients are required to maintain three (3) years of accounts, records and evidence pertaining to costs incurred and revenues acquired under the respective grant program. Grantees should be able to provide upon request:

- Accurate, current and complete disclosure of revenue and expenses for the project
- Records that adequately identify the sources and application of funds for grant sponsored activities
- Accounting records supported by source documentation – invoices, receipts, bank statements, etc.
- All awardees must provide documents within 30 days of receipt or notification. This includes, but is not limited to, agreements, revised project forms, final reports and financial accounting

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## PUBLIC ACKNOWLEDGEMENT

- Grant recipients must credit the Cultural Arts Office for its support of the project in printed, electronic and broadcast promotions
- The following acknowledgement along with a logo (provided with use guidelines) must appear on all printed and electronic materials: “This program is funded in part by the City of Carlsbad’s Cultural Arts Office.”
- Grantees who fail to provide public acknowledgement may be denied future project funding

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## PROMOTION BY CITY

- Grantees are required to keep the Cultural Arts Office informed of all program dates and times
- If grantee wishes to participate in promotion through approved city channels, they may opt-in as part of the agreement. All participation in promotion through city channels is subject to review, edits and approval by program staff prior to promotion
- Grantees are encouraged and expected to:
  - Give notifications and invitations to the Cultural Arts Office in order to extend them to the Carlsbad Arts Commission at least two weeks in advance of program
  - Extensively promote funded events and projects

## POLICIES

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

## OTHER INFORMATION

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### CARLSBAD ARTS COMMISSION MEETINGS:

- Carlsbad Arts Commission Meetings are public held throughout the year. For more information about the duties of the Carlsbad Arts Commission and its meetings, visit [www.carlsbadca.gov](http://www.carlsbadca.gov).

## HOW TO APPLY

### APPLICATION

All applications must be submitted online. The application is comprised of five sections, some of which include long-answer sections and attachments. The application is available at [www.carlsbadca.gov/artsgrants](http://www.carlsbadca.gov/artsgrants).

1. Contact Information
2. Funding Type and Category
3. Project Overview
4. Narrative
5. Budget (A sample budget form is included as Appendix 3)
6. Signature

### ASSISTANCE

Cultural Arts Office staff are always available to assist applicants. Please contact Mimi Kim, Administrative Assistant at [mimi.kim@carlsbadca.gov](mailto:mimi.kim@carlsbadca.gov) and Megan Gilby, Community Arts Coordinator at [megan.gilby@carlsbadca.gov](mailto:megan.gilby@carlsbadca.gov)

## APPENDIX 1: COMMUNITY ARTS GRANTS FAQs

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

***The City of Carlsbad will NOT award grants to:***

- Organizations receiving funding through City of Carlsbad Community Activity Grants
- Governmental agencies or public authorities
- Applicants that have a “delinquent” status with the Community Arts Grants Funding Programs
- Retroactive funding for completed activities
- Religious and/or sectarian programming or any programming and/or services that are solely for the promotion of or consumption by a specific religious order and/or sect
- Cash reserves or endowments of any kind. Awards are to be expended within the designated funding period
- Capital expenditures, including construction, renovation or purchase of real property
  - Purchases or repairs of arts-specific equipment with the capability of extended use over several years are permitted. Proposals requesting funds for such expenses should be discussed in advance with the Cultural Arts Office staff.
- Applications that do not support nonprofit, public art activities or projects that benefit a for-profit business or activity
- Projects through a fiscal sponsor that benefit the sponsoring organization or are an extension of the sponsoring organization’s programs or services
- Support groups and/or non-profit organizations supporting city departments or facilities
- General operating costs, including costs associated with the start-up of a new organization
- Applications to reduce existing deficits

***Funding may NOT be used for:***

- Fund-raising expenses
- Consultants who are members of an applicant’s staff or board
- Payments to students
- Scholarships, fellowships or tuition assistance
- Costs incurred before the start of the funded project or outside the funding period
- Any and all in-person activities outside the City of Carlsbad limits
- Entry fees for competitions or sponsorship fees
- Pageants, fund-raising events or hospitality costs
- Publication of manuscripts or compositions not created as part of a grant-supported project
- Purchase of monetary awards, cash prizes, contributions or donations
- Scholarly or academic research, tuition and activities which generate academic credit or formal study toward an academic or professional degree
- Creation of textbooks