

2015 CULTURAL RESOURCE DEVELOPMENT GRANT

General Eligibility Requirements and Evaluation and Review Process



The City of West Hollywood Cultural Resource Development Grant supports arts organizations with budgets under \$75,000 and an interest in strengthening their organization's infrastructure. The Cultural Resource Development Grant provides two benefits for nonprofit arts organizations by supporting both the organization's mission to provide arts programming, and to support the organization itself with technical assistance to improve its ability to fundraise, develop audiences, and build its administrative structure.

General Information

- These grants are intended for newer, smaller and/or less-experienced non-profits, or established nonprofits undergoing organizational transitions, with budgets generally under \$75,000 and primarily volunteer run.
- Grants are provided for programming, as well as technical assistance, including support to access the California Cultural Data Project, which is required should the organization wish to move into the City Arts Project Grant category at a future time.
- **NEW for 2015: 3-Year Grants:** With its first successful application, an organization will be awarded funding for three years, following which the organization may apply for funding through the City Arts Project Grant category.
- Maximum grant award per year is \$2,500 with an additional \$1,500 in technical assistance. With its first successful application, the organization would be awarded a three-year contract (maximum grant of \$7,500 and technical assistance of \$4,500 payable over 3 years).

APPLICATION DEADLINE IS 3 P.M. FRIDAY, SEPTEMBER 12, 2014

General Requirements

To be eligible for consideration, organizations must fulfill **all** of the following requirements:

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1. The primary mission of the organization must be the production and/or public presentation of one or more disciplines of the arts. This includes, but is not limited to, performing arts, literary arts and media and visual arts.
2. Organizations must be a registered nonprofit corporation;
3. Organizations must provide proof in the form of a Certificate of General Liability Insurance in an amount not less than two hundred thousand dollars (\$200,000) per occurrence for bodily injury, personal injury, and property damage.
4. Organizations must provide a financial statement detailing the organization's income and expenses for the previous year (*For example calendar year January 2013 – December 2014. Fiscal year July 2013 – June 2014*).
5. Organizations must be able to demonstrate significant commitment to and involvement with the West Hollywood community.
6. Organizations must be able to demonstrate artistic quality and experience in their field as well as provide at least one year of programming documentation.
7. Projects must take place in West Hollywood or in the immediate West Hollywood adjacent area and include opportunities for West Hollywood residents in the proposed activities.
8. Organizations awarded a Cultural Resource Development Grant must submit a Final Report within 30 days of completing the grant project. Failure to file a Final Report may result in the following:
 - a. Requested return of grant funds for that year;
 - b. Forfeit of any awarded grant funds for the coming year, and
 - c. The inability to request funding in the future without the completion of the final report.

Grant Program Objectives

The City has identified the following objectives for the program:

- To enhance an organization's knowledge, skills and business and professional development needs;
- To engage organizations in specific professional and business development activities that will aid the organization in building their capacity and strengthening the organization's infrastructure, and extend the reach of their programming activities;
- To assist organizations with strategic planning that will help organizations meet their goals and objectives and,
- To encourage organizations to do innovative programming and extend the reach of their partnership and collaborations that enhances the reputation of West Hollywood as an "Arts City."

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The City anticipates the following results from this grant program:

- Organizations acquire knowledge and skills that will aid them in becoming a sustainable arts organization;
- Organizations are more versed at developing realistic goals and objectives that will build and strengthen the organization's capacity to provide quality arts program;
- Organizations extend the reach of their partnerships and collaborations that provide positive public relations for the organizations and for West Hollywood as an Arts City.
- Organizations gain/maintain a competitive edge for a variety of arts grant opportunities.

Review Process

A review panel of the West Hollywood Arts and Cultural Affairs Commission and community members will evaluate and score grant applications using the following criteria:

1. Artistic quality of the organization (0-25 points)
2. Involvement in the West Hollywood Community (0-30 points)
3. Managerial and Fiscal competence based on organizational paperwork, finances and completeness of the application (0-15 points)
4. Overall merit of the project (0-15 points)
5. Readiness and ability to utilize technical assistance (0-15 points).

The amount of any award will be determined by ranking within the point structure; the overall appropriateness and quality of the project; and the size of the organizational budget.

An organization's grant award will be determined, in part, by the size of the organizational budget. Notwithstanding the maximum grant amounts and the foregoing criteria, no grant shall be larger than 20% of the organizational budget; and no grants smaller than \$1,000 will be awarded.

All applicants will be screened initially by staff to ensure compliance with the eligibility requirements. Applicants who do not meet these requirements will not be forwarded onto the grants panel for review.