

Frequently Asked Questions About West Hollywood's Arts Grant Programs

What is the California Cultural Data Project and why must we complete this?

The California Cultural Data Project (CACDP) is the most ambitious and comprehensive effort ever to gather and analyze information about the contributions of the cultural sector to California's economy and quality of life. The California Cultural Data Project will benefit the cultural sector by providing comprehensive, standardized data on arts and culture. This data will allow the cultural community to articulate and provide evidence for the sector's assets and needs, and its contributions to the state.

In terms of the application process, the CACDP is also a great benefit to the organizations applying for funding. The CACDP requires organizations to create an online profile to which they submit quantitative data (income, expenses, audience numbers, etc.) that is stored in a central data bank. This information only needs to be entered once a year and can then be downloaded and submitted with grant applications to all participating arts funders. This will significantly decrease the amount of time organizations spend on applications and will enable and encourage many organizations to seek additional grant-funding opportunities. The City's participation in the California Cultural Data Project has been underwritten by the Los Angeles County Board of Supervisors through the LA County Arts Commission.

Only City Arts Grant applicants are required to complete the CACDP. If arts organizations with budgets less than \$25,000 annually do not feel they have the capacity to complete the CACDP, they might consider applying for funding under the City's Arts Participation Grant program, which provides up to \$1,000 in funding for small projects. Organizations applying under Cultural Resource Development Grants are not required but are encouraged to submit their California Cultural Data Project Report.

Must the applicant register with the California Cultural Data Project to be eligible for all West Hollywood grant opportunities?

Arts organizations must register with the California Cultural Data Project to be eligible for the City Arts Project Grant. Emerging arts organizations applying for the Cultural Resource Development Grant are encouraged to register with the California Cultural Data Project.

What types of grants are available?

There are five (5) types of arts grants available to eligible nonprofit organizations including:

- **Arts Participation Grants** are available year-round and will be reviewed by the Arts and Cultural Affairs Commission on a case-by-case basis. These grants are designed for arts education projects developed by educational, social service or community-based organizations or for small budget arts organizations with an annual budget of \$25,000 or less. The maximum award any organization may receive under this grant is \$1,000. To be considered for an Arts Participation grant, please contact the arts grant administrator for more details.

- **Community Enrichment Grants** are available year-round and intended to support a variety of community-based programs, projects and events developed/produced by nonprofit organizations where a modest grant can make a meaningful and sustainable difference in enriching the cultural life of the West Hollywood community. The maximum award any organization may receive under this grant is \$1,000. To be considered for a Community Enrichment Grant, please contact the arts grant administrator for more details.
- **The City Arts Project Grant Program** is intended for the production, performance or presentation of arts programs/projects by nonprofit organizations. Organizations may apply for two years of grant funding with one application. The organization may apply for two projects, one for each project year. The projects are not required to be related and may be completely separate in terms of scope, audience, artists, or other project components. The maximum grant award is a \$7,500 per year for a total period of 2 years (\$15,000 for a two year grant).
- **Cultural Resource Development Grants** 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. With one 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).
- **Pride Arts Grants** are designed to support a variety of programs, projects and events developed/produced by nonprofit organizations and individual artist groups to expand the celebration of June Pride Month through meaningful arts and cultural activities. The maximum amount that can be awarded through this grant is \$7,500.

Where can I get an application?

The City of West Hollywood 2015 Arts Grant Applications are available on-line at www.weho.org/art.

Must the project and or performance take place at a venue in West Hollywood?

Projects must take place in West Hollywood or in the immediate West Hollywood adjacent area. The Commission funds projects that are presented in West Hollywood and that serve the West Hollywood Community.

Organizations interested in performing at:

West Hollywood Park or Kings Road Park contact (323) 848-6308.

Plummer Park contact (323) 848-6530.

West Hollywood Park Public Meeting Room Council Chambers contact (323) 848-6377.

Is there a charge for the use of City facilities for grant funded projects and performances?

No. Facility rental fees are waived for grant funded projects and performances.

There are other suitable venues within West Hollywood that could serve as a performance or art space: outdoor spaces and parks; churches, schools, theatres; and other art or art-friendly spaces.

Are performance and/or presentation date (s) and location (s) required at the time of application?

Yes, for the first year project. Should your organization receive a grant award, you must confirm the performance and/or presentation date (s) and location (s) by **December 1, 2014** of the project proposed for 2015.

Can the applicant charge an admission or request suggested donations?

Yes.

I would like my project/performance to be presented as part of the One City One Pride Arts Festival (Pride Month celebration). When is the Pride Arts Festival?

The 2015 One City One Pride Arts Festival will be held May 30 – June 15. The Organizations interested in presenting projects/performances during the festival should schedule programs/projects from May 30 – June 15, 2014. However, programs/projects may occur throughout the month of June (Pride Month). For more information on the One City One Pride Arts Festival contact Michael Che, Arts Coordinator at (323) 848-6377 or email mche@weho.org.

Can I apply for a grant this year, even though I received funding last year?

Yes. On June 23, 2014, the West Hollywood City Council approved the 2015 Arts Grant Program allowing eligible nonprofit arts organization to apply for one of the five (5) arts grant opportunities offered by the City.

Does the Arts and Cultural Affairs Commission fund individuals?

Yes. Individual artist can apply under the Pride Arts Grant opportunity. However, funding is capped at a certain amount. Individual artists may be able to secure the service of a sponsoring nonprofit arts organization for the project of the artist.

Does the applicant need 501 [c] 3 status?

Yes. The applicant must be a registered nonprofit arts organization. Individual artists, collaborative groups, or collectives without their own nonprofit status may use another nonprofit organization as a fiscal sponsor to apply for a grant.

What are the responsibilities of a fiscal sponsor?

The fiscal sponsor receives and manages the grant funds for the project and signs the grant agreement and other required award documents, if the proposal is approved. The fiscal sponsor is the entity that provides financial accountability for the project and must be a nonprofit arts organization.

What is the maximum amount an applicant can request?

The maximum award any organization may receive for a City Arts Project Grant is \$7,500. The maximum award for Cultural Resource Development Grant is \$3,500. The maximum award for a Community Enrichment Grant is \$1,000. The maximum award for an Arts Participation Grant is \$1,000. The maximum award for a Pride Arts Grant is \$7,500.

Are matching funds required?

Matching funds are required for City Arts Project Grant applications only. Organizations must be able to demonstrate a 1:1 funding match. Up to 50% of that match may be from in-kind support.

What does “in-kind” mean?

In-kind refers to any contribution of labor, materials, goods or services donated to the project. It can include contributions of professional time, volunteer hours and office space including use of equipment for programmatic purposes, materials donated for publicity, promotion and other public program items.

How are funds distributed?

100% of the funds are distributed within 30 days of execution of Grant Agreement and upon receipt of information confirming dates and locations of the project.

Is there a time limit for project completion?

The term of the grant is one year. For the City Arts Project Grant Program the grant period begins January 1, 2015 and ends December 31, 2015.

When will applicants be notified of funding?

The application review process takes approximately two months. If the project is funded, the sponsoring organization will be sent an award letter via email by December 1, 2014 containing documents that must be signed and returned to the City of West Hollywood.

If my application is unsuccessful, can I apply again?

Yes. Please contact the arts grant administrator to discuss your project and see if there are any suggestions for improvement.

If funded, what are your reporting requirements?

The City of West Hollywood requires that grantees submit a Final Report within 30 days of completing the grant project, which describes in detail the use of the grant, special public outreach efforts paid for by the grant, and an itemized expenditure report. Failure to file a Final Report will 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.

If funded, what are your insurance requirements?

If funded, the City requires that all grantees maintain 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 for the duration of the arts grant agreement with the City.

How should we acknowledge the City and the West Hollywood Arts and Cultural Affairs Commission?

The City of West Hollywood requires that the grantee acknowledge the City of West Hollywood Arts Grant Program and the Arts and Cultural Affairs Commission on all applicable marketing materials, public notices, website announcements, etc. City shall provide the grantee with applicable logos and sample language for brochures and programs.

Will there be grant workshop for applicants?

Yes. A workshop to review and answer questions about the application process and grant requirements has been scheduled for **Thursday, August 7, 2014 at 6 p.m. in the Community Meeting Room at West Hollywood Library – 625 N. San Vicente.** Parking is available in the 5-story parking structure.

Who should I contact if I need I need more grant information or have questions about the application process?

Contact the program administrator at the City of West Hollywood at (323) 848-6354 or pbonds@weho.org. We also encourage you to check our website for information and updates.

When are applications due?

Project proposals must be received by **3:00 p.m. Friday, September 12, 2014.**