

# Alameda County Arts Commission

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## Alameda County Supervisors' **2011 ARTSFUND** Grants Program Guidelines and Application

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Postmark Deadline for Applications:  
Tuesday, March 1, 2011

Grant Application Workshops (optional):  
January 19 and 26, 2011

Application form available on Arts Commission website:  
[www.acgov.org/arts](http://www.acgov.org/arts)



## Alameda County Board of Supervisors

<b>District 1</b>	<b>District 2</b>	<b>District 3</b>	<b>District 4</b>	<b>District 5</b>
<b>Scott Haggerty</b>	<b>Nadia Lockyer</b>	<b>Wilma Chan</b>	<b>Nate Miley</b>	<b>Keith Carson</b>



## Alameda County Arts Commission

The Alameda County Arts Commission was established by the Alameda County Board of Supervisors to nurture a thriving environment for the arts and for cultural activities; to promote economic opportunities for Alameda County's artists and arts organizations; to encourage public participation in the arts; and to actively advocate for the arts. Alameda County Arts Commission Mailing Address: 1401 Lakeside Dr., Suite 603, Oakland, CA 94612. Ph: 510.208.9646 | [www.acgov.org/arts](http://www.acgov.org/arts)

## Goals of the ARTSFUND Grants Program

The Arts Commission administers grant funds that support arts activities in Alameda County by Alameda County nonprofit arts organizations. With a focus on Alameda County organizations, the goals of the ARTSFUND Grants Program are to:

- Promote the development of Alameda County as a center for arts innovation and excellence;
- Increase high quality arts programs;
- Advance organizations that are small and mid-sized;
- Encourage organizations that are newly formed;
- Promote organizations with unique programs;
- Encourage organizations in communities that have relatively few established arts programs;
- Involve County residents as participants and audiences of County arts programs;
- Encourage participation by Alameda County's diverse populations and under-represented persons in all aspects of arts and cultural activities within the County.

## Organizations We Fund

The Alameda County Arts Commission and the ARTSFUND Grants Program support Alameda County based nonprofit organizations that provide arts programs and services in Alameda County. We also support organizations that present a portion of their programs, featuring Alameda County artists, at venues outside of Alameda County. For this application cycle, applicant organizations must provide at least 66% of their arts programs and services in Alameda County.

## Grants Awards

Applications are evaluated by the Arts Commission's Grant Review Committee. Awardees are reviewed by the members of the Arts Commission and recommended to the Alameda County Board of Supervisors for final approval. The standard ARTSFUND grant award amount is \$1,000. To order to support one of the primary goal of this program, the Arts Commission may give larger grant awards to small and mid-sized organizations. It is expected that grant awards to small and mid-sized organizations will be between \$1,000 - \$2,000, while grant awards to large organizations may be between \$500 - \$1,000. For the purposes of this program, the Arts Commission considers a large organization to have an approximate annual operating budget of \$1 million or more.

## Support for this Program

ARTSFUND Grants Program is funded by 3 sources: (1) The Alameda County Board of Supervisors; (2) Community member contributions to the ARTSFUND Program included with County property tax payments; (3) Contributions by community members and County employees through the Foundation for the Arts in Alameda County.

## Recent Grant Recipients

The following organizations received an ARTSFUND grant in the 2010 cycle and are not eligible to apply for a grant in the 2011 cycle: A.R.T., Inc., Academy of Hawaiian Arts\*, Altarena Playhouse, Aurora Theater Company, Berkeley Art Museum and Pacific Film Archive, Berkeley Chamber Performances, Berkeley Community Chorus and Orchestra, Berkeley Old Time Music Convention, Cantabella Children's Chorus, Cantare Con Vivo, Castro Valley Arts Foundation, DEAF Media, Inc., Emeryville Taiko\*, Freight and Salvage Coffeehouse, Habitot Children's Museum, Harmony Fusion Chorus, Hayward Area Historical Society\*, Hayward Arts Council, Julia Morgan Center for the Arts, Junior Center of Art and Science, Kitka, Inc., La Peña, Livermore Shakespeare Festival, Oakland Asian Cultural Center, Oakland Ballet Company, Oakland East Bay Symphony, Oakland Interfaith Gospel Choir, Oakland Symphony Chorus, Oakland Youth Orchestra, Opera Piccola, Piedmont East Bay Children's Choir, Pleasanton Cultural Arts Foundation\*, Rhythmic Concepts, Inc., Sacred and Profane, Stage 1 Theater, Star Struck Productions\*, The Crucible\*, True Colors Mural Project\*, Wee Poets, Youth Movement Records\*, Youth Musical Theater Company, Youth Uprising\*. \*indicates first time recipient of ARTSFUND Grant.

# 2011 ARTSFUND GRANT - APPLICATION GUIDELINES

**Deadline: Tuesday, March 1, 2011 (postmark)**

**WHAT WE FUND:** County Supervisors' ARTSFUND Grants Program funds may be applied toward programs and/or general operating costs of your organization.

## **I. ELIGIBLE ORGANIZATIONS**

- A. Each applicant organization must meet all of the following criteria:
1. Be governed by a board of directors; board must include at least three persons who conduct meetings on a regular schedule.
  2. Be headquartered in Alameda County.
  3. Offer arts programming as a regular, ongoing part of organization's activities.
  4. If programs, performances, or services are exclusively within a single facility, that facility must be in Alameda County. Information on the physical location of the facility must be included in application materials.
  5. Organization has provided consistent arts programming with 66% or more of its programs, performances, or services in Alameda County for at least one year prior to the date of application.
  6. Plan to provide 66% or more of its programs, performances, or services in Alameda County during the ARTSFUND grant period of July 1, 2011 to June 30, 2013.
  7. If your activities consist of public performances (such as music, dance, and theater), at least 66% of the performances must be in Alameda County.
  8. If your activities consist of educational programs and workshops, at least 66% of the sessions must be in Alameda County.
  9. If the organization considers rehearsals to be a specific component of their educational program, these sessions may be included within the program activities to help illustrate that 66% or more of its programs, performances, or services are in Alameda County; if the organization does not consider rehearsals to be a specific component of their educational program, these sessions may not be included within the program activities.
  10. If your activities consist of literary publications, they must be published in Alameda County and 66% of your circulation must be in Alameda County.
  11. Make all programs or projects funded with ARTSFUND grant funds (including performances, exhibits, workshops, education activities and events) available and open to the public through attendance and/or participation.
  12. Applicant organization did not receive a 2010 ARTSFUND grant. Review list on page i.
- B. Applicant organizations must be one of the following:
1. 501(c)(3) with Federal incorporated status for at least one year prior to date of application; community colleges with 501(c)(3) status are not eligible; or
  2. 501(c)(4) with Federal incorporated status for at least one year prior to date of application.
  3. If neither of the above criteria apply, an organization may be eligible to apply with a fiscal sponsor, using the Fiscal Sponsor Supplement-Attachment A, providing that the Fiscal Sponsor:
    - a. Meets all the criteria I. A1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 listed above, and fits one of the categories B.1 or B.2 above.
    - b. Has a mission statement and organizational values similar to the applicant organization.
    - c. And providing that both the applicant organization and the sponsor organization: are formal organizations with elected boards of directors that hold regular meetings.
- C. The following are not eligible for funding:
1. For-profit organizations.
  2. Departments and boards of Alameda County government.
  3. Departments and boards of city governments and special districts within Alameda County.
  4. Individual artists.
  5. Elementary or secondary schools and school districts, boards and associations.
  6. Organizations or activities that are part of the curriculum of a college, university or community college; provided, however, that this exclusion shall not apply to any class that is not for college, university or community college credit and is not a part of the curriculum of a college, university or community college. A foundation, established for the support of a college, university or community college, that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code is eligible as long as the foundation, rather than the college, university or community college or a department thereof, is the applicant.
  7. Programs not accessible to the public.

8. Expenses incurred before the starting date of the contract (July 1, 2011).
9. Organizations with services in Alameda County for less than one year prior to date of application.
10. Organizations seeking funds to hire a separate commercial organization, business or individual to manage and produce all aspects of the activities funded by the grant.
11. Organizations submitting incomplete or handwritten applications.
12. Organizations or projects that do not support the ARTSFUND goals, listed on pg. i.
13. Organizations that do not clearly illustrate within their ARTSFUND application how their programs meet the eligibility criteria listed on page ii and iii.

## **II. FISCAL SPONSOR**

- A. An organization that meets all of the criteria listed under I.A. above, and fitting one of the categories listed in I.B.1 or B.2 may apply for a grant on its own behalf and also serve as fiscal sponsor to another organization.
- B. A fiscal sponsor organization may sponsor more than one organization in a given grant cycle.
- C. The Arts Commission recommends that an organization apply with the use of a fiscal sponsor no more than two times. The Arts Commission encourages sound business practices and to that end recommends that organizations work toward the goal of incorporation.
- D. Fiscal Sponsor and applicant must complete all requirements listed on Attachment A.

## **III. GRANT AMOUNT**

- A. The standard ARTSFUND grant award amount is \$1,000. To order to support one of the primary goals of this program, the Arts Commission may give larger grant awards to small and mid-sized organizations. It is expected that grant awards to small and mid-sized organizations will be between \$1,000 - \$2,000, while grant awards to large organizations will be between \$500 - \$1,000. For the purposes of this program, the Arts Commission considers a large organization to have an approximate annual operating budget of \$1 million or more. Additionally, the ARTSFUND Grants Review Committee and the members of the Arts Commission may decide to recommend that specific organizations receive awards between \$500 - \$2,000 or more, depending on various factors such as the total amount of possible award funds, number of eligible applications received, and the evaluation ranking based on the stated selection criteria. All ARTSFUND applicants will automatically be eligible for the established grant award amounts. Therefore, the ARTSFUND grant application does not include a section that requires the applicant to submit a specific funding request. Because the grant funds can be used to support general programs and/or services, applicants do not need to specify the expected use of the grant funds.

## **IV. FUNDING CYCLE**

- A. The grant period for the 2011 grants funding cycle is the 24-month period from July 1, 2011 (first allowable event date) to June 30, 2013.
- B. Grant award funds will be disbursed by June 30, 2011, but may be used over the course of the full 24-month grant period.
- C. The required Final Report must be filed no later than 30 days after the conclusion of the 24-month funding cycle (i.e., by July 30, 2013).

## **V. REVIEW SCHEDULE**

- A. Applications must be submitted by mail postmarked no later than Tuesday, March 1, 2011.
- B. Applications will be reviewed during one full day in April or May 2011 by the Arts Commission's ARTSFUND Grants Review Committee. The ARTSFUND Grants Review Committee meeting is open to the public. Applicant organizations are welcome to attend this meeting to learn about the review process. To learn about the exact meeting date, time and location, visit the Arts Commission's online calendar at the website [www.acgov.org/arts](http://www.acgov.org/arts). The meeting information will be posted by March 31, 2011. Attendees at this meeting are only able to observe the discussion and are not able to present information to or respond to questions posed by the Grants Review Committee. RSVP is not required.
- C. The ARTSFUND Grants Review Committee's recommendations will be reviewed by the members of the Arts Commission before referral to the County Board of Supervisors for approval in May or June 2011. The Arts Commission is comprised of 15 community members (three from each of the five districts of Alameda County) appointed by the Board of Supervisors, and 7 ex-officio members representing County departments and regional educational and cultural institutions.

## VI. SELECTION CRITERIA

The ARTSFUND Grants Review Committee will use the ARTSFUND application materials submitted by each organization to evaluate and determine the ranking of each organization and recommendation for funding. The following criteria will be used to evaluate the application materials and organization:

A, B. Mission & History. Applicant has clearly articulated its mission and history (Maximum of 5 points).

C. Organizational Focus on Arts Programs. Arts Programming is the primary focus of the organization and/or the arts programs are an essential aspect of the organization (Max: 10 points; 100% of programs are arts programs and/or arts programs are an essential aspect: 10 points; 90%: 9 points; 80%: 8 points; 70%: 7 points; 60%: 6 points; 50%: 5 points; 1%: 1 point).

D. Past and Present Arts Programs. Applicant has clearly articulated its arts programs for the period of Jan. 1, 2010 - June 30, 2011 (Maximum of 5 points).

E. Future Arts Programs. Applicant has clearly articulated its plans for arts programs and activities for July 1, 2011 - June 30, 2013 (Maximum of 10 points).

F. Portion of Arts Programs in Alameda County. Applicant organization has clearly illustrated that 66% or more of its programs and services have been presented in Alameda County for at least one prior year to application date; and 66% or more of its programs and services will be presented in Alameda County during the grant period of July 1, 2011 – June 30, 2013. If 100% of the programs and services have been and will be presented in Alameda County, the applicant will receive the maximum points (Max: 5 points; 100% of programs and services in Alameda County: 5 points; 99-90%: 4 points; 89-80%: 3 points; 79-70%: 2 points; 69-66%: 1 point).

G. Promotion and Audience Development. Applicant has strategies to ensure effective promotion and attendance development (Maximum of 10 points).

H. High Quality and Unique Programs. Applicant has strategies to ensure unique and high quality programs and services (Maximum of 10 points).

I. Current Need for and Benefit of Programs. Applicant has clearly articulated the need for and the benefit of the organization's programs in the communities they serve and in Alameda County in general. Programs have a particular impact on diverse populations or under-represented persons. Applicant has clearly articulated if programs benefit communities with few or no other related arts programs (Maximum of 20 points).

J. Management Capability. The information on the organization's board of directors and/or officers, key staff members, allocation of duties, and structure shows that the organization is managerially responsible (Maximum of 10 points).

K. Fiscal Capability. The organization's submitted financial information illustrates that the organization is fiscally responsible (Maximum of 10 points).

L. General Preparation of Application. Applicant has written the narrative portions of the application in a clear and concise manner and has included required application materials as listed on application form on page 1 (Maximum of 5 points).

## VII. OPTIONAL GRANT APPLICATION WORKSHOPS

Applicants may attend an OPTIONAL grant orientation workshop. This is NOT mandatory. Questions concerning application procedures will be answered at these workshops. YOU MUST RESERVE A SEAT IN ADVANCE. Email [rachel.osajima@acgov.org](mailto:rachel.osajima@acgov.org) to reserve a space at least seven days prior to the date of the workshop you wish to attend. We reserve the right to cancel the workshops if few, or no, organizations have responded in advance.

### 2011 ARTSFUND WORKSHOP SCHEDULE

Wednesday, January 19, 2011      FREMONT: Fremont Main Library,  
3:00 – 4:30 p.m.                      2400 Stevenson Blvd., Conference Room TBD, Fremont, 94538

Wednesday, January 26, 2011      OAKLAND: Alameda County Lakeside Plaza Building,  
3:00 – 4:30 p.m.                      1401 Lakeside Drive, Room 1107, Oakland, 94612

Note: Optional California Cultural Data Project First-Time User Webinars are listed on Attachment B

**VIII. EXAMPLE INFORMATION – For Financial Information Submission: OPTION ONE**

The following example financial information illustrates the expected format of the applicant organization's Balance Sheet and Profit & Loss Statements. If your organization has limited experience with creating financial reports, please use this example as a guide. Please note directions on Application page 1, Item 7; Applicants have two options for the submission of financial information.

Name of Organization	
Balance Sheet	
(Account Numbers are optional)	
December, 2010	
<b>ASSETS</b>	
Current Assets	
Bank Accounts	3,000.00
Accounts Receivable	<u>4,000.00</u>
Total Cash	7,000.00
Other Current Assets	
Prepays (grants)	6,000.00
Fixed Assets	
Depreciation	-2,500.00
Leasehold Improvements	
Amortization	<u>-4,500.00</u>
	5,000.00
 Total Assets	 <u>18,000.00</u>
<b>LIABILITIES</b>	
Current Liabilities	
Accounts Payable	2,000.00
Payroll Taxes	705.00
Sales Taxes	<u>615.00</u>
Total Payable	3,320.00
 Accruals (accounting, Ins.)	 2,000.00
	5,320.00
Retained Earnings (Equity)	10,255.00
Net Income (Current Year)	<u>2,425.00</u>
 Total Liabilities and Equity	 <u>18,000.00</u>

Name of Organization	
Profit & Loss (OR Income & Expenses)	
(Account Numbers are optional)	
<b>INCOME</b>	Jan 10-Dec 10
Interest	1,320.00
Grant Income	20,000.00
Donations	10,000.00
Membership Fees	15,000.00
Gate Income	11,000.00
Tuition	10,500.00
Sales	<u>7,000.00</u>
<b>TOTAL INCOME</b>	<b>74,820.00</b>
<b>EXPENSES</b>	
Accounting fees	720.00
Insurance	4,500.00
Depreciation	1,000.00
Amortization	1,200.00
Office Supplies	825.00
Postage	2,000.00
Printing	3,500.00
Maintenance	450.00
Office Rent	12,000.00
Utilities	6,400.00
Costume rental	1,500.00
Outside venue rent	6,000.00
Contractors (non-staff)	10,000.00
Salaries	20,000.00
Payroll taxes	2,000.00
Workers' Comp	<u>300.00</u>
<b>TOTAL EXPENSES</b>	<b>72,395.00</b>
<b>NET INCOME (LOSS)</b>	<b>2,425.00</b>

## VIII. SUBMISSION OF APPLICATION

MAIL YOUR APPLICATION TO:  
**ALAMEDA COUNTY ARTS COMMISSION**  
**2011 ARTSFUND GRANTS PROGRAM**  
1401 Lakeside Drive, Suite 603  
Oakland, CA 94612

**APPLICATION DEADLINE: Tuesday, March 1, 2011 (POSTMARK)**

Applications can not be hand-delivered, faxed or emailed. Applications not postmarked by this date will be disqualified. The Alameda County Arts Commission staff cannot confirm receiving your application. If your application has the correct postmark but is lost within the U.S. Postal Service system and is not delivered to the Arts Commission until after the ARTSFUND panel meeting, your application will be disqualified. To receive proof of delivery, applicants must use the U.S. Postal Service's delivery confirmation system such as Return Receipt and/or Signature Confirmation with requirement that Arts Commission staff must sign as the recipient. FedEx and UPS deliveries are also accepted.

Number of Application Packets and Assembly Requirements: Assemble the materials in the order listed on Application Form - Page 1 into six separate packets; one marked "ORIGINAL" on the front of the version with the original signatures PLUS five complete copies. All pages must include the applicant's name in the upper right-corner and the page number in the bottom right-hand corner (hand-written or typed is acceptable). If possible, staple all items within each set together in the upper left-hand corner. Application is available on the Arts Commission website as an interactive fillable PDF form. To complete the form applicants must use Adobe Reader.

For more information regarding the ARTSFUND Grants Program and application process, please contact Rachel Osajima, Executive Director, Alameda County Arts Commission, email: rachel.osajima@acgov.org or phone: (510) 271-5162 or (510) 208-9646.

### **New partnership with the California Cultural Data Project (California CDP)**

**ARTSFUND APPLICANTS: PARTICIPATION IN THE CALIFORNIA CDP IS OPTIONAL.**  
**SEE APPLICATION PAGE 1, Item 7 FOR DETAILS.**

This year marks the second year that the Alameda County Arts Commission is engaging in a new partnership with the California Cultural Data Project (California CDP). The California CDP is a state-wide, collaborative effort of public and private funders throughout California and consists of an online system for collecting and standardizing historical financial and organizational data. The Alameda County Arts Commission, along with other funders in California, now accepts financial information generated through this system; to use the California CDP applicants must complete a Cultural Data Profile through the California CDP website (<http://www.caculturaldata.org>). Applicants will fill out the Cultural Data Profile once each year and may use that data as part of their application to all participating funders throughout the state.

The California CDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in California, enabling organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their organizational capacity.

Please see Attachment B for additional information.

# 2011 ARTSFUND GRANT – APPLICATION FORM

APPLICANT NAME \_\_\_\_\_

## ARTSFUND APPLICATION MUST INCLUDE ALL OF THE FOLLOWING ITEMS:

1. Completed and Signed 2011 ARTSFUND Application Form (pages 1 through 7).  
Include a copy of this page (Application Form - Page 1), with a “✓” check-mark added to each check-box, indicating that all items have been included in the application packet.

Attached to Application Form (pages 1 through 7), submit the following items on 8 ½ x 11” paper (there is no page limit).

- 2. List of organization's arts program activities for January 1, 2010 – June 30, 2011 (\*instructions below).
- 3. List of organization's planned arts program activities for July 1, 2011 – June 30, 2013 (\*instructions below).
- 4. List of officers and/or directors of your organization with information about their role within application organization, number of years of involvement, other affiliations, etc; and schedule of regular meetings.
- 5. Organizational chart and/or brief description of your management structure, including brief job descriptions.
- 6. Copy of Federal Internal Revenue Service letter of tax exempt status Section 501(c)(3) or 501(c)(4).
- 7. Financial Information. Applicants have TWO OPTIONS:

Option One: Submit your organization's financial information using the same system as required in past ARTSFUND grant applications. Use your internally generated documents to create and submit the following items (audited, if available): (1) Your organization's balance sheet (assets, liabilities, equity) as of the end of the last completed fiscal year 2009/2010 OR 2010. (2) Your organization's statements of Profit & Loss (or Income & Expenses) for the last completed fiscal year 2009/2010 OR 2010. Note: If your arts program is only one aspect of your organization, provide detailed financial information specifically about your arts program AND your whole organization. Please see the example financial information provided on page v.

-OR- Option Two: Submit hardcopy printouts generated through the California Cultural Data Project. If you chose to submit a California CDP Funders Report you are not required to submit the financial information required in Option One listed above. For more information about the California CDP refer to Attachment B.

NOTE: ACAC expects that most medium and large scale, established organizations are already using the CDP, and will therefore submit their financial information using the CDP Report. Small organizations with limited staff resources may or may not choose to use the CDP system. Applications with submission with option one or option two materials will be evaluated equally.

- 8. Statement describing any significant increase or decrease in your annual budget and/or year-end surplus or deficit.
- 9. Mandatory: Two (minimum) – four (maximum) documentation or promotional items such as brochures, flyers, press reviews, printed photographs related to your completed arts program activities. All items should be the size of 8 ½ x 11” paper or if an original item is smaller, attach the item to an 8 ½ x 11” piece of paper. Include a full set of items to accompany the one original and five copies of application materials. Other types of media such as CDs, slides, videos, and audio tapes will not be reviewed by the review committee and will not be returned.
- 10. If using a fiscal sponsor, Fiscal Sponsor Form-Attachment A, and required items listed on form.

\*For items 2 and 3: Submit this information on attached pieces of 8 ½ x 11” paper (there is no page limit). Submit information about your completed and planned program activities – including dance, music, performances, visual art exhibitions, educational workshops, rehearsals (if considered educational activities), etc. – include the following:

- Name and short description of event (if detailed information is not available, you must submit your tentative plans);
- Location of event—street address and city (for future events, indicate if confirmed or not confirmed);
- Number of people, and description of their role, who benefited (or who will benefit) from the arts activity as a provider of the services, such as performers in a production, teaching artists in a workshop, presenting visual artists involved in an exhibition, published writers, etc. (if detailed information is not available, you must submit your tentative plans);
- Number of people, their age, gender and ethnicity, who benefited (or who will benefit) from the arts activity as a recipient of the services, such as audiences at a performance, students participating in an arts workshop, viewers of an exhibition, readers of a publication, etc.;
- Estimated proportion of participants and audience who live in Alameda County;
- Are attendees a part of an established membership, or part of the general public?;
- Estimated total number of persons served per year;
- Total number of arts program activities per year;
- Percentage of arts program activities provided in Alameda County. Please note, as per the “Eligible Organization Requirements” on page ii, eligible applicants must provide consistent arts programming with 66% or more of its programs, performances, or services in Alameda County for at least one year prior to the date of application; and eligible applicants must plan to provide 66% or more of its programs, performances, or services in Alameda County during the ARTSFUND grant period of July 1, 2011 to June 30, 2013.



# 2011 ARTSFUND GRANT - APPLICATION FORM

**IMPORTANT NOTES:** This is an interactive fillable form. Applicants must use Adobe Reader to complete the form. Users can save the completed form. Once the form is complete, applicants will print-out the form and submit hardcopies. See page vi for instructions. There is no requirement to submit an electronic version of this form. For all questions, please contact the Arts Commission office.

## I. GENERAL APPLICANT INFORMATION

A. Organization Name \_\_\_\_\_

B. Federal Tax I.D.# \_\_\_\_\_ (if using a fiscal sponsor write "fiscal sponsor" on this line).

C. Date Organization was Established (mo/yr) \_\_\_\_\_

D. Organization is a  501(c)(3) OR  501(c)(4) E. Date of 501(c)(3) or 501(c)(4) Incorporation \_\_\_\_\_

F. Has your organization received an ARTSFUND Grant in the past?  Yes OR  No

If Yes, indicate the most recent year the funds were received \_\_\_\_\_ Amount of award \_\_\_\_\_  
Review the 2010 grantee list on page i to insure that your organization is eligible to apply in the 2011 cycle.

G. Applicant's budget for the last completed fiscal year: \$ \_\_\_\_\_;  2009/2010 OR  2010

Applicant's budget for the current fiscal year: \$ \_\_\_\_\_;  2010/2011 OR  2011

H. Organization Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

I. Address of Facilities (if different than above) \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

J. Organization Telephone \_\_\_\_\_ Organization Fax (optional) \_\_\_\_\_

K. Email Address for Organization Administration \_\_\_\_\_

L. Organization Website (submission of this information optional) \_\_\_\_\_

M. Name of Administrative Director (or other related position) \_\_\_\_\_

N. Name of Artistic Director (or other related position) \_\_\_\_\_

O. Person to contact about this application:

Contact Name \_\_\_\_\_

Contact Title \_\_\_\_\_ Contact Telephone \_\_\_\_\_

Contact Mobile Phone \_\_\_\_\_ Contact Fax (optional) \_\_\_\_\_

Contact Email Address \_\_\_\_\_

P. Applicant's Fiscal Year: From \_\_\_\_\_ To \_\_\_\_\_

Q. Are you using a Fiscal Sponsor?

Yes OR  No If YES: Fiscal Sponsor's Name \_\_\_\_\_

Federal Tax I.D.# \_\_\_\_\_  
(If using a fiscal sponsor, Applicant must include completed Fiscal Sponsor Form & required items)

R. What is the primary discipline of your organization?

If more than one discipline, check #4.

**Check one:**

- 1.  DANCE                      2.  LITERATURE                      3.  MEDIA ARTS                      4.  MULTIDISCIPLINARY
- 5.  MUSIC                              6.  THEATER                              7.  VISUAL ARTS

S. **MANDATORY SECTION.** Answer the following questions related to Alameda County Supervisorial Districts. Missing or incorrect information may disqualify your application. To determine District information, applicants must call the Alameda County Registrar of Voters Office at (510) 272-6973 and visit the following Alameda County websites with detailed county maps:

- County Map - <http://www.acgov.org/board/map.htm>; District 1 - <http://www.acgov.org/board/district1/map.htm>
- District 2 - <http://www.acgov.org/board/district2/map.htm>; District 3 - <http://www.acgov.org/board/district3/map.htm>
- District 4 - <http://www.acgov.org/board/district4/map.htm>; District 5 - <http://www.acgov.org/board/district5/map.htm>

In which Alameda County Supervisorial District is your organization headquarters located?

**Selection One:**  District 1     District 2     District 3     District 4     District 5

In which Alameda County Supervisorial District do you conduct the majority of your arts program activities such as performances, exhibits, educational workshops?

**Selection One:**  District 1     District 2     District 3     District 4     District 5

**II. VERIFICATION**

Submission of this Grant Application and agreement to all Terms and Conditions of Award have been approved by our Board of Directors. I certify that the information contained in this application and in all attachments is true and correct, and that I am legally authorized to represent this organization.

\_\_\_\_\_  
**Signature, Board Chair or legally authorized representative of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Typed or Printed Name & Title of Applicant's Board Chair or legally authorized representative**

**III. REQUIRED AFFIDAVIT**

The following affidavit is required by the Alameda County Board of Supervisors.

The Grant Applicant hereby certifies, unless specifically exempted, compliance with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the American With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. I hereby swear that I am duly authorized to legally bind Grant Applicant to the above described certification. I am fully aware that this certification is made under the penalty of perjury under laws of the State of California.

\_\_\_\_\_  
**Signature, Board Chair or legally authorized representative of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Typed or Printed Name & Title of Applicant's Board Chair or legally authorized representative**

**IV. TERMS AND CONDITIONS OF AWARD (NOTE: These Terms and Conditions, when signed below, constitute a binding contract between your organization and the Alameda County Arts Commission)**

**The following terms and conditions will be become effective at the time in which your organization is notified of its status as an official ARTSFUND Grantee.** By signing at the end of these Terms and Conditions the applicant organization's Board of Directors agree to the grant award from the Alameda County Supervisors' ARTSFUND Grants Program of the Alameda County Arts Commission and, as a Grantee of the Alameda County Supervisors' ARTSFUND Grants Program, agrees to abide by the following Terms & Conditions of the grant award. If the Grantee fails to comply in full with these Terms & Conditions, the Grantee could be required to return the grant funds in part or in full, and/or could be disqualified from future funding.

- 1. This grant shall be used only for projects, programs, and/or activities occurring within Alameda County.
- 2. The grant shall be used solely for the project activities and/or programs described in the approved Grant Application. Any modifications must be approved in advance by the Arts Commission. Modifications to such project activities or programs must be submitted in writing to the Arts Commission in advance of making the modification.

3. When acknowledging funders at the same funding level as the ARTSFUND Grant: In all materials printed or published by Grantee for distribution or reading by the public, the Grantee shall acknowledge the Arts Commission's grant award as follows: "This organization is supported, in part, by a grant from the Alameda County Arts Commission and the Alameda County ARTSFUND Grants Program". When logos of supporters are listed in a printed item(s), Grantee will include the Alameda County Arts Commission logo found as a downloadable document at www.acgov.org/arts - Programs - ARTSFUND.

4. All grant funds will be used within the grant period of July 1, 2011 to June 30, 2013. The Grantee shall immediately notify the Arts Commission if any portion of the grant funds will not be expended within this period, and will return any unexpended funds to the County of Alameda through the Arts Commission unless otherwise approved by the Arts Commission.

5. The Grantee will complete all parts of the Final Report Form provided by the Alameda County Arts Commission by the deadline stated in ARTSFUND Guidelines.

6. The Grantee is not required to obtain funds from a source other than the Alameda County Arts Commission to match the ARTSFUND grant award.

7. The Grantee agrees to provide reasonable access to the Grantee's programs and related public activities that are being supported by this grant award to designated representative(s) of the Arts Commission for the purpose of observation and monitoring.

8. The Grantee shall maintain accounts, records, and other appropriate documentation regarding costs and revenues pertaining to the Grantee's programs and operations. The system of accounting employed by the Grantee shall be in accordance with generally accepted accounting principles and shall be applied in a consistent manner so that the project, program and activity expenditures can be clearly identified. The Grantee's financial management system shall provide for effective control over, and accountability for, all funds, property and other assets; the Grantee shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes. County officials may inspect and audit the Grantee's financial accounts and records, or may designate a qualified person to do so on behalf of the County, at any time during business hours and with such frequency as may be deemed necessary.

9. The County and the Arts Commission reserve a *non-exclusive* license to use and reproduce for governmental, documentary and promotional purposes, without payment to the Grantee, any materials produced in conjunction with this grant, including copyrighted matter such as written statements and images.

10. The Grantee must be a non-profit organization and one to which donations are allowable as charitable contributions under Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code. It is the responsibility of the Grantee to promptly notify the Arts Commission of any changes in its tax-exempt status. In cases where the grant application was made under the sponsorship of a Fiscal Agent, the term "Grantee" applies to both the Fiscal Agent organization AND to the persons and activities being sponsored by the Fiscal Agent organization, per the approved Grant Application, for the purposes of this Grant Award and the Terms and Conditions of this agreement.

11. When this project terminates, any items of equipment purchased by the Grantee with grant funds shall, for a two-year minimum period, be used in the organization for artistic purposes.

12. The Grantee shall not discriminate against any person who is employed or is seeking employment by Grantee, because of race, creed, religion, color, gender, sexual orientation, age, disability, marital status, or national origin.

13. It is the responsibility of the Grantee to notify the Arts Commission in writing of any change in address or change of names of key staff and individuals in Grantee's organization.

\_\_\_\_\_  
**Applicant Organization Name**

\_\_\_\_\_  
**Signature, Board Chair or legally authorized representative of Applicant** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Typed or Printed Name & Title of Applicant's Board Chair or legally authorized representative**

**ALAMEDA COUNTY ARTS COMMISSION**

\_\_\_\_\_  
**Rachel Osajima, Executive Director** \_\_\_\_\_  
**Date**



**V. NARRATIVE QUESTIONS – continued** This page includes questions: D, E, F, G.

D. Summarize your arts program activities during January 1, 2010 through June 30, 2011. Describe your overall program goals, program characteristics and general schedule. (This brief narrative summary will be reviewed in conjunction with your detailed list of these program activities listed on attached sheets, as per the instructions on Application Form, Page 1, item 2). (Maximum: 700 characters with spaces).

E. Summarize the arts program activities planned for July 1, 2011 through June 30, 2013. Describe your overall program goals, program characteristics and general schedule. (This brief narrative summary will be reviewed in conjunction with your detailed list of these program activities listed on attached sheets, as per the instructions on Application Form, Page 1, item 3). (Maximum: 700 characters with spaces).

F. Describe what percentage of your arts program activities for Jan. 1, 2010 through June 30, 2011 have been and will be conducted in Alameda County (See minimum requirements on pg. iv).

Describe what percentage of your planned arts program activities for July 1, 2011 through June 30, 2013 will be conducted in Alameda County (See minimum requirements on pg. iv).

G. How does your organization promote its programs and attract new audiences, visitors and/or members? (Maximum: 840 characters with spaces).

**V. NARRATIVE QUESTIONS – continued** This page includes questions: H, I.

H. How does your organization ensure high quality and unique programs, for example through the involvement of qualified staff and qualified presenting artists (performers, exhibiting artists, writers), teaching artists, program planning in relationship to contemporary best practices, participant feedback, etc. (Maximum: 840 characters with spaces).

I. Briefly describe how the specific communities you serve and the wider community of Alameda County benefits from your organization's programs. How does your organization serve diverse populations and/or under-represented persons in Alameda County? Indicate whether your organization's programs serve communities in which there are few or no other related arts programs. (Maximum: 1,700 characters with spaces).

Applicant's budget for the last completed fiscal year: \$ \_\_\_\_\_;  2009/2010 OR  2010

Applicant's budget for the current fiscal year: \$ \_\_\_\_\_;  2010/2011 OR  2011

## 2011 ARTSFUND GRANT - FISCAL SPONSOR FORM

To evaluate the applicant organization's need for a fiscal sponsor, please see Guidelines (page ii and iii).

1. Applicant organization name \_\_\_\_\_
2. Fiscal sponsor organization name \_\_\_\_\_
3. Fiscal sponsor address \_\_\_\_\_
4. Fiscal sponsor contact person \_\_\_\_\_
5. Fiscal sponsor phone and fax numbers \_\_\_\_\_
6. Fiscal sponsor email address \_\_\_\_\_
7. Fiscal sponsor website address \_\_\_\_\_
8. Fiscal sponsor date of incorporation \_\_\_\_\_
9. Fiscal sponsor I.R.S. TAX I.D. number \_\_\_\_\_
10. Fee or percentage charged by fiscal sponsor for providing this service: \_\_\_\_\_
11. Applicant: briefly explain the reason(s) why you are using a fiscal sponsor. Why doesn't your organization have 501(c)(3) OR 501(c)(4) status?

### 12. **REQUIRED ADDITIONAL ATTACHMENTS FOR APPLICANTS USING FISCAL SPONSORS**

Submit six sets (the original plus five copies) collated with other application materials.

- A. "FISCAL SPONSOR FORM", signed by Board Chair or legally authorized representative and by Applicant. Submit original.
- B. Letter of agreement, signed by Board Chair or legally authorized representative, stating the fiscal sponsor organization's intent to act as fiscal sponsor, which defines any form of payment between the sponsoring and sponsored organization for this service;
- C. Short description of the FISCAL SPONSOR'S mission, history and programs (no more than one page, "Times New Roman" 12pt. type or similar font style and size)
- D. FISCAL SPONSOR'S 501(c)(3) OR 501(c)(4) Federal Tax Exempt Status Letter; and
- E. FISCAL SPONSOR'S most recent financial statement (audited, if available).

### 11. **VERIFICATION**

Submission of this Grant Application and agreement to all Terms and Conditions of Award have been approved by our Board of Directors. I certify that the information contained in this application and in all attachments is true and correct, and that I am legally authorized to represent this organization.

\_\_\_\_\_  
Signature, FISCAL SPONSOR Auth. Legal Rep.

\_\_\_\_\_  
Signature of APPLICANT ORGANIZATION Rep.

\_\_\_\_\_  
Printed Name of FISCAL SPONSOR Auth. Legal Rep.

\_\_\_\_\_  
Printed Name of APPLICANT ORGANIZATION Rep.

Note: If this Fiscal Sponsor Form is not fully completed and the Required Additional Attachments are not included within the ARTSFUND application packets, the application will be disqualified. The ACAC recommends that applicant organizations using a fiscal sponsor contact ACAC Staff at least five weeks prior to the application deadline to review all conditions and requirements of a fiscal sponsorship agreement and submission of additional application materials. For more information regarding the ARTSFUND Grants Program and application process, please contact Rachel Osajima, Executive Director, Alameda County Arts Commission, email: rachel.osajima@acgov.org or phone: (510) 271-5162 or (510) 208-9646.

## **2011 ARTSFUND ATTACHMENT B**

### **ARTSFUND APPLICANTS: PARTICIPATION IN THE CALIFORNIA CDP IS OPTIONAL. SEE APPLICATION PAGE 1, Item 7 FOR DETAILS.**

The Alameda County Arts Commission, along with other public and private funders in California, is engaging in a new partnership with the Cultural Data Project and now accepts financial information generated through this system; to use the California CDP, applicants must complete a Cultural Data Profile through the California CDP Website (<http://www.caculturaldata.org>).

The California CDP is an online system for collecting and standardizing historical financial and organizational data and will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in California. It is hoped that access to this data will enhance both individual organizational capacity as well as the overall effectiveness of the nonprofit cultural community in our state. Applicants applying to more than one of the participating grantmakers will only need to complete this form once each year. For new, first-time uses, the California CDP estimates that it will take 8-12 hours to complete a new California CDP profile and print a Funder Report. The Alameda County Arts Commission recommends that applicant organizations complete their new California CDP profile at least one week days in advance of the ARTSFUND deadline of March 1, 2011. **Submission of the California CDP Funder Report is OPTIONAL; financial information submission requirements are on pg. 1, item 7.**

#### **Instructions for the Use of the California CDP:**

1. Your organization must be registered with the California CDP Website and have created an organizational login ID and password.
2. Your organization, or arts program/department within a larger organization, will enter historic financial and programmatic information for completed fiscal years using board-approved audits or reviews. If your organization is not audited, you will enter information from your board-approved year-end financial statements.

**Please note: your application narratives are NOT collected by the California Cultural Data Project and will remain part of the Alameda County Arts Commission / ARTSFUND application.**

3. If this is your first year of use, you are asked to complete a Cultural Data Profile for each of the two most recently completed fiscal years. (Going forward, you will only need to provide one year of data.)
4. Once you have completed and submitted your Cultural Data Profile, go to the "Funder Reports" section of the California CDP Website and print the Funder Report for Alameda County Arts Commission ARTSFUND, and include it with your application materials. Relevant information from the applicant's Cultural Data Profile will automatically be included in the ARTSFUND Funder Report. Please be sure to review your Funder Report.
5. The California CDP Help Desk will review each of your submitted profile(s) and contact you with suggested revisions. It is your responsibility to respond and to make all necessary changes to the submitted Data Profile(s). Making these suggested revisions may help you represent your organization more accurately in the Funder Reports you use as part of your application to participating grants programs and in the User Reports.

#### **The complete instructions for the use of the California CDP are available on the CDP website.**

Please direct questions concerning the Cultural Data Profile to California CDP Help Desk:

Toll Free: 1-866-9-CAL-CDP; Email: [help@caculturaldata.org](mailto:help@caculturaldata.org); Available Mon. – Fri. from 9am – 5pm PST.

California CDP Website: <http://www.caculturaldata.org>

#### **Get the most from the California CDP –**

##### **Attend a FREE NEW USER Training Session Webinar without leaving your home or office!**

This important web-based training session will show you and your staff how to enter data into the CDP system, how to generate reports and how to access the CDP's powerful reporting tools, including annual, trend and comparison reports.

To register for these sessions and for more information, please use the following links:

- REGISTER for **January 5, 2011, 11am PST** (please confirm day and time on the CDP website)
- REGISTER for the **February 2, 2011, 11am PST** (please confirm day and time on the CDP website)

Registration website: <http://newuserwebinars2pm.eventbrite.com/> If you have questions about registration or would like further information, please contact the California CDP Help Desk (contact information above). For future training dates, as well as additional training options, please visit the California CDP's training website at: <http://www.caculturaldata.org/news.aspx>