



**City of San Leandro
San Leandro Arts Commission**

***Arts & Culture Grants*
Fiscal Year 2018-2019**

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San Leandro Arts Commission Arts & Culture Grants FY 2018-2019

INTRODUCTION

Arts and culture in San Leandro inspire openness and change, reflecting its people, diverse population, history, innovation, and the beauty of its natural environment.

Emerging from a forward-thinking Arts Master Plan for the city, the San Leandro Arts Commission is launching a civic grants program to support local arts organizations and individual artists in their efforts to create a more vibrant cultural environment. The Arts Commission welcomes applications to support arts activities that engage and enrich the San Leandro community. Visual, performing, media, literary and multidisciplinary arts activities are eligible for grant funding through this program.

PROGRAM OVERVIEW

The City of San Leandro and the San Leandro Arts Commission are offering arts funding to community-based organizations located in San Leandro and for San Leandro-based individual artists in fiscal year 2018-2019. Grants may be used to support programs and/or general operating expenses to continue the on-going activities of the grantee organization, or to support activities of individual artists.

The funders seek applications of high artistic quality, with an emphasis on activities that support and celebrate the San Leandro community.

Non-profit organization-led projects will be supported with grants of up to **\$4,000**.

Individual-led artist projects will be supported with grants of up to **\$2,000**.

All arts and cultural activities supported by the 2018-19 Arts & Culture Grants Program must occur within the city of San Leandro and be completed by June 30, 2019. Final Reports will be due from grant recipients by July 31, 2019.

2018/19 TENTATIVE APPLICATION SCHEDULE

1. Guidelines & Applications Issuedweek of September 10, 2018
2. Technical Assistance WorkshopOctober 3, 2018 (6:30pm - 7:15pm)
3. Application Submittal Deadline.....October 29, 2018
4. Grant Review – Panel Meetingweek of November 13, 2018
5. Funding Recommendations sent to Arts CommissionNovember 28, 2018
6. Announce Grant Awardsweek of December 3, 2018
7. Invoicing and Grant PaymentsDecember, 2018
8. Last eligible funding dateJune 30, 2019
9. Grant Reports DueJuly 31, 2019

** Dates highlighted above are tentative and may be subject to change*

ELIGIBILITY

General Requirements

- ☐ Grant-funded activities should occur between December 1, 2018 and June 30, 2019 (the grant period).
- ☐ Only San Leandro-based organizations or individual artists working and living in San Leandro will be considered for funding.
- ☐ Artists must reside in San Leandro to be eligible. Proof of residency may be satisfied by providing a Rental Agreement, utility bill, or bank statement.
- ☐ Organizations and artists that are awarded funding must maintain San Leandro residency throughout the grant period.
- ☐ Generally, only those organizations with a mission that includes arts or culture will be considered for funding.
- ☐ To apply, organizations should be a federally recognized nonprofit with an IRS 501(c)(3) status number and determination letter. If your organization does not hold 501(c)(3) status, contact the City's Application Coordinator (eengelbart@sanleandro.org). Organizations seeking to apply through a Fiscal Sponsor may be considered on a case-by-case basis. (A Fiscal Sponsor is a 501(c)(3) incorporated nonprofit organization qualified to receive and disburse funds on behalf of an unincorporated organization. Any Fiscal Sponsor applying for pass-through funds to support an unincorporated group must be San Leandro-based and meet all other eligibility requirements stipulated for incorporated organizations as contained in these guidelines.)
- ☐ Organizations must be operational for at least twelve (12) months before the Application Due Date (offering services, performances, etc. in San Leandro for 12 months prior to the October 29, 2018 deadline).
- ☐ Individual Artists who are awarded funds will be required to obtain and hold a current City of San Leandro business license for the duration of the grant period.
- ☐ Funded individual artists cannot be employed by the City of San Leandro.
- ☐ Organizations may use a Post Office Box address in San Leandro; however, a street address is preferred. An applicant using a P.O. Box address MUST DEMONSTRATE that the organization's activities are based in San Leandro and performed/exhibited in the City of San Leandro.
- ☐ Only one application will be accepted per organization, per artist, and per project in the 2018-19 funding cycle.

All grant recipients will be required to:

- ☐ Acknowledge financial support and/or market or promote the City of San Leandro on all online and printed materials related to the funded activities.
- ☐ Demonstrate administrative competency through planning, programming, and budgeting, as well as administering grant funds appropriately.
- ☐ Demonstrate promotion of funded activities and evidence of attracting an audience through statistical and demographic information.
- ☐ Provide a Final Report to the City (by July 31, 2019) that includes statistical and demographic information about the audience/community for the funded activities and the results of the project, and a budget outlining how grant funds were spent.

A. Organization Eligibility

The intent of the City of San Leandro is to support artistic content readily available to the community. *Any work created must be open and accessible to the general public.*

WHAT WE FUND

Organizations may apply for general operating funds and project-based funds. Some examples of funding that will be considered:

- Funding artistic staff (salaries, wages, fees)
- Funding operations/administrative staff (salaries, wages, fees)
- Supporting a public presentation, production, exhibit, outdoor community celebration, arts fair or and festival
- Arts-related supplies/materials
- Most general operating costs
- Rehearsal space, office rental space
- Marketing, promotion and publicity expenses

WHAT WE DON'T FUND

Arts Commission funds cannot be applied towards these costs or projects:

- Activities occurring outside of San Leandro city limits Bad debt – Deficit and debt reduction (e.g., loan fees, finance charges)
- Closed subscription series
- Projects already funded wholly by other sources
- Projects which are part of a post-secondary academic degree program
- Fellowships
- Awards
- Social functions, parties, receptions
- Fund-raising events (Note: Development staff funding *is* acceptable)
- Tuition assistance
- Schools (public or private) or other arts-in-education projects
- Out-of-state travel
- Food and beverages
- Capital construction
- Activities with a political or religious purpose

Organizations should carefully read through the requirements and ensure that they would be able to meet them, if funded:

- Must be able to display City of San Leandro logo on marketing/publicity materials, website, other publishing.
- Must be able to produce Final Report on monies spent (grant budget) and grant activities (narrative).

Organizations unable to submit grant reports or fulfill grant reporting responsibilities will become ineligible for future arts grant funding from the City of San Leandro.

B. Individual Artist Eligibility

We seek to fund excellence in the arts. The portfolio you provide is the primary factor in evaluating each application. We are interested in how this grant award will assist you in attaining your goals as an artist.

The spirit and intent of the grant award is to support the creation of artwork or arts activity that is *open and accessible to the public*; it is not intended to support a studio work without the benefit of a public presentation. The work of artistic merit/artwork must be exhibited or take place within the San Leandro city limits.

See “What We Fund” and “What We Don’t Fund” in Organization Eligibility above for eligible and ineligible expenses.

Additionally:

- Artists must demonstrate that art activities will culminate in a local public outcome and/or benefit the community. Such activities may include performances of dance, music or theater, visual art, public art projects, exhibitions, and literary activities.
- Must obtain a current City of San Leandro business license.
- Must demonstrate that the individual is a working artist with examples of work (visual, music, theater, dance, literary, media, interdisciplinary).
- Must be at least 18 years old by the application deadline of October 17, 2018.
- Cannot be enrolled as a full-time student.
- Must document at least a two-year history of creating art / work of artistic merit.
- May be an emerging, mid-career, or established artist.
- Must be able to display City of San Leandro logo on marketing/publicity materials, website, other publishing.
- Must be able to produce Final Report on monies spent (grant budget) and grant activities (narrative).

Individual artists unable to submit grant reports or fulfill grant reporting responsibilities will become ineligible for future arts grant funding from the City of San Leandro.

TECHNICAL ASSISTANCE WORKSHOP: October 3, 2018 from 6:30 to 7:15 p.m.

The City of San Leandro will host a workshop to provide information to organizations and individuals interested in applying for **City of San Leandro Arts & Culture Grants funding**. Arts Commissioners, City staff, and the City's arts consultant will be able to answer most questions and provide guidance regarding the application process. We strongly recommend that potential grantees attend the workshop, although attendance is not mandatory in order to be eligible to apply.

The workshops will be held in the **Sister Cities Gallery on the first floor of San Leandro City Hall, located at 835 E. 14th Street, San Leandro, CA 94577**. City Hall is conveniently reached by public transport (San Leandro BART station, AC Transit bus) and is ADA accessible.

Applicants who have general questions or need assistance can contact Eric Engelbart at eenengelbart@sanleandro.org.

GRANT PROPOSAL EVALUATIONS

The City of San Leandro, San Leandro Arts Commission, and the City's arts consultant will review grant proposals for completion. We recommend that grantees submit materials well in advance of the deadline. In this way, if a document is missing or the grant has not been signed, there is ample time to contact the potential grantee for application completion.

Fully complete grant proposals will be forwarded to a Peer Review panel. The Peer Review panel may consist of Arts Commissioners and/or peers selected for their expertise in the arts, arts funding, and/or non-profit management. The City's arts consultant will facilitate the panel meeting and discussion and gather scored applications for review and distribution.

Recommendations will be forwarded to the Arts Commission and/or City Council for final approval. All award recommendations are tentative until final approval is received. Awards are contingent upon the availability of tax dollars and funding.

APPLICATION CRITERIA AND SCORING

All applications are reviewed based on a set of criteria:

- Overview and mission (organizations)
- Artistic quality and excellence
- History of programming or activity in San Leandro/Bay Area
- Management and fiscal capability (organizations)
- Public benefit
- Promotion and outreach plan / program
- Accessible or visible to the public

SUBMITTAL REQUIREMENTS – HOW TO APPLY

All completed applications must be submitted via email to eenengelbart@sanleandro.org by October 29, 2018.

The City of San Leandro is not responsible for compatibility issues arising out of operating systems, platforms, programs or program versions.

We have made every effort to streamline the grant process. It is estimated that completing the grant narrative, budget, and application form will take approximately 90 minutes. Another hour would be needed to gather attachments, make copies of the final application package, and submit.

Organization Grant Applications

The submitted materials will include:

1. APPLICATION FORM with Narrative Section (see form provided)
2. PROJECT BUDGET (template provided)
3. ARTISTIC WORK SAMPLE. Submit 1 Video or 1 Audio sample, up to 5 minutes in length; OR 1 Literary sample of 10 pages or less; OR up to 10 still image files. Upload files to Vimeo, Youtube, or a similar site and send link with application, OR submit file via Dropbox or similar file-sharing site. Note: Keep in mind that work samples will be shared and reviewed by panelists online. Make sure file names clearly reflect the contents of the file so reviewers know what they are opening. Only the following file types will be accepted: .pdf, .jpg, .tif, .mp3, .mp4, .mov.
4. 501c3 Federal (IRS) Letter of Determination (PDF)
5. Board of Directors roster: Most current, with board members' names, current terms, and associations/work title/places of employment. Addresses/phone numbers not necessary (PDF)
6. Profit and Loss Statement – most recent (PDF)
7. IRS Form 990 (PDF)

Please also make a copy of the completed and signed application package for your organization's files.

Individual Artist Grant Applications

The submitted materials will include:

1. APPLICATION FORM with Narrative Section (see form provided)
2. BUDGET (template provided)
3. ARTISTIC WORK SAMPLE. Submit 1 Video or 1 Audio sample, up to 5 minutes in length; OR 1 Literary sample of 10 pages or less; OR up to 10 still image files. Upload files to Vimeo, Youtube, or a similar site and send link with application,

OR submit file via Dropbox or similar file-sharing site. Note: Keep in mind that work samples will be shared and reviewed by panelists online. Make sure file names clearly reflect the contents of the file so reviewers know what they are opening. Only the following file types will be accepted: .pdf, .jpg, .tif, .mp3, .mp4, .mov.

4. Artist's Resumé
5. Proof of San Leandro residency (rental agreement, utility bill, bank statement, etc.)
6. Copy of City of San Leandro Business License, if Artist currently holds one

Please also make a copy of the completed and signed application package for your files.

APPLICATION DEADLINE: October 29, 2018

CONTACT WITH QUESTIONS:

Eric Engelbart, City of San Leandro, eenengelbart@sanleandro.org

Individual Artist Grant Application Instructions

The submitted materials should include:

1. APPLICATION FORM with narrative section
2. BUDGET (template provided)
3. ARTISTIC WORK SAMPLE
 - Submit 1 video or 1 audio sample, up to 5 minutes in length; OR
 - Submit 1 literary sample of 10 pages or less; OR
 - Submit up to 10 still image files.

Upload files to Vimeo, Youtube, or a similar site and send link with application or via Dropbox or similar file-sharing site.

Note: Keep in mind that work samples will be shared and reviewed by panelists online. Make sure file names clearly reflect the contents of the file so reviewers know what they are opening. The following file types will be accepted: .pdf, .jpg, .tif, .mp3, .mp4, .mov.

4. RESUME
5. PROOF OF SAN LEANDRO RESIDENCY (rental agreement, utility bill, bank statement, etc.)
6. COPY OF SAN LEANDRO BUSINESS LICENSE if Artist currently holds one
7. TERMS AND CONDITIONS OF AWARD

Please also make a copy of the completed and signed application package for your files.

APPLICATION DEADLINE: October 29, 2018

SUBMIT TO: Eric Engelbart, City of San Leandro, eenelbart@sanleandro.org

INDIVIDUAL ARTISTS APPLICATION

ARTS COMMISSION | ARTS & CULTURE GRANTS | FISCAL YEAR 2018-2019

We seek to fund excellence in the arts. The portfolio you provide is the primary factor in evaluating each application. We are interested in how this grant award will assist you in attaining your goals as an artist.

The spirit and intent of the grant award is to support the creation of artwork or arts activity that is open and accessible to the public; it is not intended to support a studio work without the benefit of a public presentation. The work of artistic merit/artwork must be exhibited or take place within the San Leandro city limits.

See “What We Fund” and “What We Don’t Fund” on the webpage for more details. Please use this as a reference for individual artist application eligibility.

INDIVIDUAL ARTISTS UNABLE TO SUBMIT GRANT REPORTS OR FULFILL GRANT REPORTING RESPONSIBILITIES WILL BECOME INELIGIBLE FOR FUTURE ARTS GRANT FUNDING FROM THE CITY OF SAN LEANDRO.

REQUIREMENTS

I can demonstrate that my project or art activities will culminate in a local public outcome and/or benefit the community. Such activities may include performances of dance, music or theater, visual art, public art projects, exhibitions, and literary activities.

I have/can/will obtain a current City of San Leandro business license.

I can demonstrate that I am a working artist with examples of work (visual, music, theater, dance, literary, media, interdisciplinary).

I am at least 18 years old by the application deadline of October 29, 2018.

I am a San Leandro resident and I can verify my residency with application documents.

I am currently not enrolled as a full-time student.

I have at least a two-year history of creating art/work of artistic merit.

I am an emerging, mid-career, or established artist.

I am currently not employed by the City of San Leandro in any capacity.

I will be able to display City of San Leandro logo on marketing/publicity materials, website, and any other publishing.

I commit to producing a Final Report on monies spent from the grant budget and provide a grant activity (narrative).

**San Leandro Arts Commission
Arts & Culture Grants
Fiscal Year 2018/19**

APPLICATION FOR INDIVIDUAL ARTISTS

Artist's Name: Click here to enter text.

Fed. Tax ID / S.S. #: Click here to enter text.

Address: Click here to enter text.

Years Residing in San Leandro: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Website (if applicable): Click here to enter text.

Collaborating artists and their roles in your project / activity (if applicable):

Click here to enter text.

Brief history of your arts activity in San Leandro and the Bay Area (3 - 4 sentences):

Click here to enter text.

Your primary artistic discipline (check one): ☐ Dance ☐ Music ☐ Theater ☐ Visual
☐ Literary ☐ Media Arts ☐ Inter / Multi-Disciplinary Arts ☐ Traditional / Folk Arts

AMOUNT REQUESTED: Click here to enter text.

Request Percentage of Project/Activity Budget: Click here to enter text.

Title of Project / Activity Request: Click here to enter text.

Brief Description of Request (2-3 sentences): Click here to enter text.

Description of Project or Activity / Grant Request and Project Goals (500 word limit):

[Click here to enter text.](#)

Do you intend a public presentation of artwork or activity funded by this grant? If yes, please explain.

[Click here to enter text.](#)

Who is the community you serve and how do you plan to engage them?

[Click here to enter text.](#)

How will you evaluate the success of the grant-funded activity?

[Click here to enter text.](#)

ATTACHMENTS: *Please attach in your email. PDF form is accepted.*

- ☐ **Artist's Resume**
- ☐ **Proof of San Leandro Residency**
- ☐ **Copy of San Leandro Business License (if currently holding)**
- ☐ **Work Sample(s)**

Describe the work sample you are submitting via email or a file-sharing website (Dropbox, etc.):

[Click here to enter text.](#)

(Sign here) _____
Artist Full Name

Print Name Here: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

San Leandro Arts & Culture Grants

FY 2018-19 Individual Artist Application

Budget Template

AMOUNT REQUESTED: Click here to enter text.

ARTIST NAME: Click here to enter text.

REVENUE – Pending, Awarded, Committed	
SAN LEANDRO FY 2018-19 Arts Grant Request	Click here to enter text.
Government – (Specify) Click here to enter text.	Click here to enter text.
Government – (Specify) Click here to enter text.	Click here to enter text.
Foundations – (Specify) Click here to enter text.	Click here to enter text.
Corporations – (Specify) Click here to enter text.	Click here to enter text.
Other – (Specify) Click here to enter text.	Click here to enter text.
Other – (Specify) Click here to enter text.	Click here to enter text.

Sales of Work	Click here to enter text.
Workshop Fees	Click here to enter text.
Commissions	Click here to enter text.
Other – (Specify) Click here to enter text.	Click here to enter text.

TOTAL INCOME	\$ Click here to enter text.
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EXPENSE	
Artist Fees	Click here to enter text.
Administrative Costs	Click here to enter text.
Membership Fees	Click here to enter text.
Operating Costs, Business Licenses etc.	Click here to enter text.
Other – (Specify) Click here to enter text.	Click here to enter text.

Space Rental	Click here to enter text.
Supplies (office, artistic)	Click here to enter text.
Marketing, Outreach, Public Relations	Click here to enter text.
Production Costs/Exhibition Fees	Click here to enter text.
Postage, Copying	Click here to enter text.
Mileage / Travel	Click here to enter text.
Insurance	Click here to enter text.
Technology	Click here to enter text.
Other – (Specify) Click here to enter text.	Click here to enter text.

TOTAL EXPENSE	\$ Click here to enter text.
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Surplus (Deficit)	\$ Click here to enter text.
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BUDGET NOTES:

Click here to enter text.

TERMS AND CONDITIONS OF AWARD

By signing and submitting this application to the City of San Leandro Arts & Culture Grants Program (hereinafter "Program"), Applicant agrees to the following Terms and Conditions. If Applicant is awarded funds from the Program Applicant shall automatically become a Grantee. If Grantee fails to comply with the Terms and Conditions, Grantee will return grant funds in part or in full back to the City, and could be disqualified from future funding.

1. This grant shall be used only for programs, services, or activities occurring within San Leandro.
2. The grant shall be used in accordance with on-going programs, services and activities as described by Grantee's Program application.
3. In all acknowledgements, solicitations, and any advertisements or marketing, Grantee shall acknowledge the City of San Leandro as the Grantor.
4. All grant funds will be used within the grant period (December 1, 2018 to June 30, 2019). Grantee shall immediately notify the City of San Leandro if any portion of the grant funds will not be expended within this period, and will promptly return any unexpended funds to the City unless otherwise approved in writing by the City.
5. Grantee will complete and return by July 31, 2019 all parts of the Final Report Form.
6. Grantee is not required to obtain funds from another source to match the City's grant award.
7. For observation, monitoring, and reporting Grantee agrees to provide to designated City representative(s) reasonable access to Grantee's programs or activities funded or being supported, in whole or in part, by Program grant funds.
8. Grantee shall maintain accounts, records, and all other documentation regarding costs, expenses, and revenues pertaining to Grantee's programs and operations for a period of at least three years after the end of the grant period. The system of accounting employed by Grantee shall be in accordance with generally accepted accounting principles and shall be applied in a consistent manner so that the program, service and activity expenditures can be clearly identified. Grantee's financial management system shall provide for effective control over, and accountability for, all funds, property and other assets. Grantee shall adequately safeguard all assets and shall assure that they are used solely for authorized purposes. City representatives may inspect and audit Grantee's financial accounts and records, or may designate a qualified person to do so on behalf of the City, at any time during regular business hours and with such frequency as the City deems necessary.
9. Grantee grants permission to City, including the City of San Leandro Arts Commission, to use information contained in Grantee's application for documentary and promotional purposes.
10. For the purposes of this Grant Application and any award, including all Terms and Conditions, 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 sponsored or supported by the Fiscal Agent organization.
11. Grantee agrees to observe and comply with all applicable laws, rules, ordinances, codes and regulations in the execution of activities related to the Program and for which grant funds are provided, including all federal, state, and municipal laws and regulations including but not limited to Constitutional provisions related to protected classes, the Civil Rights Act of 1964, the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation, California prevailing wage laws, all applicable trademark and copyright laws, all State and Federal laws related to artistic works, and the Americans with Disabilities Act. Grantee shall indemnify, defend, and hold City harmless from any and all liabilities, costs (including attorneys' fees and costs), fines, penalties, and damages from any of Grantee's activities under the Program and from Grantee's failure to comply with such laws, ordinances, codes and regulations.
12. If a court of competent jurisdiction holds any provision of this application, including these Terms and Conditions, to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose would be defeated by the loss of the illegal, unenforceable, or invalid provision.

13. It is the responsibility of the Grantee to notify the City in writing of any change in mailing or email address. Contact email addresses in this application will be added to the City's e-newsletter contact lists and other program distribution lists.

By submitting this Grant Application, Applicant warrants and represents that he / she executed this Application in his / her authorized capacity and that by his / her signature on this Application, the entity upon behalf of which he / she acted, executed it. By submitting this Application, the Applicant warrants and represents that all Terms and Conditions are accepted, that the information contained in this Application and in all attachments is true and correct.

Name (print here): [Click here to enter text.](#)

Signature: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Please scan the signed form. Please save as a PDF and submit this application along with the required attachments.

CHECKLIST:

- ☐ **Application pages (signed)**
- ☐ **Budget (be sure to check your math!)**
- ☐ **Artist's Resume**
- ☐ **Proof of San Leandro Residency**
- ☐ **San Leandro Business License (copy)**
- ☐ **Work sample**
- ☐ **Terms and Conditions of Award (signed)**

Incomplete applications will not be eligible. Do not include items not requested.

Submit via email to: eenelbart@sanleandro.org

NON-PROFIT ORGANIZATIONS APPLICATION

ARTS COMMISSION | ARTS & CULTURE GRANTS | FISCAL YEAR 2018-2019

The intent of the City of San Leandro is to support artistic content readily available to the community. Any work created must be open and accessible to the public.

The spirit and intent of the grant award is to support the creation of artwork or arts activity that is open and accessible to the public; it is not intended to support a studio work without the benefit of a public presentation. The work of artistic merit/artwork must be exhibited or take place within the San Leandro city limits.

Organizations should carefully read through the requirements and ensure that they would be able to meet them, if funded.

See “What We Fund” and “What We Don’t Fund” on the webpage for more details.

ORGANIZATIONS UNABLE TO SUBMIT GRANT REPORTS OR FULFILL GRANT REPORTING RESPONSIBILITIES WILL BECOME INELIGIBLE FOR FUTURE ARTS GRANT FUNDING FROM THE CITY OF SAN LEANDRO.

REQUIREMENTS
My organization’s mission includes arts or culture and can demonstrate art or culture activities that serve the public or benefit the community.
My organization is a federally recognized nonprofit with an IRS 501(c)(3) status number and determination letter.
My organization has been operational for at least twelve (12) months before the Application Due Date (offering services, performances, etc. in San Leandro for 12 months prior to the October 29 deadline.)
My organization is located in, or primarily serves the San Leandro population.
My organization has a valid street address in San Leandro.
My organization is able to display City of San Leandro logo on marketing/publicity materials, website, and any other publishing.
My organization is committed to producing a Final Report on monies spent from the grant budget and provide a grant activities (narrative).

**San Leandro Arts Commission
Arts & Culture Grants
Fiscal Year 2018/19**

APPLICATION FOR NON-PROFIT ORGANIZATIONS

Organization Name: Click here to enter text.

Fed. Tax ID #: Click here to enter text.

Address: Click here to enter text.

Years in Operation: Click here to enter text.

Business Phone: Click here to enter text.

Organization Email: Click here to enter text.

Executive Director: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Website: Click here to enter text.

Contact Person: Click here to enter text.

Title: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Number of Board Members: Click here to enter text.

Number of Board meetings per year: Click here to enter text.

Percentage of Board who donate financially per year: Click here to enter text.

Board Chairperson: Click here to enter text.

Mission statement and brief history of organization and services (3 - 4 sentences):

Click here to enter text.

Organization's primary arts discipline (check one): ☐ Dance ☐ Music ☐ Theater ☐ Visual
☐ Literary ☐ Media Arts ☐ Inter / Multi-Disciplinary Arts ☐ Traditional / Folk Arts

Annual Budget: Click here to enter text.

AMOUNT REQUESTED: Click here to enter text.

Project or General Operating? Click here to enter text.

Request Percentage of Organization Budget: Click here to enter text.

Request Percentage of Project/Activity Budget: Click here to enter text.

Title of Project / Activity Request: Click here to enter text.

Brief Description of Request (2-3 sentences): Click here to enter text.

Description of Project or Activity / Grant Request and Project Goals (500 word limit):

[Click here to enter text.](#)

What is your proposed public presentation for the San Leandro grant-funded activities?

[Click here to enter text.](#)

Who is the community you serve and how do you plan to engage them?

[Click here to enter text.](#)

How will you evaluate the success of the grant-funded activity?

[Click here to enter text.](#)

ATTACHMENTS: *Please attach in your email. PDF form is accepted.*

- ☐ **501 c3 Certification/IRS Letter**
- ☐ **Board Roster with Affiliations**
- ☐ **Profit and Loss Statement (most recent)**
- ☐ **Form 990**
- ☐ **Work Sample**

Describe the work sample you are submitting via email or a file-sharing website (Dropbox, etc.):

[Click here to enter text.](#)

(Sign here) _____
Executive Director / Board Chair

Print Name Here: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

San Leandro Arts & Culture Grants

FY 2018-19 Non-Profit Organization Application

Budget Template

Total Organization Budget: [Click here to enter text.](#) Year: [Click here to enter text.](#)

☐ Organizational or ☐ Project Request Budget AMOUNT REQUESTED: [Click here to enter text.](#)

FY or CY [Click here to enter text.](#) BUDGET ORGANIZATION NAME: [Click here to enter text.](#)

REVENUE – Pending, Awarded, Committed	
SAN LEANDRO FY 2018-19 Arts Grant Request	Click here to enter text.
Government – (Specify) Click here to enter text.	Click here to enter text.
Government – (Specify) Click here to enter text.	Click here to enter text.
Foundations – (Specify) Click here to enter text.	Click here to enter text.
Corporations – (Specify) Click here to enter text.	Click here to enter text.
Individuals	Click here to enter text.
Other – (Specify) Click here to enter text.	Click here to enter text.

Admission/Ticket Sales	Click here to enter text.
Concessions/Product Sales	Click here to enter text.
Tuition/Workshop Fees	Click here to enter text.
Other – (Specify) Click here to enter text.	Click here to enter text.

TOTAL INCOME	\$ Click here to enter text.
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EXPENSE	
Staff – Artistic	Click here to enter text.
Staff - Administrative	Click here to enter text.
Benefits	Click here to enter text.
Operating Costs (rent, utilities, taxes, insurance)	Click here to enter text.
Other – (Specify) Click here to enter text.	Click here to enter text.

Space Rental/Facilities	Click here to enter text.
Supplies (office, artistic)	Click here to enter text.
Marketing, Outreach, Public Relations	Click here to enter text.
Production costs/Exhibition	Click here to enter text.
Postage, Copying	Click here to enter text.
Travel	Click here to enter text.
Fundraising expenses	Click here to enter text.
Technology	Click here to enter text.
Other – (Specify) Click here to enter text.	Click here to enter text.

TOTAL EXPENSE	\$ Click here to enter text.
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Surplus (Deficit)	\$ Click here to enter text.
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BUDGET NOTES (revenue or expense line item requiring an explanation):

[Click here to enter text.](#)

TERMS AND CONDITIONS OF AWARD

By signing and submitting this application to the City of San Leandro Arts & Culture Grants Program (hereinafter "Program"), Applicant agrees to the following Terms and Conditions. If Applicant is awarded funds from the Program Applicant shall automatically become a Grantee. If Grantee fails to comply with the Terms and Conditions, Grantee will return grant funds in part or in full back to the City, and could be disqualified from future funding.

1. This grant shall be used only for programs, services, or activities occurring within San Leandro.
2. The grant shall be used in accordance with on-going programs, services and activities as described by Grantee's Program application.
3. In all acknowledgements, solicitations, and any advertisements or marketing, Grantee shall acknowledge the City of San Leandro as the Grantor.
4. All grant funds will be used within the grant period (December 1, 2018 to June 30, 2019). Grantee shall immediately notify the City of San Leandro if any portion of the grant funds will not be expended within this period, and will promptly return any unexpended funds to the City unless otherwise approved in writing by the City.
5. Grantee will complete and return by July 31, 2019 all parts of the Final Report Form.
6. Grantee is not required to obtain funds from another source to match the City's grant award.
7. For observation, monitoring, and reporting Grantee agrees to provide to designated City representative(s) reasonable access to Grantee's programs or activities funded or being supported, in whole or in part, by Program grant funds.
8. Grantee shall maintain accounts, records, and all other documentation regarding costs, expenses, and revenues pertaining to Grantee's programs and operations for a period of at least three years after the end of the grant period. The system of accounting employed by Grantee shall be in accordance with generally accepted accounting principles and shall be applied in a consistent manner so that the program, service and activity expenditures can be clearly identified. Grantee's financial management system shall provide for effective control over, and accountability for, all funds, property and other assets. Grantee shall adequately safeguard all assets and shall assure that they are used solely for authorized purposes. City representatives may inspect and audit Grantee's financial accounts and records, or may designate a qualified person to do so on behalf of the City, at any time during regular business hours and with such frequency as the City deems necessary.
9. Grantee grants permission to City, including the City of San Leandro Arts Commission, to use information contained in Grantee's application for documentary and promotional purposes.
10. For the purposes of this Grant Application and any award, including all Terms and Conditions, 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 sponsored or supported by the Fiscal Agent organization.
11. Grantee agrees to observe and comply with all applicable laws, rules, ordinances, codes and regulations in the execution of activities related to the Program and for which grant funds are provided, including all federal, state, and municipal laws and regulations including but not limited to Constitutional provisions related to protected classes, the Civil Rights Act of 1964, the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation, California prevailing wage laws, all applicable trademark and copyright laws, all State and Federal laws related to artistic works, and the Americans with Disabilities Act. Grantee shall indemnify, defend, and hold City harmless from any and all liabilities, costs (including attorneys' fees and costs), fines, penalties, and damages from any of Grantee's activities under the Program and from Grantee's failure to comply with such laws, ordinances, codes and regulations.
12. If a court of competent jurisdiction holds any provision of this application, including these Terms and Conditions, to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose would be defeated by the loss of the illegal, unenforceable, or invalid provision.

13. It is the responsibility of the Grantee to notify the City in writing of any change in mailing or email address. Contact email addresses in this application will be added to the City's e-newsletter contact lists and other program distribution lists.
14. It is the responsibility of the Grantee to notify the City in writing of any change in address or change of names of key staff and individuals in Grantee's organization. Contact email addresses in this application will be added to the City's e-newsletter contact lists and other program distribution lists.

By submitting this Grant Application, Applicant warrants and represents that he / she executed this Application in his / her authorized capacity and that by his / her signature on this Application, the entity upon behalf of which he / she acted, executed it. By submitting this Application, the Applicant warrants and represents that all Terms and Conditions are accepted, that the information contained in this Application and in all attachments is true and correct.

Name (print here): [Click here to enter text.](#)

Signature: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Please scan the signed form. Please save as a PDF and submit this application along with the required attachments.

CHECKLIST:

- ☐ **Application pages (signed)**
- ☐ **501c3 certification letter**
- ☐ **Budget (be sure to check your math!)**
- ☐ **Board roster**
- ☐ **Profit & Loss statement**
- ☐ **Form 990**
- ☐ **Work sample**
- ☐ **Terms and Conditions of Award (signed)**

Incomplete applications will not be eligible. Do not include items not requested.

Submit via email to: eengelbart@sanleandro.org

**CITY OF SAN LEANDRO / SAN LEANDRO ARTS COMMISSION
2019 ARTS & CULTURE GRANTS
FINAL REPORT FOR ORGANIZATIONS**

Grant Period: _____, 2018 to August 21, 2019

Grantees, please complete this form and submit to Eric Engelbart, Deputy City Manager, City of San Leandro, by August 31, 2019. Electronic submissions are preferred, via: eeengelbart@sanleandro.org

Grant Award Amount:

Arts Discipline:

Organization Name:	Contact Person & Title:
Mailing Address:	Total operating or project budget:
Telephone: Email:	Total number of persons attending:
Website:	Number of artists (or organizers) involved:

QUESTIONS

Please use the space provided below. Make sure the report is signed and keep a copy for your files.

1. Describe your 2018-19 San Leandro Arts & Culture Grant-supported project or activity. Please include any changes to your project/activity or your organization since your application was submitted. If project or activity changed in scope, please provide a brief explanation.

2. Approximately how many people do you estimate were directly reached by your grant-funded project or activity? Please provide a brief overview of how the community was engaged in your project/activity.

3. Please provide your comments and observations on the value of the grant to your organization and the community you serve.
4. OPTIONAL: You may provide additional information on your approved grant-funded project or activity here.
5. Please attach any relevant receipts or documentation verifying use of the grant award funding in a manner consistent with the grant award. If any changes took place that impacted how the funds were allocated, or if any other explanation associated with the program budget is warranted, please provide an explanation here:

CERTIFICATION

I certify that we have fulfilled the terms and conditions of this grant as stated and authorized in the San Leandro Arts Commission Arts & Culture Grant Terms & Conditions of Award and that the information included in this report is correct and accurate. I further certify that the original, supporting documents including receipts are on file in the organization's office should an independent audit be required.

Signature

Board President, Executive Director or
Other Authorized Agent

Date

_ Print Name & Title

To comply with final reporting requirements, you must submit this completed report to the following addressee. Electronic submissions are preferred.

Deliver to: Eric Engelbart, Deputy City Manager
 City of San Leandro
 835 East 14th Street
 San Leandro, CA 94577
 eengelbart@sanleandro.org

Questions? Contact: eengelbart@sanleandro.org or phone: 510-577-3391