



INVESTING IN THE ARTIST GRANT

ORGANIZATION APPLICATION – 2023-2024

Investing in the Artist grants distribute small but impactful funds to arts organizations/cooperatives, serving as a catalyst to further the organization's work while living and creating in Santa Ana, resulting in a more vibrant local art scene. With the impact from the COVID-19 pandemic and subsequent variants, the City of Santa Ana Arts & Culture Office will direct funds in the amount of \$400,000 from the federal American Rescue Plan Act of 2021 to meet the emergency needs of organizations and individuals in order to help sustain and grow the economic development in Santa Ana. The City supports special events, arts & cultural programming, marketing & tourism, and nonprofit essentials such as materials, supplies, special event production, and community engagement.

ART TOGETHER: EMPOWERING COMMUNITIES THROUGH PARTICIPATORY ART

The COVID-19 pandemic has highlighted the importance of participatory art in building community, promoting healing, and fostering social and cultural diversity. As the country is cleared to spend time together again after a few years of virtual gathering, there will be a greater need for participatory art to help us rebuild and strengthen our connections with one another and to process our experiences in a creative and meaningful way.

The City of Santa Ana will support *innovative* art projects and/or arts-based programs that encourage creativity and cooperation, building community, and supporting the local creative economy. The projects must be participatory and include an interactive component with the artwork or program itself. An example of an art program would be a hands-on workshop, and for visual art, the spectator can become part of the artwork in some way.

AWARDS

The Arts & Culture Office is seeking to award grants in the amount of up to \$20,000 for arts organizations/cooperatives that will enrich and invigorate the Santa Ana arts and culture landscape with participatory art and will be distributed in two (2) payments.

The grant period will be for 12 months and will require an interim and final report of outcomes achieved, including an itemized budget with documentation such as receipts. The first payment will be disbursed at the commencement of the project, and the second payment will be disbursed 60 days after the successful completion of the final report. All grantees are required to maintain financial records to verify compliance. If you are selected for an audit, you must have and submit proof of expenses for review by grants staff upon request.

Only activities and costs consistent with the grant application or proposal approved by the Arts & Culture Office will be funded. If changes in the awarded project are necessary, grantees must contact Arnet Victoria at (714) 647-5345 or AVictoria@santa-ana.org.

If the proposed project has not been completed by end of the grant cycle, awarded funds to the organization will need to be returned to the City, and the applicant(s) will be ineligible to reapply for the following two years.

CONFLICT OF INTEREST

The Arts & Culture Commission members are actively involved in the arts professionally and/or personally. The Commission desires to avoid situations which may compromise, or appear to compromise, members' objectivity while not preventing their continuing involvement in the arts or in projects supported by the Commission and City. If the Commission member has a professional, fiduciary, and/or personal relationship with an applicant, the Commission member must notify the Commission of the relationship before the panel meeting or review of the applicant. The Commission member must also excuse him/herself from the room during the discussion of the applicant, and may not discuss the application with any other member of the Commission prior to, during, or after discussion of the application.

ELIGIBILITY CRITERIA

Nonprofit arts and culture organizations/cooperatives that meet the following criteria are welcome to apply:

- Organizations with arts, culture, design, or creative innovation focus.
- Organization must be based in Santa Ana and/or serve Santa Ana communities.
- Projects can be small in scope and do not need to serve large numbers of people as long as they positively impact the organization's purpose or mission.
- A project may be a part of an applicant's regular season or activities. Organizations that undertake a single short-term project in a year—a dance festival, for example—could apply for support for that event or they could identify certain components of their operations, such as securing rehearsal space, marketing activities, paying artists, etc., as their project.
- **A representative from the organization must attend one Information Session.**
- Applicants may not apply for consecutive grant cycles for the same project.
- Only one application per project will be accepted. Organizations may not apply separately for the same project.
- Grant recipients who have not completed their projects from prior grant cycles will not be eligible to apply this year. This includes completing their final reports.
- Applicants engaged in active litigation with the City and/or have active code enforcement violations, or a history of multiple code enforcement violations are not eligible for the program.

Organizations/Cooperatives will be required to obtain/demonstrate the following prior to an award:

- Current City of Santa Ana business license or city approval for business operation (for cooperatives).
- Current General Liability insurance in the amount of \$1,000,000 naming the City of Santa Ana as Additional Insured on a primary and non-contributory basis.
- Active 501(c)3 nonprofit status and good standing with IRS or registered as an eligible cooperative with the City of Santa Ana.

Cooperatives are defined as:

- A business entity that is owned and controlled by the people who work in it. Worker cooperatives thrive in many industries and regions.
- In a worker cooperative, decisions are made democratically, by the people who do the work (usually following the principle of "one worker, one vote") instead of by one person or group people that holds all the power.
- Cooperatives are a specific legal definition in which the workers are defined as members and owners of the cooperative. These member-owners are entitled to a vote, and to a share of the profits of the business (called patronage).

Online Resources Available for Cooperatives

More information on Worker Cooperative:

- COOPERACION SANTA ANA www.cooperacionsantaana.org
- DEMOCRACY AT WORK INSTITUTE <https://institute.coop/worker-cooperative-faq>

Starting up a Worker Cooperative:

- DEMOCRACY AT WORK INSTITUTE <https://institute.coop/startup>
- US FEDERATION OF WORKER COOPERATIVES <https://usworker.coop/startups/>

Conversion of existing business to Worker Cooperative Structure:

- DEMOCRACY AT WORK INSTITUTE <https://institute.coop/conversion>

Legal Resources for Worker Cooperative:

- DEMOCRACY AT WORK INSTITUTE <https://institute.coop/legal>

Technical Assistance for Worker Cooperatives:

- US FEDERATION OF WORKER COOPERATIVES <https://usworker.coop/coopclinic/>

INELIGIBLE PROJECTS – WE DO NOT FUND

- Administrative and operational expenses
- Scholarly research, tuition, or academic expenses.
- Projects held, performed, or exhibited outside of the City of Santa Ana.
- Programs that are not accessible to the public.
- Funds going directly into trusts, endowments, or cash reserves.
- Projects with religious purposes that serve to proselytize.

FUNDING PRIORITIES

- Activating geographical areas in Santa Ana underserved by the arts
- Collaborations/partnerships among different entities

SELECTION PROCESS

City of Santa Ana, Community Development Agency
20 Civic Center Plaza, M-25, Santa Ana, CA 92701 (714) 647-5360

Applicants will be reviewed and scored by a grant peer review panel made up of artists, arts and nonprofit professionals, and others with knowledge and professional qualifications in the arts and with familiarity of Orange County’s arts sector. Grant review panels will reflect the diversity of the region and the various professional groups encompassed by the arts sectors such as practitioners, administrators, board members, and educators. As a public agency, all information submitted to the Arts Commission in conjunction with a grant application becomes public record at the time the application is submitted. Applications will be reviewed and scored by a peer panel according to the following criteria.

Notes:

- Review panel may approve an amount that is less than what the applicant requested. It is encouraged that applicant find other funding sources for their project.
- Approval of application does not imply that your dates and locations listed are approved as well. Contact appropriate entity to reserve the location and dates.
- If doing a public art installation or public program, site must be selected prior to submission. Additionally, a letter from the property owner or facility must be included with your application.

EVALUATION CRITERIA

Organization applications will be evaluated on the following criteria:

- Project/Artistic Merit & Theme Relevance – 40%
- Organizational Readiness/Fiscal Responsibility – 25%
- Potential Community Impact – 25%
- Organization Need – 10%
- Non-Compliance with Grant Requirements from Previous Cycle – (-5%)

Criterion 1:

A project with exceptional Project/Artistic Merit & Theme Relevance engages qualified and diverse arts or cultural professionals; provides arts experiences that expose participants to new perspectives; provides opportunities for engagement in the creative process; demonstrates cross-sector understanding, both supporting the arts and advancing community priorities; and provide clear examples of how the theme of “Participatory/Interactive Art” is incorporated into the project.

Criterion 2:

An organization with exceptional Organizational Readiness/Fiscal Responsibility recruits and retains an engaged, diverse, and qualified board, staff, contractors, and/or volunteers and has an accumulated deficit of less than 20% of their total operational expenses for two or more years. Competitive applications will address all application questions and provide complete information.

Criterion 3:

A project with exceptional Community Impact will be able to make a positive difference for Santa Ana residents, neighborhoods, and communities by creating leverage and visibility for these communities to receive greater resources; enhance the quality of life for those in the community; providing pipelines for arts leadership; enhance visitor’s experience of the City; and support economic growth in the City.

Criterion 4:

Exceptional demonstration of Organization Needs must clearly relate to the organization's mission and purpose and how it serves its constituents; supported with evidence such as statistics, expert views, and trends; and directly connect to, and support, the organization's ability to respond to the need. Additionally, it must clearly show efforts to find funding outside of the City of Santa Ana's offerings, as well as displays of being self-sustaining.

Criterion 5:

Applicants who were awarded a grant from a previous cycle and were non-compliant with the grant requirements (ex: incomplete projects, missing or incomplete reports, receipts, etc.), will have 5 percentage points (5%) deducted from their overall score.

(Application continues on next page)

SUBMISSION REQUIREMENTS

Applications must contain the following documents to be considered for funding:

1. Application Cover Sheet (use attached)
2. Organization Mission and History
3. List of Key Staff/Board of Directors (Resume/CV if applicable). *Limit 2 pages.*
4. Organizational Operational Budget
5. Narrative for proposed use of funds. *Limit 2 pages. Formatting guidelines: Double spaced, 12 point Times New Roman, one inch margins.*
6. Supplemental Questions - *Please answer each question separately:*
 - Describe any additional City of Santa Ana resources required for your project (permits, public space, licenses etc.) that you are required to obtain.**
 - Is this a new or existing program/project?
 - How will the proposed project be presented or shared with the public? Will the art display, event, or performance be free and accessible to the public?
 - How will your project enrich the quality of life for Santa Ana residents?
 - Describe how will your project stimulate economic development for the City of Santa Ana?
7. Original artwork design or Schedule of Activities/Curriculum (sample attached)
8. Project Timeline (sample attached)
9. Line Item Budget (use attached – 2 pages)
10. At least two (2) signed Letters of Community Support. If letter is in language other than English, please provide English translation.

*****If doing a public art installation, site must be selected prior to submission. Additionally, a letter from the property owner must be included with your application.***

SUBMISSION DUE DATE:

Applications are due on the Submittable.com website by **MONDAY, JULY 24, 2023 at 11:59 PM.**

Submit applications here (use Google Chrome): <https://cityofsantaana.submittable.com/submit>

The online application will prompt you to submit the information directly into the fields and to upload submission materials. The Arts & Culture Office strongly recommends submitting the application at least **5 days** prior to the deadline to give ample time to troubleshoot.

For questions please contact Arnet Victoria at (714) 647-5345, avictoria@santa-ana.org.

ADDITIONAL INFORMATION

The organization selected through this application process must agree to maintain liability insurance, which will insure and indemnify the grantees and the City of Santa Ana during the term of the contract and for one year after acceptance of the project.

- Awarding of grant funding is subject to City Council approval of funds.
- The City of Santa Ana is not obligated to select a finalist from the submitted applications and reserves the right cancel this application at any time.
- Submitting an application does not constitute an expressed or implied contract.
- Applicants submitting will receive notification of the results of the selection process.
- Application materials will not be returned.

- This application is subject to ordinances in effect in the City of Santa Ana.
- Grantees must obtain a Unique Entity ID created in SAM.gov.

ANTICIPATED TIMELINE – ARTIST GRANT 2023-2024

Event dates, times, and locations may be subject to change under certain circumstances. <u>Please check back on the grant web page for any changes prior to attending the Information Sessions and Arts & Culture Commission meetings.</u>	
Website: https://www.santa-ana.org/investing-in-the-artist-grant/	
May 22, 2023	Application Opens
June 8, 2023	Information Session #1 – Zoom, 6:00 – 8:00 pm [MANDATORY – at least one] Zoom link: https://us06web.zoom.us/j/86486611573?pwd=ZEVGSURLUnFGK2JBak-VoSjBXY1hsQT09
June 13, 2023	Information Session #2 – Zoom, 6:00 – 8:00 pm [MANDATORY – at least one] Zoom link: https://us06web.zoom.us/j/82779307213?pwd=bGtHVk0yY1U3RVUwUnRzVDZKWTJJEQT09
July 24, 2023	Artist Grant Applications DUE
August 17, 2023	Funding recommendations from Arts & Culture Commission
October-November 2023	Artists Notified

(Application continues on next page)

APPLICATION COVERSHEET

****Input your information below directly onto online application on Submittable.com (use Google Chrome). Do not upload this form.**

APPLICATION DUE DATE: MONDAY, JULY 24, 2023 at 11:59 PM.

City Ward of Residence: _____

**For map of wards, [click here](#).

Date Submitted: _____ City Ward of Project: _____

Organization Name: _____ Tax ID #/: _____

Organization Address: _____

Contact Person/Title: _____

Phone Number: _____ Email: _____

Website: _____

Brief Description of Project (100 words limit):

Type of Application:

- Organization is based in Santa Ana and proposes to use grant funds to provide arts and culture programming in Santa Ana
- Organization is not based in Santa Ana and proposes to use 100% of grant funds to provide arts and culture programming in Santa Ana

Total Operating Budget (Attach Organization Operational Budget): _____

Amount requested (Up to \$20,000): \$ _____

If approved, you may not receive the total amount you are requesting, please be prepared to have other funding sources and/or scale down your project.

How will this impact your project (where would you get more funding and/or how would you scale down your project)?

Have you/will you be receiving funding from the City for the fiscal years 2021-2024? (include Special Events Sponsorship, Utility Box Art, etc.)

- YES Amount(s) + Year (ex: Utility Box Art, 2020, \$450): _____
- NO

Project fulfills the following goal(s) from the Arts & Culture Master Plan [check all boxes that apply. This is a survey only. Responses will not be part of evaluation]:

- Foster a citywide culture of equity, inclusion, and access.
- Work cooperatively towards a robust infrastructure for the arts in Santa Ana inclusive of City policy, staffing, and sustained funding.
- Create the conditions where artists and creatives thrive professionally and arts and cultural organizations have the resources required for sustained success.
- Support and expand arts and cultural programming to engage all populations (regardless of age, gender, ethnicity, backgrounds, or socioeconomic status) throughout the community.
- Support existing and create new opportunities for youth to engage in artistic and creative activities and career pathways.
- Identify community spaces for artistic and creative collaborations and create a roadmap for new cultural facility development through City and organizational partnerships.
- Preserve Santa Ana’s unique heritage while creating arts and culture opportunities through placemaking initiatives.
- Create visible and interactive arts opportunities for engagement through public art.
- Contribute to the economic growth of the City, including development of a skilled workforce.

SAM.gov Verification

On April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government use the Unique Entity ID created in SAM.gov. They no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

This RFP includes federal funding, and as such, the proposer must provide verification of their SAM.gov UEI and registration status. Please attach your entity’s registration from SAM.gov, including UEI and active registration status.

How to get a Unique Entity ID Number:

The Unique Entity ID is a 12-character number requested on the SAM.gov website. The number will not be issued immediately. It is a two-step process; first create an online request, then an email will be sent to you within 5-15 business days to complete the second step of the process.

Obtain a Unique Entity ID number here: <https://sam.gov/content/entity-registration>
(Choose: **Get A Unique Entity ID Only**)

For Video Instructions copy link into your browser: <https://youtu.be/0uv1YNAsINk>

Note:

** If you already have a Unique Entity ID number, please do not request a new Unique Entity ID number.

** Use **SAM.gov** ONLY. It is a **FREE** service. **Do NOT pay.**

If you are asked to pay, STOP and LEAVE the webpage, you are on the wrong website.

(Application continues on next page)

CHECKLIST

- Application Cover Sheet (Cover Sheet information is embedded in the online application)
 - Checklist
 - Organization Mission and History
(1 page limit, Times New Roman 12-point font, double-spaced, 1 inch margins)
 - List of Key Staff/Board of Directors (2 page limit)
 - Organization Operational Budget
 - Brief narrative for proposed use of funds and supplemental questions
(2 page limit, Times New Roman 12-point font, double-spaced, 1 inch margins)
 - Supplemental Questions - *Please answer each question separately:*
 - Describe any additional City of Santa Ana resources required for your project (permits, public space, licenses etc.) that you are required to obtain.**
 - Is this a new or existing program/project?
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(Application continues on next page)

SAMPLE Schedule of Activities

Date	Activity Description	Supplies Needed	# of Artists Re-quired	Name of Artist(s) Facilitating

*Add more columns, rows, pages, etc. as needed

** Upload your final Schedule of Activities/Timeline separately on Submittable.com

(Application continues on next page)

SAMPLE Project Timeline

****Input your information directly onto this form and upload onto Submittable.com (use Google Chrome).**

DATE	ACTION	OUTCOME
June 2018	Develop historical and cultural timeline of Santa Ana	Draft of timeline
Month before and during the start-up of the Program	Outreach and Enrollment in Summer Intensive Music Camp	Raise community awareness about the opportunity to enroll students in this Summer Intensive Music Camp; Educate families about the benefits of students learning to play Classical Music, Chamber and Orchestral music; Enroll up to 100 students in the camp.
June 2019	Performance at Ebell Theater	Summer Camp students will play the music of a famous Caribbean composer, increase their understanding and appreciation for classical music fused with traditional and folkloric sounds of music from Puerto Rico and perform for their parents on Friday!

SAMPLE Line Item Budget

****Input your information directly onto this form (2 pages) and upload onto Submittable.com (use Google Chrome).**

PERSONNEL

Description of Personnel (contracted instructors, lecturer honorarium, artist stipend, etc.)	Total Compensation	Grant Funds Requested

EQUIPMENT, MATERIALS, AND SUPPLIES

Item (equipment, materials, supplies)	Quantity	Unit Cost	Total Cost	Grant Funds Requested

SPECIAL EVENTS

Description (permits, fees, facility rental for project, marketing)	Total Cost	Grant Funds Requested

SAMPLE Line Item Budget – Page 2

Enter budget categories and projected expenditures for the proposed program:

Category	Expenditures Funded By Santa Ana Grant	Expenditures Funded By Other Sources (Including in- kind)	Total Program Budget	Total Organization Budget
Administrative Staff Salaries and Benefits				
Contractual/Professional Services/Stipends				
Equipment, Material, Supplies				
Special Events Production				
Marketing				
TOTAL				

PROGRAM REVENUE

LIST ALL OTHER PROGRAM RESOURCES

"Funding Source" total must equal "Total Program Budget" listed above.

FUNDING SOURCE	AMOUNT
Santa Ana Artist Grant	
TOTAL PROGRAM BUDGET	