



## PROJECT MICROGRANT AND PROFESSIONAL DEVELOPMENT FY 2017-2018 GUIDELINES

<b>Application and Guidelines</b>	The application is an online form available at: <a href="http://artslb.org/programs/grants/microgrants">http://artslb.org/programs/grants/microgrants</a>
<b>Deadline</b>	Application must be submitted through the online form by the 15 <sup>th</sup> of every month at <a href="http://artslb.org/programs/grants/microgrants/">http://artslb.org/programs/grants/microgrants/</a> . Please do not send in a hard copy of your application.
<b>Artistic Documentation</b>	Artistic Documentation must be submitted along with your application. Documentation can be from a similar past project, sketches or technical drawing of the upcoming project or work samples that relate to the project. Only one file can be sent in. This file should be submitted as a PDF and can include multiple images and embedded links to videos.
<b>Disqualifying Omissions</b>	Any omission of a required component of the application may be grounds for disqualifying an application. If an application is not complete or does not meet eligibility requirements, it will NOT be taken to the review panel.
<b>Late Submissions</b>	No new or revised application information will be accepted after the deadline, but will be rolled over to the next month's review.
<b>Acknowledgment Form and Final Report</b>	Once funding is approved, grantee will sign an acknowledgement form sent to them in their acceptance letter. One month after the project takes place, grantee will turn in a final report. Failure to do so will affect future funding opportunities from the Arts Council for Long Beach. Final Report Form is available online: <a href="http://artslb.org/programs/grants/grant-applications-assistance/">http://artslb.org/programs/grants/grant-applications-assistance/</a>
<b>Questions</b>	Email: <a href="mailto:lisa.desmidt@artslb.org">lisa.desmidt@artslb.org</a> Phone: (562) 435-ARTS (2787) ext: 104

**ARTS COUNCIL FOR LONG BEACH**

Established in 1976 as the Public Corporation for the Arts, dba, Arts Council for Long Beach is the official arts agency for the City of Long Beach. The goal of the Arts Council is to improve the quality of life, through the arts, for all residents of and visitors to our city. We encourage every member of the community to enjoy direct, personal experiences with artists, scholars, educators and original works of art in every discipline and practice. Arts Council for Long Beach is a private nonprofit organization governed by a volunteer board of directors and managed by a professional staff. In addition to offering a range of professional services and programs, Arts Council for Long Beach distributes and manages City of Long Beach funding for the arts through its Grant Programs.

**PROGRAM DESCRIPTION: PROJECT MICROGRANT**

Project Microgrants are available year-round until funding in the category is depleted for the fiscal year. Projects must be free, open to the public and must benefit the residents of Long Beach. Worthy projects will support community representation and cultural respect; encourage cultural diversity; and/or enhance underserved communities, neighborhoods or populations of Long Beach.

**PROGRAM DESCRIPTION: PROFESSIONAL DEVELOPMENT**

Professional Development Grants are for individual arts professionals and individuals representing a Long Beach arts organization to participate in a workshop, seminar, class or training geared towards enhancing the professional skills of the applicant on behalf of their sponsoring organization OR for enhancing the marketing/business/professional skills of an individual artist. Applicants can apply for support to attend a workshop announced through Arts Council for Long Beach or present the Arts Council with an unaffiliated workshop/professional development opportunity as part of the grant application.

**CRITERIA FOR MICROGRANT PROFESSIONAL DEVELOPMENT EVALUATION**

Each Microgrant professional Development proposal will be evaluated, scored, and ranked based on the following criteria:

- Artistic Merit as demonstrated by.....10 points
  - High artistic quality of the artist and professional development program they are seeking funding for
- Community Impact as demonstrated by.....10 points
  - Skills learned in during training will be used in the Long Beach community
- Total points possible.....20 point

**CRITERIA FOR MICROGRANT PROJECT EVALUATION**

Each Microgrant Project proposal will be evaluated, scored, and ranked based on the following criteria:

- Artistic Merit as demonstrated by.....10 points
  - High artistic quality of programs (as evidenced by Artistic Documentation Materials and artistic evaluation)
  - Appropriate training, qualifications, and experience of artistic personnel and participating artists
  - Innovation, creativity, and uniqueness of programming with an emphasis on presentation and cultural diversity

Feasibility of the Project.....10 points

- Applicant has thought about all aspects of the project and planned accordingly
- Required qualifications and effectiveness of program staff or volunteers in relation to standard practices in the field
- Proven track record in promoting and completing previous programs
- Evaluation procedures are in place that reflect best practices in the industry
- Budget information is complete, correct, and fully disclosed
- Quality grantsmanship (follows guidelines, application and accompanying materials are correct, neat, legible, and appropriate; has fulfilled all requirements of previous Arts Council for Long Beach grants).

Impact: Community as demonstrated by.....10 points

- Benefit of the project to targeted audience and other Long Beach communities
- Identified impact of the project on the intended community/target audience
- Use of administrative and artistic personnel that represent the diverse composition of the community/core audience/target audience

Total points possible.....30 points

## **FUNDING**

Applicants may request a maximum of **\$1,000.00**.

### **What Arts Council for Long Beach Funds**

- Publicly accessible arts and cultural presentations in any art form by organizations and/or artists within the City of Long Beach
- A single event or series of events or project in any artistic discipline or cultural tradition
- Arts and cultural festivals
- Arts education programs
- Traditional folk arts presentations, hands-on demonstrations or events or traditional arts preservation programs
- Public art that will benefit the residents of Long Beach
- Work that promotes the Long Beach arts and cultural sector
- For Professional Development applications the Arts Council may fund up to half of the conference fees. For conferences taking place outside of Long Beach the Arts Council may fund up to \$500.
- Equipment and tools for art making purposes (e.g., technology, costumes or tools of the trade) may be funded.

### **What Arts Council for Long Beach Does NOT Fund**

- Travel expenses for professional development
- Purchase of works of art
- Purchase of permanent equipment, land, buildings, or construction services (capital expenditures)
- Fundraising events
- Trusts or endowments
- Debt reduction efforts or ongoing deficit operations
- Programs with religious or sectarian purposes or that are part of scheduled religious services
- Expenses incurred before the start date of the grant contract
- Programs which aid or service political campaigns or political groups

## **ELIGIBILITY**

### **Eligibility Requirements**

- Project venue must be located in the City of Long Beach
- Project must be mostly planned out and will take place with or without the Arts Council's funding
- Event must be open to the public
- Projects must not have happened before the date of submission
- Project must benefit the Long Beach arts and cultural sector

### **Who is NOT Eligible to Apply**

- Current Arts Council for Long Beach staff or members of the Board of Directors or immediate family members
- Applicants with incomplete grant contracts funded by Arts Council for Long Beach in previous years
- Applicants who have received one or more microgrant within the current fiscal year totaling \$1000
- Applicants may not be recipients of a 2017–2018 Operating II Grant through the Arts Council for Long Beach.

## **APPLICATION CYCLE**

Applications for both programs can be submitted at any time throughout the fiscal year (October 1-September 30). All applications received by the 15th of the month will be reviewed and decided upon by the end of the following month.

## **GRANT PAYMENT PROCESS**

Once approved, you will be sent a letter and an acknowledgement form. Once that is returned, your grant will be processed within 30 days of approval.

## **ACKNOWLEDGEMENT FORM AND FINAL REPORT**

Acknowledgement forms are sent to Project Microgrant grantees after funding is approved. This form requires grantees to: Acknowledge Arts Council for Long Beach and the City of Long Beach by using designated logos and by publishing "Supported in part by Arts Council for Long Beach and the City of Long Beach" on all publications and press releases associated with the funded project. Also, grantees must invite the Arts Council for Long Beach to the funded events/projects. One month after the project takes place, grantee will turn in a final report. Failure to do so will affect future funding opportunities from the Arts Council for Long Beach. Final Report Form is available online:

<http://artslb.org/programs/grants/grant-applications-assistance/>

## **QUESTIONS**

Contact [lisa.desmidt@artslb.org](mailto:lisa.desmidt@artslb.org), (562) 435-2787