

April 25, 2022

**Creative Economy Grants Program**  
**Organizational Recovery Grant**  
Program Guidelines

**Background and Eligibility**

The Creative Economy Grants Program, designed to provide direct financial hardship to arts, cultural, and historical organizations in Long Beach to recover, was made possible by the Long Beach Recovery Act, approved by the City Council on March 16, 2021. Under this program, the City will provide \$400,000 in **Organizational Recovery Grants** to support the recovery and ongoing operations of major arts non-profits in the City of Long Beach.

**Program Design**

This program will be implemented through one-time grants to eligible non-profit arts organizations. Grants will be awarded to arts and cultural institutions to contribute to the City's economic and cultural vitality and facilitate the expansion of these sectors. Funds will be used to help arts organizations and artists recover from the impact of the COVID-19 pandemic and to support the expansion of employment opportunities in the arts and cultural sectors. Grants will be distributed through the Arts Council for Long Beach (ArtsLB) to Tier 1 and 2 Organizations previously identified by City Council and to other organizations through ArtsLB's Operating Grant Program application process.

***Eligibility and Award Amounts***

Organizations eligible for this grant must be a registered 501(c)(3) organization, or have a fiscal sponsor that is actively producing arts, culture, or historical programming in the City of Long Beach, and be registered with the Arts Council for Long Beach.

*Arts Council for Long Beach Operating Grant Program*

Organizations meeting eligibility requirements who are **not** identified in the below list of Tier 1 and 2 organizations may apply for organizational recovery grant funding through the Arts Council's OPG I and II program. A total of \$95,000 in competitive Operating Grants are available through OPG I and II for arts, culture, and historical organizations through the LB Recovery Act. Award amounts are based on ArtsLB's OPG I and II formulas and typically range from \$5,000 to \$25,000.

*Tier 1 and 2 Organizations – Work Plan Application*

Following previous City Council guidance, the following nine major arts organizations are given priority funding in the following tiers and must submit a work plan on the attached form that broadly describes the operations and programming that will be supported by the grant allocation. Tier 1 awards will be in the amount of \$25,000 and Tier 2 awards in the amount of \$45,000.

<b>Tier 1</b>	<b>Tier 2</b>
<ul style="list-style-type: none"><li>- Camerata Singers of Long Beach</li><li>- Long Beach Playhouse</li><li>- Musica Angelica</li><li>- International City Theatre</li><li>- Long Beach Opera</li></ul>	<ul style="list-style-type: none"><li>- Long Beach Symphony</li><li>- Musical Theater West</li><li>- Museum of Latin American Art</li><li>- Long Beach Museum of Art</li></ul>

***Tier 1 and 2 Organizations – Work Plan Application Guidelines***

Eligible awardees are required to submit to the City a grant application that describes the work plan through December 31, 2023 that will be supported through the expenditure of the grant funding. This should document the type of artistic, cultural, and/or historical programming planned, current eligible expenditures.

- I. *Organizational Background:* Organizations eligible for this grant must be a registered 501(c)(3) organization, or have a fiscal sponsor, that is actively producing arts, culture, or historical programming in the City of Long Beach, and be registered with the Arts Council for Long Beach. To apply, please submit a brief description of your organization’s background and experience in providing arts, culture, or historical programming in the City of Long Beach.
- II. *Grant Program Work Plan:* Please provide a detailed summary describing the programs the arts organization intends to deliver with the grant funding and the staffing support required to execute the program. All activities must fall within one of the spending categories outlined in the Examples of Eligible Expenditures table in the following section.
- III. *Key Performance Indicators:* A summary of key outputs, indicators, and outcomes that the organization intends to accomplish through the grant funding (e.g. number of staff employed, number of events organized).
- IV. *Equity Lens:* A description of the organization’s ability to provide services in inclusive, culturally diverse communities and neighborhoods most impacted by COVID-19 (see Additional Notes, page 4, for more information) Please describe how programming will serve these communities including efforts to provide programming that is free of charge and open to the public. Grant funds should strengthen the economic recovery for artists and art organization advancing the equity objectives and creative vitality of the City.

- V. *Budget:* Please use the Expenditure Worksheet below to provide a budget that outlines current expenditures and anticipated expenditures from July 1, 2022 through December 31, 2023. Please attach additional narrative or documentation as needed to describe the budget plan for the funding.

Submitted Work Plans should include a detailed Expenditures Worksheet outlining the existing expenses and anticipated eligible expenses under the Long Beach Recovery Act. After submission of the initial Work Plan, awardees will submit an updated Expenditures Worksheet to ArtsLB on a monthly basis and retain documentation to be available upon request.

Applications will close June 10<sup>th</sup>, 2022 and will be reviewed and approved by the Arts Council for Long Beach and the City Manager’s Office. Once approved, a grant agreement and purchase order will be developed around the approved Work Plan.

**Accounting and Documentation**

Grant awards to Tier 1 and 2 arts organizations will be provided after the Work Plans are approved. The table below summarizes eligible spending categories for the Organizational Recovery Grant Program. Eligible expenses under this program include:

<b>Category</b>	<b>Description</b>	<b>Examples of Expenditures</b>
<b>Administration &amp; Operating Costs</b> (Cannot Exceed 10% of Grant Award)	General administrative expenses required to execute programs and projects covered by grant funding.	<ul style="list-style-type: none"> <li>• Administrative personnel costs</li> <li>• Office rent</li> <li>• Telephones</li> <li>• Office equipment and supplies</li> <li>• Professional services</li> </ul>
<b>Arts, Cultural, and Historical Programming</b>	Arts, cultural, and historical programming that aids in the recovery of the local arts community and provides direct support to artists impacted by COVID-19.	<ul style="list-style-type: none"> <li>• Program personnel costs</li> <li>• Visual and performing art productions</li> <li>• Special events and promotions featuring local Long Beach artists and art organizations</li> <li>• Artist grants</li> <li>• Materials/supplies associated with the creation of programming</li> </ul>
<b>Equitable Outreach</b>	Marketing and promotions to support artists and communities most impacted by COVID-19	<ul style="list-style-type: none"> <li>• Social media and digital marketing</li> <li>• Arts promotional events and activities</li> <li>• Procuring marketing collateral</li> </ul>

Awardees are responsible for documenting eligible expenditures to ensure compliance with the Long Beach Recovery Act (e.g., receipts, checks, bill payments, payroll costs). Required documentation should be retained by the awardees and available upon request per Treasury

guidelines for five to seven years. If awardees are unable to expend the funds by December 31, 2023, they must notify ArtsLB in writing no later than October 31, 2023.

In addition to financial documentation, awardees are responsible for tracking and reporting to ArtsLB key metrics related to the grants. This should include, but not be limited to, the following:

- Summary of key accomplishments that showcase progress made to provide arts to the community during COVID-19
- Relevant key performance indicators (e.g., number of services delivered, artists supported, staff retained)

### **Additional Notes**

- Communities in Long Beach that have been most impacted by COVID-19: see the City's COVID-19 dashboard with the [Total Cases per 100k Population by Zip Code map](#) showing the most impacted communities).
- Awardees must allow other LB Recovery Act programs to participate in the programming in order to maximize collective impact.

### **Contact**

If you have any questions, please contact ArtsLB at (562) 435-2787 or at [grants@artslb.org](mailto:grants@artslb.org).