



COMMUNITY PROJECT GRANT
FY 2024-2025 GUIDELINES

Application and Guidelines: The application can be submitted on the Art Council's website, at:
[Community Project Grants | Arts Council for Long Beach \(artslb.org\)](https://www.artslb.org/community-project-grants)

Deadline **Must be submitted by Friday, June 14, 2024 at 5:00 p.m.**

Submission Instructions: **All applications must be submitted online:**
[Community Project Grants | Arts Council for Long Beach \(artslb.org\)](https://www.artslb.org/community-project-grants)

- All submitted files must be named in the following file format:
Organization Name_Filename. (Examples:
ACLB_Application, ACLB_Artistic Documentation,
ACLB_Budget, etc.)
- **All artistic documentation must be submitted as one PDF** file with embedded links to videos and audio files. If you need assistance with this please contact the Arts Council for technical assistance at least two weeks before the application deadline. Other file formats will not be accepted.

Disqualifying Omissions Any omission of a required component of the application may be grounds for disqualifying an application.

Late Submissions No new or revised application information will be accepted after the deadline.

Questions Email: grants@artslb.org
Phone: 562-204-6104

ARTS COUNCIL FOR LONG BEACH

ARTSLB was founded by the City of Long Beach in 1976 as the Public Corporation for the Arts, becoming a 501(c)(3) organization in 1982. ARTSLB is a dynamic organization that receives and distributes public funds, and also raises funds through private donations, foundations, corporations and contracts for services.

Vision

The Arts Council for Long Beach envisions a thriving Long Beach that benefits from universal participation in the arts.

Mission

The Arts Council for Long Beach cultivates the physical, social, and economic characteristics of Long Beach neighborhoods by nurturing and enlivening the arts. We serve individuals, groups, and organizations through advocacy, arts education, public art, and grant making within the city of Long Beach.

We practice profound inclusion as a collaborator and convener for the benefit of all communities.

Values

Equitable, Collaborative, Belonging, Inclusive, Diverse, Educational.

PROJECT DESCRIPTION: COMMUNITY PROJECT GRANT

The Community Project Grant program supports the exemplary artistic, cultural and arts educational projects of arts and cultural organizations in Long Beach. Through Community Project Grant programs, the Arts Council for Long Beach partners with arts and cultural organizations.

PROGRAM GOALS: COMMUNITY PROJECT GRANT

- To encourage innovative, creative, diverse and unique programming
- To support arts and cultural projects that meet community needs and identify target audiences
- To support local organizations that have a successful track record of delivering programs that are well planned and managed effectively
- To encourage programs that reflect the rich cultural diversity of the community

Community Project Grants awarded with award amounts range from \$1,000 to \$6,000.

WHO MAY APPLY

Applicants must be a nonprofit organization or non-incorporated organization working in partnership with a fiscal receiver/fiscal sponsor and meet the goals of this grant category.

ELIGIBLE APPLICANTS

Eligibility Requirements - Arts Council staff will verify that all requirements are met before applications are reviewed by the panel.

Organizations must meet the following:

Arts, cultural and historical organizations headquartered in the City of Long Beach with 501(c)(3) nonprofit status and who comply with the four requirements listed below.

- Has a minimum of two years of arts and/or cultural programming experience in Long Beach,
- Uses qualified artists or professional arts administrators in program planning/delivery,
- Has a confirmed program schedule and secured venue(s),
- Uses disciplines that include visual, performing, literary, audio, media arts and/or folk/traditional arts.

OR

Non-incorporated organizations headquartered in Long Beach with an approved 501(c)(3) fiscal receiver/fiscal sponsor headquartered in Los Angeles or Orange County and who comply with the four requirements listed below.

- Has a minimum of two years of arts and/or cultural programming experience in Long Beach,
- Uses qualified artists or professional arts administrators in program planning/delivery,
- Has a confirmed program schedule and secured venue(s),
- Uses disciplines that include visual, performing, literary, audio, media arts and/or folk/traditional arts.

USE OF FISCAL RECEIVER/FISCAL SPONSOR

An organization that lacks nonprofit status, but meets the other eligibility requirements for the Community Project Grant category may use a fiscal receiver/fiscal sponsor. Fiscal sponsors do not have to be an arts organization and must sign a formal letter of agreement outlining the responsibilities for management of grant funds.

The fiscal receiver/sponsor must:

- Be headquartered in Los Angeles or Orange County and have demonstrated arts or cultural experience in Long Beach for at least two years prior to the time of application.
- Have tax-exempt, 501(c)(3) status with the United States Internal Revenue Service.
- Provide the fiscal and administrative services needed to complete the proposed project.
- If a grant is awarded, the fiscal receiver becomes the legal contractor with the Arts Council for Long Beach.

FUNDING POLICIES

WHAT WE DO NOT FUND

Ineligible Applicants

- Non-arts, cultural or historical organizations
- Current Arts Council for Long Beach staff
- Organizations with executive management who currently are Arts Council for Long Beach staff or serve as members of the Board of Directors or have immediate family member connections to the Arts Council for Long Beach staff or its Board of Directors
- Grantees with incomplete grant contracts funded by the Arts Council in previous years
- City-operated organizations or organizations who receive direct funding from the City of Long Beach
- Organizations can only apply for one Arts Council annual grant category, Operating Grant I, Operating Grant II, Community Project Grant or Professional Artist Fellowship

Ineligible Expenses

- Out-of-town travel or activity expenses
- Capital expenditures including permanent equipment, land, buildings or construction services
- Fundraising events
- Hospitality
 - Food and beverage cannot exceed 5% of the awarded grant
- Alcohol
- Trusts or endowments
- Debt reduction efforts or ongoing deficit operations
- Programs with religious or sectarian purposes or that are part of religious services
- Expenses incurred before the start date of the grant period
- Programs that aid or service political campaigns or political groups

MATCHING FUNDS

All Community Project Grant recipients must provide a dollar-for-dollar (1:1) match for the proposed project during the 2024-2025 fiscal year. The cash match may be from corporate or private contributions; County, State or Federal governmental grants; or earned income. Funds from in-kind contributions may not be used to meet the Arts Council for Long Beach matching funds requirement.

DATA ARTS- CULTURAL DATA PROJECT (CDP)

- Grantees to the Arts Council for Community Project Grant are **required to complete** a CDP profile once they have been awarded the grant.

USE OF QUALIFIED PERSONNEL

Arts Council for Long Beach requires that qualified professional artists and/or professional arts administrators be involved in program planning and implementation in order to provide quality arts and cultural programs. To determine if your organization meets this eligibility requirement, the artists or professional arts administrators involved with program planning and implementation will possess one or more of the following:

Professional Artists

- Education or training in the arts disciplines of the proposed programs
- Recognition in the artistic disciplines (i.e., awards, commendations, reviews)
- Experience as a community artist for one or more arts organizations
- *For in-school projects only:* experience with the CA Content Standards, including the Visual and Performing Arts (VAPA) Standards

Professional Arts Administrators

- Education or training in arts administration
- Documented experience in producing and executing similar programs

APPLICATION REVIEW PROCESS

HOW FUNDS ARE DETERMINED

- Arts Council for Long Beach staff will review all applications for eligibility and completeness. If an application is late, incomplete, faxed, emailed or otherwise deemed ineligible, Arts Council staff will notify the applicant.
- Independent grant review panels are assembled each year and facilitated by Arts Council for Long Beach staff. Panels are comprised of regional arts professionals, community members and representatives from the Arts Council for Long Beach Board of Directors.
- Review panels convene to review applications, artistic documentation, support materials and to score and rank applications according to the funding criteria. Scores are merit-based and award levels are determined by scores, the amount of available funds and the number of qualified applicants.
- Funding recommendations are forwarded to the Arts Council's Allocations Committee. The Allocations Committee reviews scores and rankings and then brings the recommendations to the Arts Council for Long Beach Board of Directors who then ratifies the funding levels. All grants must be approved by the Arts Council for Long Beach Board of Directors.
- If any and/or all of the recommended awards require adjustments due to changes in City funding, the Arts Council for Long Beach Executive Committee will make award adjustments following adoption of the City of Long Beach budget.
- There is limited funding available for distribution. Many worthy programs, organizations and artists cannot be funded. The receipt of past funding, organizational fiscal need or the merit of an

applicant is not a guarantee of funding. City of Long Beach funding supporting the 2024-2025 Grant Programs is not confirmed until the adoption of the City of Long Beach budget.

CRITERIA FOR EVALUATION

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

- Artistic Merit as demonstrated by (III, IV, and VIII) 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

- Organizational Management as demonstrated by (III, IV, V, VII) 10 points
 - Sound management structure as evidenced by program planning
 - 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
 - Ability to match requested funds
 - Evaluation procedures are in place that reflect best practices in the industry
 - Budget information is complete, correct and fully disclosed
 - Quality grantsmanship (follows guidelines; provides proper documentation; timely submission of previous grant reports and other required documents; spelling, grammar, application and accompanying materials are correct, neat, legible and appropriate; has fulfilled all requirements of previous Arts Council for Long Beach grants)

Impact in either the following categories:

- Community as demonstrated by (II, III, IV, V, VI) 10 points
 - Benefit of the project to targeted audience and other Long Beach communities
 - Appropriate assessment and evaluation method for the project
 - Identified short- and long-term impact of the project on the identified community/target audience
 - Use of administrative and artistic personnel that represent the diverse composition of the community/core audience/target audience

OR

- In-School Project as demonstrated by (II, III, IV, VII) 10 points
 - The in-school project supports the school's curriculum for the grade(s) served
 - Compliance with CA State Content Standards, including the Visual Arts and Performing Arts (VAPA) Content Standards
 - An appropriate assessment and evaluation method for the project

Total points possible

30 points

ADDITIONAL NOTES

CONFLICT OF INTEREST POLICY

- No active member of the Arts Council for Long Beach Board of Directors or staff shall sign a grant application.
- No staff or board member of an applicant organization shall serve on the independent review panel for the category in which the organization submits an application.
- Any grant panel member who has a potential conflict of interest must disclose it to Arts Council for Long Beach (and the other review panel members) prior to the panel review date by completing a conflict of interest form.

PUBLIC INFORMATION

- The Arts Council for Long Beach grant review process is an open and independent process. During the grant panel review and following approval processes, the merits of the proposals and the accomplishments of the artists and organizations are thoroughly discussed. Applications will be compared to other proposals within the same category, as well as appraised within the context of the applicant's arts or cultural discipline or field. Results will not be confidential.
- Arts Council staff documents the comments of grant review panels for its records and to share with applicants, upon request. Comments are available to applicants following the announcement of grant awards. To receive panel comments, contact: grants@artslb.org or (562) 204-6104.
- Grant awards may be subject to tax regulations. Arts Council for Long Beach cannot advise recipients about tax deductibility of all or any portion of a grant. Applicants should obtain advice from a licensed tax consultant or a local Internal Revenue Service (IRS) office.

APPLICATION CYCLE TIMELINE

Guidelines Available	April 15, 2024
CPG Grant Workshop	Wednesday, May 15, 2024, 4PM – 6PM
Application Deadline	Friday, June 14, 2024 at 5:00PM
Grant Panel	July/August 2024
Grant Notification Projected Timeline	<ul style="list-style-type: none"> September 2024: City Council passes 2024-2025 budget October-December 2024: City Manager's Office drafts new contract, confirms Percent for Arts Funding and establishes reporting deadlines. January/February 2025 - Contract and first payment distributed

WHAT COMES NEXT

Contract with Arts Council for Long Beach	<p>Contracts are sent to selected grantees after the Arts Council receives its contract from the City of Long Beach. Contracts require grantees to:</p> <ul style="list-style-type: none"> Verify the 1:1 match requirement with cash revenues from contributions, grants or earned income at the time of the grant; AND 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 at least 50% of advertisements, programs, publications, displays, social media, website or other forms of public communication during the grant cycle; AND Meet all other requirements established in the contract, including deadline and reporting requirements.
Disbursement of payments	Community Project Grant payments are made in two (2) installments. A payment schedule will be established in the contract.
Reports	Community Project grantees are required to complete one Final Report. A reporting schedule will be established in the contract.

GETTING STARTED

COMPLETE THE APPLICATION

- Found online at <https://artslb.org/programs/grants/community-project-grants>
- Attend the CPG Grant workshop.
- Submit all application documents:
 - Remember to name all submitted application files in the following file format: **Organization_Filename**.

STAFF ASSISTANCE

Staff is available on a limited basis to offer guidance and clarification in preparing your proposal. Be sure to contact staff far enough ahead of the deadline to ensure you can be accommodated. Contact Arts Council for Long Beach at (562) 204-6104 or grants@artslb.org.