Fact Sheet

Overview

The Community Services and Arts Grants Program is designated to assist community-based, nonprofit organizations with providing community services and art activities, programs, and events for Santa Clarita residents. The program provides funding assistance primarily for services to, or directly benefiting, residents living in the City of Santa Clarita.

Eligibility

All community-based, nonprofit organizations and arts based organizations providing services to Santa Clarita residents are eligible to apply for funds. Organizations applying for funds must have a 501 ©3 status.

Focus Area

The focus area for this year's grant program is "Community Benefit."

Eligible Projects

- One-time projects or programs
- Program enhancements
- Pilot programs
- Capital expenditures
- Special supplies
- Funding program implementation

Ineligible Projects

- An organization's ongoing expenditures
- Personnel costs *
- Programs that have been previously funded by this grant program
- Requests that fund the organization's general operations and maintenance activities *
- Scholarships or other direct support to individuals or families
- Fundraising sponsorships or prizes for events

Does not apply to new Arts Organization Capacity category.

Selection Criteria

The Grant Committee will review completed grant applications, with all necessary attachments, and evaluate them based upon:

- Proposal Project/Goal and Objectives
- Community Need and Benefit
- Future Funding to Sustain Program/Matches
- Organization's Background
- Evaluation Method
- Project Timeline Identifying Key Activities
- Projected Project Line Item Budget
- DataArts/Cultural Data Project Info (for Arts Grants only)
- Whether or not the organization has previously received funding may be considered

Grant Categories

1. Community Services Grants
2. Arts Grants
3. Santa Clarita Presents
4. Arts Organization Capacity

Grant Categories

1. Community Services Grants

The grant maximum per award is $5,000 per organization. Grants support local nonprofit agencies who serve Santa Clarita residents.

2. Community Arts Grants

The grant maximum per award is $5,000 per organization. Grants support local nonprofits that provide arts projects and programs that benefit the Santa Clarita community.

3. *Santa Clarita Presents* Grants

The grant maximum per award is $7,500 per organization. Grants support local nonprofits with public artistic performances at the Santa Clarita Performing Arts Center, as part of *Santa Clarita Presents*.

4. NEW Arts Organization Capacity

The City of Santa Clarita is introducing a new category for the 2017 grant cycle to support local arts organizations by providing funds for expanding organizational capacity.

The grant maximum per award is $5,000 per organization.

Requests for this category support either existing artistic and/or administrative projects that help sustain the mission and goals of the arts organizations or fund new projects that increase the organizational capacity and infrastructure of organizations.

Competitive applicants will clearly define the organization's mission and goals and will articulate how the requested funding will increase the ability of the organization to achieve their mission and goals.

Arts Organization Funding Examples: NEW

- Development and implementation of new plans or strategies, such as marketing and public relations, business planning, or board development.
- Support for ongoing costs for staff, production, supplies, equipment, or rent.
- Continuing support for marketing, governance, or fund development activities.
- Support for technology needs, such as computer upgrades, software, and website improvements.
- Development of individual giving or endowment programs.
- Identification and implementation of opportunities to create new income streams, such as concessions or rental activities.

Grants applicants are encouraged to contact City on this new grant category.

Contractual and Reporting Requirements for Grant Recipients

- Successful grant recipients must plan to expend the funds within Calendar year 2017.
- Organizations approved to receive grant funds must enter into a Grant Contract Agreement with the City.
- All required insurance certificates with endorsements are required to complete the agreement and release the grant funds.
- All insurance must be endorsed as primary and name the City as additional insured.

- Organizations are required to maintain accounting records in a manner consistent with general accounting principles.
- Organizations are required to submit a year-end report of grant expenditures within three months of implementing/completing the project. (Specifics on the year-end report will be outlined in the contract agreement).

Additional Information

The City:
- May request the return of awarded grant funds not expended within calendar year 2017.
- May request additional information on the proposed project and the organization.
- May recommend funding levels below amounts requested by the organization.
- Has the right to conduct a program/fiscal site visit, review all organization records related to the grant, and interview program staff, volunteers, and clients served by the organization.

Organizations:
- If reapplying, organizations must have met all grant conditions, requirements, and submit year-end report during their most recent grant period.
- Will be required to submit a Federal Form 990 for tax year ending on or after December 31, 2015.
- Must have a functioning board of directors.
- If applying under any of the Arts Grants Categories, it will be required to submit a DataArts profile (formerly known as California Cultural Data Project).

Grant Workshop

NEW applicants AND applicants that did not receive funding the last time they applied to the Community Services and Arts Grants Program are required to attend the City's Free Grant Workshop.

**FREE
GRANT WORKSHOP**
2017 Community Services &
Arts Grants

City Grants Workshop

Facilitator: Murray Wood,
Chief Development Officer and
Executive Director, College of the
Canyons Foundation

**Monday, October 10, 2016
7:00 p.m.
City Hall – Century Room
23920 Valencia Blvd.**

Timeline

- Tuesday, **September 27, 2016** – Information Meeting 12:00 (Noon), at City Hall – Council Chambers

- Monday, **October 10, 2016** – Free Grant Workshop 7:00 p.m., at City Hall (Century Room)

- Thursday, **October 27, 2016** – Grant Application Deadline 5:00 p.m., at City Hall, Suite #120

- **January/February 2017** – Grant Awardees Notified

2017 Community Services and Arts Grants Questions/Contact:

- Elena Galvez, Management Analyst egalvez@santa-clarita.com 661-255-4911

- Phil Lantis, Interim Arts & Events Manager plantis@santa-clarita.com 661-250-3775

- Grant Website: www.santa-clarita.com/grants

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