

# 2018 Grant Cycle



## City of SANTA CLARITA

### Community Services and Arts Grants Program

[www.santa-clarita.com/grants](http://www.santa-clarita.com/grants)

## 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 grant funds. Organizations applying for grant funds must have a 501 ©3 status.

### Focus Area

The focus area for the 2018 grant program is "Community Benefit."

### Eligible Projects

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

### 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)

### Grant Categories

1. Community Services Grants
2. Community 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 nonprofit agencies 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 nonprofit agencies with public artistic performances at the Santa Clarita Performing Arts Center, as part of *Santa Clarita Presents*.

## 4. Arts Organization Capacity

This is the second year of this new category which was introduced 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 Capacity Funding Examples:

- 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 the 2018 calendar year.
- Organizations approved to receive grant funds must enter into a Grant Agreement with the City.
- The City has the option to require insurance certificates with endorsements to complete the Grant Agreement and release the grant funds.
- Organizations are required to maintain accounting records in a manner consistent with general accounting principles.
- Organizations are required to submit a Final Report containing narrative and quantitative information, and documentation of grant expenditures within three months of implementing/completing the project. (Specifics on the Final Report will be outlined in the Grant Agreement).

## Additional Information

### The City:

- May request the return of awarded grant funds not expended within calendar year 2018.
- 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 Final 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, 2016.
- 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

2018 Community Services &  
Arts Grants

#### City Grants Workshop

*Take advantage of this opportunity.  
This workshop will provide a  
thorough overview of the entire  
grant proposal development process.*

**Wednesday, October 4, 2017**  
**7:00 p.m.**  
**City Hall – Century Room**  
**23920 Valencia Blvd.**

## 2018 Community Services and Arts Grants

### Timeline

- Wednesday, **September 27, 2017** – Information Meeting  
12:00 (Noon), at City Hall – Council Chambers
- Wednesday, **October 4, 2017** – Free Grant Workshop  
7:00 p.m., at City Hall (Century Room)
- Friday, **October 27, 2017** – Grant Application Deadline  
5:00 p.m., at City Hall, Suite #120
- **January/February 2018** – Grant Awardees Notified

### Questions/Contact

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