



*City of*  
**SANTA CLARITA**

# Community Services & Arts Grants

2020 Grant Cycle

# OVERVIEW

## **Community & Arts Grants Program:**

- Designed to assist community based nonprofit organizations that provide community services and art activities, programs, and events for Santa Clarita residents.
- Provides funding assistance for services to, or directly benefiting, residents living in the City.

# ELIGIBILITY & FOCUS AREA

All nonprofit organizations providing services to Santa Clarita residents with **501(c)3 status** are eligible to apply for grant funds.

The focus area for the 2020 Community Services and Arts Grants Program is **'Community Benefit'**.

# ELIGIBLE PROJECTS

## **Community Services / Arts / Santa Clarita Presents:**

- One-time projects or programs
- Program Enhancements
- Pilot programs
- Capital Expenditures
- Special Supplies

## **Arts Organization Capacity Grants:**

- Artistic or Administrative Projects that sustain mission & goals of the arts organization
- New projects that increase organizational capacity & infrastructure

# INELIGIBLE PROJECTS

- **Ongoing expenditures**
- **Personnel** costs\*
- **Self-labor** expenses
- **Programs previously funded** by the City's Community Services and Arts Grants program
- Organization's **general operations** and **maintenance** activities\*
- **Scholarships** or direct support to individuals or families
- **Fundraising** sponsorships or prizes for events

\*Personnel & ongoing operations and maintenance costs does not apply to the Arts Organization Capacity category.

# GRANT CATEGORIES

## **1. Community Services Grants**

- Grant Max = \$5,000

## **2. Community Arts Grants**

- Grant Max = \$5,000

## **3. Santa Clarita Presents**

- Grant Max = \$7,500

## **4. Arts Organization Capacity**

- Grant Max = \$5,000

- **Proposed Project / Goals and Objectives**
- **Community Need & Benefit**
- **Future Funding to Sustain Program**
- **Organization's Background**
- **Evaluation Method**
- **Project Timeline**
- **Project Budget (Line Item Budget)**

# SELECTION CRITERIA

# SUBMITTAL REQUIREMENTS

- Grant Application
- Project Proposal Narrative (1-3 pages max)
- Project Line Item Budget (1 page)
- List of Organization's Board of Directors
- Verification of 501(c)3 status
- Tax Verification (Form 990,990-EZ, 990-N)
- DataArts (*Only for Arts Grants Applicants*)
- *Optional:* One (1) promotional attachment (letter, picture, etc.)



# CONTRACTUAL & REPORTING REQUIREMENTS

## Successful Grant Recipients:

- Must enter into a **Grant Agreement** with City
- May be required - Proof of insurance or certificates of insurance & endorsements naming City as additional insured
- Expend the funds within 2020 calendar year
- Required to maintain **accounting records** of funds
- Required to submit a **Final Report** – with narrative quantitative information and copies of invoices and receipts

## Final Report

Can Submit Online

- A **narrative report** with quantitative information (see sample)
- Submittal of **receipts** for all eligible expenses as outline in Project Line Item Budget
- **Due** to City within 3 months of implementing, completing the project, program, or service

## Reimbursement of City Grant Funds

- Failure to submit a Final Report will result in City requesting reimbursement of grant funds
- Failure to provide receipts or invoices for eligible expenses will result in City requesting reimbursement of funds

# FINAL REPORT

# ADDITIONAL INFORMATION

## The City:

- May request info on the proposed project & the organization
- May recommend funding levels below the amounts requested by the organization
- Has the right to conduct a program/fiscal site visit

## The Organization:

- If reapplying, must have met all grant conditions and submit **Final Report** during most recent grant period



# GRANT WORKSHOP

## **FREE Grant Workshop**

Monday, September 9, 2019

6:00 p.m.

City Hall - Century Room

\*Attendance Highly Recommended

\*New applicants - Required

Facilitators: Phil Lantis & Tyler Pledger

# TIMELINE

**Aug. 29, 2019:** Grant Application posted online

**Sept. 9, 2019:** 6:00 pm - Grant Workshop (Free)

**Sept. 30, 2019: 5:00 pm - Grant Submittal Deadline**

**Nov. 2019:** Committee Reviews & Rates

**Dec. 2019:** Grant Committee Recommendations

**Jan. 2020:** City Council Grant Funding Approval



*City of*  
**SANTA CLARITA**

**2020 Community  
Services & Arts Grants**

**Applications Due:  
Monday, September 30, 2019  
City Hall, Suite 120**

**Q & A**

