



Established Organization Project Specific Support Guidelines, 2025

Expanded Access to Arts and Culture Fund

Established Organization Project Specific Support Guidelines

Funded by Measure P

Administered by Fresno Arts Council in partnership with the City of Fresno Parks, Recreation, and Arts Commission (PRAC)

Letter of Intent Submission Deadline: TBA

EAAC Project Specific Support Application Deadline: TBA

Important Dates (subject to change)

| | |
|---|------------|
| Letter of Intent Submissions Open | TBA |
| Letter of Intent Deadline | TBA |
| EAAC Project Specific Support Applications Open | TBA |
| EAAC Project Specific Support Applications Deadline | TBA |
| Grant Panel Review | TBA |
| PRAC Commission Review and Adopts Recommendations | TBA |
| Notice of Intent to Award | TBA |
| Awards Disbursed | TBA |
| Grant Activity Period | TBA |

For a copy of the guidelines in Spanish, contact the Fresno Arts Council at 559-237-9734
Para obtener una copia de las pautas en español, llame a Fresno Arts Council (el Consejo de las Artes de Fresno) al 559.237.9734.

For a copy of the guidelines in Hmong, contact the Fresno Arts Council at 559-237-9734.
Hu rau lub Fresno Art Council ntawn 559-237-9734 yog tias koj xav tau ib daim ntawv luam u alus Hmoob txog peb cov lus koj qhia.

For a copy of guidelines in Punjabi contact the Fresno Arts Council at 559-237-9734
ਪੰਜਾਬੀ ਵਿਚ ਦਿਸ਼ਾ-ਨਿਰਦੇਸ਼ਾਂ ਦੀ ਕਾਪੀ ਲਈ ਫਰਿਜ਼ਨੋ ਆਰਟਸ ਕੌਂਸਲ ਨੂੰ 559-237-9734 'ਤੇ ਸੰਪਰਕ ਕਰੋ



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Fresno Arts Council Information

Who We Are

The [Fresno Arts Council](#) (FAC) is the state-local partner to the [California Arts Council](#), designated by Resolution of the County Board of Supervisors to serve as the County's arts agency. It is designated as the City of Fresno's arts agency by Memorandum of Understanding. As the local arts agency, the FAC provides financial support, services, and other programs to a variety of cultural arts organizations, individual artists, and diverse communities throughout Fresno County.

Our mission is to *enrich people's lives through the arts*, and our purpose is to foster an arts community that recognizes and honors the contributions of its citizens to the arts. We are managed by a volunteer board of directors, and our agency solicits financial support from foundations, membership dues, government and corporate funders, as well as private donors.

The Fresno Arts Council (FAC) will award grants generated by the Measure P sales tax to nonprofit community-based organizations for the purpose of increasing access to the Arts in the City of Fresno.

Contact Information:

Please direct questions regarding Operating Grant Guidelines to Lilia Gonzáles Chávez, Executive Director, at lilia@fresnoartscouncil.org.

Cultural Arts Grant Overview

Measure P

In 2018, City of Fresno residents voted to approve [Measure P](#), also known as the [FRESNO CLEAN AND SAFE NEIGHBORHOOD PARKS TRANSACTIONS AND USE TAX](#), a three-eighths (.0375) percent sales tax ordinance, dedicated to improving parks, arts, and recreation facilities, services, and access in the City of Fresno. Funds collected by the sales tax can be used for purposes including, but not limited to, clean and safe parks; new parks and recreation facilities; youth and senior recreation and after-school facilities and job training; improved walking and biking trails; the San Joaquin River Parkway; beautification of streets; and expanded access to arts and culture. Measure P is a renewable thirty-year initiative implemented by the City of Fresno with oversight by the [Parks, Recreation, and Arts Commission \(PRAC\)](#), a nine member committee established by the ordinance, with Mayoral appointments.



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Twelve percent (12%) of funds collected by the sales tax are designated for improving access to arts and culture via competitive grants for cultural arts nonprofit organizations within City limits. This process is discussed in category 4 of the ordinance.

Fresno Municipal Code Section 7-1506(b)(4) Expanded Access to Arts and Culture.

(A) Twelve percent (12%) percent of the funds made available from Section 7-1504 shall be made available on an annual basis to invest in competitive grants for nonprofit organizations that support and expand access to arts and cultural programming.

(B) Grants funded pursuant to this paragraph shall be implemented by the Commission in partnership with the Fresno Arts Council, or its successor local arts agency, using multiple solicitations that allow for a diverse set of programs, with different program sizes and reach, including core operating and project-support grants, to be funded. The Commission shall ensure that grant applications are reviewed in a transparent, competitive process.

(C) Prior to the implementation of subparagraph (B), the Commission shall work in partnership with the Fresno Arts Council, and local arts and cultural stakeholders, to develop a Cultural Arts Plan for the City of Fresno that would identify needs in the arts and cultural community; prioritize outcomes and investments; and develop a vision and goals for the future of Fresno arts and cultural programs that are reflective of the cultural, demographic, and geographic diversity of Fresno. This process shall include a robust community engagement process, including multiple public meetings. The Cultural Arts Plan shall be updated every five years by the Commission.

(D) Funding for operating support distributed pursuant to this paragraph shall support organizational stability for arts and cultural organizations that reflect the cultural, geographic and demographic diversity of the City of Fresno; and reflect the proportion of each grantee's overall operations that serves residents within, or visitors to, the City of Fresno sphere of influence.

(E) Grants funded pursuant to subparagraph (B) shall prioritize organizations and programs that support and expand diverse public or youth engagement and equity.

Cultural Arts Plan

Fresno's [Cultural Arts Plan](#) was developed through a year-long process involving robust community participation. A partnership between a consultant group, [Network for Culture and Arts Policy \(NCAP\)](#), the City of Fresno PARCS Department, Fresno Arts Council, and the Parks, Recreation and Arts Commission (PRAC), with multiple opportunities for public

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surveys, meetings, and draft comments, individual interviews with community arts stakeholders, and research into Fresno’s cultural arts assets and needs, ultimately led to the approval and adoption of Fresno’s Cultural Arts Plan, which must be reassessed and updated every five years, according to requirements set forth in the ordinance. The Cultural Arts Plan was adopted by the Fresno City Council on August 10, 2023.

Fresno’s Cultural Arts Plan identifies the following goals, with associated strategies, in addition to defining funding priorities. These goals and funding priorities informed the development of Cultural Arts Grant Programs, managed by the Fresno Arts Council with stakeholder input and PRAC involvement and oversight.

Cultural Arts Plan Vision

Cultural arts in Fresno will be recognized, prioritized, inclusive, accessible, and continue to reflect, celebrate, and connect the community.

Goals and Outcomes

(see Cultural Plan at <https://www.fresnoartscouncil.org/fresnos-cultural-arts-plan> for recommendations, strategies, and funding priorities):

- I. GRANT-MAKING & COMMUNITY ENGAGEMENT
Desired Outcome: *Establish a strong foundation to support and expand access to arts and culture through grant-making and community engagement.*
- II. STABILIZE, RESTORE & ACTIVATE
Desired Outcome: *Cultural arts organizations and assets will be stabilized, restored and activated to expand access to arts and culture.*
- III. EDUCATION & ORGANIZATIONAL DEVELOPMENT
Desired Outcome: *Expand access to a variety of arts and cultural education programs to provide educational opportunities for people of all ages.*
Desired Outcome: *Equip artists, cultural practitioners and organizations with the skills and organizational resources to stabilize and expand operations.*
- IV. CELEBRATE & ENHANCE
Desired Outcome: *Elevate and celebrate arts and culture to strengthen a sense of community.*
- V. ADDRESS BARRIERS, INNOVATE & EXPAND
Desired Outcome: *Expand access to arts and culture by eliminating barriers and investing in innovation.*
- VI. MUNICIPAL INVESTMENTS & POLICIES TO SUPPORT CULTURAL ARTS
Desired Outcome: *Establish a strong foundation to support and expand access to arts and culture through policy planning and municipal investment.*



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Expanded Access to Arts and Culture Funding Allocations

Funding Distribution is contingent on availability of funds and number of applications received in each category. The tentative distribution follows:

- 40% of available funds will be distributed for Established Organization General Operating Support grants
- 40% of available funds will be distributed for Established Organization Project Specific grants
- 10% of available funds will be distributed for Emerging Organization General Operating Support grants
- 10% of available funds will be distributed for Emerging Organization Project Specific grants
- General Operating Support Grants will not exceed \$50,000 for Emerging Organizations and \$300,000 for Established Organizations
- Project Specific grants will not exceed \$50,000 for Emerging Organizations and \$150,000 for Established Organizations
- An organization or fiscally sponsored entity can only apply for one project grant

An estimated 6.2 million dollars will be available in this round of funding

Established Organization Project Specific Support Application Guidelines

Deadline: TBA

Grant Awards: Up to \$150,000

Grant Activity Period: TBA

Eligibility for Funding

Project Specific Grants will be made to support specific projects that respond to the goals of the Cultural Plan. Project Specific Grants can be used to pay artists' fees, acquire project-specific supplies and materials, or acquire equipment required to complete the project; venue, and technical costs are additional examples of allowable expenses.

Grants shall prioritize organizations and programs that support and expand diverse public or youth engagement and equity.



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*Note: Future Grant Programs informed by the Cultural Arts Plan and future CAP revisions may be developed. Guidelines will be posted as new funding programs are offered. Please visit fresnoartscouncil.org for updates and information.

Eligibility: Who Can Apply for Established Organization Project Specific Support?

Eligible Organizations

- Organizations with an annual budget greater than \$50,000, as presented to the IRS in their 990 or in their most recent board-approved Balance Sheet and Statement of Activities
- Organizations with a minimum of two consecutive years of arts and culture programming
- Previous EAAC grantee organizations who received funds in the emerging category that now have an annual budget greater than \$50,000, as presented to the IRS in their 990 or in their most recent board-approved Balance Sheet and Statement of Activities
- A fiscally sponsored project with a financial report on their own project, which demonstrates a budget of over \$50,000, provided by their fiscal sponsor, will be eligible to apply in the Established Organization category for project specific grants, but not for Operating Support.
- Organizations with active status who are in good standing with the [Office of Attorney General](#), [California Secretary of State \(SOS\)](#), and [Internal Revenue Service \(IRS Charities\)](#) at the time of Letter of Intent submission.

Eligibility: Who CANNOT Apply for Established Organization Project Specific Support?

Ineligible Organizations

- Organizations that do not have their principal place of business in the City of Fresno. P.O. Boxes will not be accepted as official business address.
- Nonprofit Organizations with an annual budget of less than \$50,000
- Fiscally sponsored organizations, collectives, and individuals with an annual budget of less than \$50,000
- First time applicant organizations with fewer than two consecutive years of arts and culture programming
- Organizations whose primary mission is to raise funds
- Organizations whose primary function is regranting



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- K-12 Schools; County Offices of Education; Public and Private Colleges and Universities
- Government agencies that receive 25% or more of their funding from the City of Fresno Budget.
- Organizations that do not serve the public and/or provide public programming.
- Organizations that are not in good standing with the [Office of Attorney General](#), [California Secretary of State \(SOS\)](#), [Internal Revenue Service \(IRS Charities\)](#)
- For-profit businesses or sole proprietorships

Fiscal Sponsors

A *fiscal sponsor* is a nonprofit organization that provides fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable projects.

- Fiscal sponsors can apply for their own grant and can also apply on behalf of multiple different projects with different applicant organizations
- A Fiscal Sponsor must demonstrate a minimum of two consecutive years of arts and culture programming
- A Fiscal Sponsor must be in good standing with the IRS, the CA Secretary of State, and the CA Office of the Attorney General

Note: any applicant organization, Established or Emerging, using a fiscal sponsor, is eligible to apply ONLY for Project Specific grants, not for Operating Support

Funding Amount: Established Organizations can request up to \$150,000

Funding Use: You can use the grant money for these things as they are directly related to the project:

An Established Organization Project Specific Support grant budget is required for this application. Examples of eligible expenses for this funding include, but are not limited to:

- Venue rental
- Equipment rental or purchase directly related to the project
- Artist or consultant fees
- Personnel: staff time directly related to the project
- Materials and Supplies
- Marketing, printing, and publishing
- Cultural arts instructional programs and activities
- Meeting expenses
- Research and evaluation

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- Participant stipends

Overhead costs are fixed at 10%. The Overhead Costs refers to any expenses that are required to run the program that are not covered in the direct costs. The industry standard is typically calculated at 10%. In the budget template, please include overhead calculated at 10% of the total project budget.

Funding Use: You can't use the grant money for these things:

- Activities occurring outside of the City of Fresno
- General Operating Expenses (rent, salaries and expenses not directly related to the proposed project)
- Capital improvement projects/expenditures
- Fundraising
- Hospitality costs, including food and beverages
- Political Advocacy or lobbying
- Projects in schools during school hours
- Projects on university campuses that are primarily for enrolled students
- Projects with religious or evangelical purposes
- Cash prizes or scholarships
- Costs of goods for resale

Funding Restrictions:

- Matching funds are not required.
- Applicants must apply for the funding category that applies to their organization. Applicants may be directed to the appropriate category upon submission of Letter of Intent
- Established Organizations can apply for either General Operating Support or one Project Specific grant, *but not both*
- Organization must provide a discounted admission to residents of the city of Fresno for any ticketed events or general admission to venues
- All activities funded with EAAC funds must take place in the City of Fresno, including rehearsals, performances, and presentations. Consideration will be given to the activities that take place in the City of Fresno.
- The organization must operate and offer its programs in a nondiscriminatory manner and in compliance with all applicable laws, including, without limitation, laws protecting persons with disabilities.
- All Project Specific Grants must align with the goals and outcomes of the Cultural Arts Plan adopted by the Fresno City Council.



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- A permanent installation of public art and public performances supported with Measure P funds must be in the City of Fresno.
- New works or installations created with Measure P funds must remain the sole property of a City of Fresno organization.
- Projects proposing Art Therapy must be offered by Licensed Art Therapists. Therapist's bio and License Number must be included with the application
- All artists named in project applications must provide a letter stating that they are available and willing to participate, and that a fee has been agreed upon.
- For any projects that will be permanently installed in a public or private space, a maintenance plan will be required. Grant applicants are advised to consider and adhere to site control requirements for both public and private facilities not under their ownership and obtain preliminary approval or permits from the City of Fresno for projects or programs conducted within the City of Fresno's Right of Way.

Application Process

Grant Application Materials

All application materials must be submitted electronically by the deadline. The "Expanded Access to Arts and Culture" Established Organization Project Specific Support grant application consists of the following components:

- Letter of Intent (deadline TBA). Following eligibility review, applicants will be sent a direct link to Established Organization Project Specific Support application
- Narrative questions (see Appendix)
- Established Organization Project Specific Support budget form and budget notes
- Work samples and support materials
- Applicant's most recent board-approved financial statements—Balance Sheet and Statement of Activities

Grants Management System

All application materials must be submitted electronically using Fresno Arts Council's grants management system, [Submittable](#). Paper or physical applications are not accepted at this time. Technical assistance for creating a Submittable account is available through [Submittable's Customer Support](https://www.submittable.com/help/submitter/) (<https://www.submittable.com/help/submitter/>).

***Note: all communications regarding Expanded Access to Arts and Culture Fund grants will come through Submittable ONLY to the email address of the person who submitted the application.** Notifications will be sent from email addresses ending in @fresnoartscouncil.org or @email.submittable.com—please make sure to add these



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domain addresses to your safe senders list to avoid notifications being sent to your spam or junk folder.

For questions, please contact Fresno Arts Council at 559-237-9734 or lilia@fresnoartscouncil.org.

Fresno Arts Council encourages you to attend webinars, office hours, and make use of instructional resources early in your application process. FAC strongly recommends submitting the application and required supporting materials at least five (5) business days before the deadline to provide time to troubleshoot any technical issues. The deadline to submit the online grant applications will be TBA.

Technical Assistance

Technical assistance for grant program-specific inquiries is available from Fresno Arts Council staff by email, phone, or virtual appointment. Technical assistance can provide guidance around eligibility, application requirements, or review criteria.

Application resources will be available on Fresno Arts Council's website at <https://www.fresnoartscouncil.org/artsandculturegrants>

Email support: for technical assistance and grant guidelines questions, please call 559-237-9734 Monday through Friday, between the hours of 9:00am and 3:00pm. You may also email Executive Director, Lilia González Chávez at lilia@fresnoartscouncil.org. Please allow 24-48 hours for staff response.

Accommodations for Disabilities

Individuals with disabilities who need reasonable accommodations to apply should make their requests to Fresno Arts Council staff at least 72 hours in advance of deadlines or meetings. Please email lilia@fresnoartscouncil.org or call 559-237-9734 for accommodations requests.

Translation Services

Grant guidelines are available in English, Hmong, Spanish, and Punjabi. Requests can be emailed to lilia@fresnoartscouncil.org. If the application is submitted in a language other than English, a third-party translation service will be used to translate application answers into English for Grant Review Panelists.

Evaluation and Scoring

Grant review panelists use the following scale to assess how well the application meets the review criteria.

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Adjudication of applications is based on 7 weighted questions.

- 1) Project Description 20%
- 2) Cultural Plan 20%
- 3) Organization Description 10%
- 4) Cultural equity and inclusion statements and policy 10%
- 5) Proposed Impact and Outcomes 15%
- 6) Governance and Administrative Structure 10%
- 7) Proposed Budget 15%

| Score | Rank | Rank Description |
|-------|-----------|--|
| 6 | Exemplary | Overwhelmingly achieves the purpose of the program. Meets all the review criteria and project requirements to the highest degree |
| 5 | Strong | Strongly achieves the purpose of the program. Meets all the review criteria and project requirements to a significant degree |
| 4 | Good | Sufficiently achieves the purpose of the program. Meets all the review criteria and project requirements to some degree |
| 3 | Fair | Moderately achieves the purpose of the program. Meets most of the review criteria and project requirements |
| 2 | Marginal | Minimally achieves the purpose of the program. Meets some of the review criteria and project requirements |
| 1 | Weak | Does not achieve the purpose of the program; proposals that are not appropriate for this grant category. Inadequately meets the review criteria or project requirement |

Letter of Intent Eligibility Review

Once the Letter of Intent (LOI) submission window closes, Fresno Arts Council staff will review submissions for eligibility and completeness. Once an LOI has been submitted, it cannot be reopened, revised, or resubmitted. Letters of Intent that pass this initial review will then be sent a direct link to the Grant Application.



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Established Organization Project Specific Support Grant Review Panel

An adjudication panel will be established that includes community members, artists and culture bearers, and arts and culture administrators. The Commission and Fresno Arts Council shall ensure that grant applications are reviewed in a transparent, competitive process.

A call for panelists will go out at the same time as the Request for Proposal. A list of eligible panelists will be submitted to the PRAC prior to the start of the adjudication process. Panelists will be required to declare any possible conflict of interest at the time of application. Declaration of Conflict of Interest form is included in the resources linked at the end of this document. Panelists may not be on the board of staff of any applicant for that grant cycle, nor related by blood or marriage to any applicant in that grant cycle.

Applicants may request their panel comments after they receive official notice of intent to award.

Approval Process

After the Grant Review Panel meets to review all applications, Fresno Arts Council will develop funding recommendations for PRAC's approval. FAC ensures proposed grant awards are aligned with granting policies and guidelines before publishing an intent to award notice. Any applications within the City of Fresno right of way shall not be recommended for award without prior written approval to proceed from the City of Fresno.

Note: This is a competitive program. An application may or may not be funded depending on the number of applications, the amount of award money available, and the application's score based on the evaluation criteria. The eligibility of an application does not imply that it will be automatically funded. All applicants will be notified prior to the beginning of the funding cycle about the results of the application.

Appeal Process

Appeals Process

Any applicant not recommended to receive an award, may submit a written appeal to Fresno Arts Council staff (we will provide the link) no later than 5:00 p.m. by the tenth (10th) calendar day following the release of notification of Intent to Award letter. Incomplete applications are not eligible for the appeals process.

The letter of appeal must state:

1. The grounds on which you believe your application was not properly dealt with or assessed;



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2. Specific reasons or evidence you may have to support your appeal.

Once the appeal is received by the FAC, Staff will present it to the PRAC Subcommittee for review and recommendation to the PRAC. The PRAC will make the final ruling.

Note: Upon request from an applicant, FAC staff will provide written comments submitted by the evaluation panels, to help the applicant understand their score.

Grantee requirements and Policies

Grantee Orientation and Award Disbursement

All grantees are required to attend an Expanded Access to Arts and Culture Fund grantee orientation, submit a Scope of Work and revised budget, and complete a grant agreement before receiving award.

90% of grant funds will be awarded at the beginning of the grants cycle with the remaining 10% awarded when final reports are submitted.

Required Standards of Practice

- Certificate of Insurance
- Workers' Compensation
- The applicant organization must have a functioning Board of Directors that meets regularly.
- Organization must provide a discounted admission to residents of the city of Fresno for any ticketed events or general admission to venues
- The organization must operate and offer its programs in a nondiscriminatory manner and in compliance with all applicable laws, including, without limitation, laws protecting persons with disabilities.
- The organization must have active status and be in good standing with the [Office of Attorney General](#), [California Secretary of State \(SOS\)](#), and [Internal Revenue Service \(IRS Charities\)](#) at the time of Letter of Intent submission.
- Grantee Agreement: Vendors/Background Checks/Project Amendments/Legal Requirements/Conflict of Interest/Incomplete Projects (see Grantee Requirement Links)



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Permits and Permissions

It is the responsibility of the grantee to secure venues, appropriate permits, and insurance for public presentations. The grantee is solely responsible for securing the necessary City, County, or community permits or approvals for project elements such as publicly installed art, street closures, sound amplification in public space, or murals. Planning for this should be reflected in the application narrative. The grantee shall be responsible for maintenance of the project.

Quarterly Reporting

EAAC grantees will be required to submit quarterly reports including progress toward achieving Scope of Services included in grantee agreement and program participant data as required by the City of Fresno.

Data

At a minimum, data collection shall include:

- a. Attendance data:
 - i. Number of youth participants served. Youth shall be defined as age seventeen (17) and younger
 - ii. Number of adult participants served. Adult shall be defined as ages eighteen (18) through sixty-one (61)
 - iii. Number of senior participants served. Senior shall be defined as age sixty-two (62) and older
- b. Participant zip code data to identify the number and percentage of Fresno County residents served
- c. Race, ethnicity, household income and gender identity
- d. For murals only: total square feet installed and location/address
- e. Photos and/or videos highlighting grant funded projects, events, programs, etc.

Acknowledging Fresno Arts Council Support

Per the terms of the Grantee Agreement, grantees must acknowledge the support of the Measure P, Parks and Arts ordinance and Fresno Arts Council to demonstrate how City funds support arts and culture. **Recipients receiving funds must use the required logos and credit line on all printed and electronic materials that advertise performances, exhibitions, or other public events throughout their work or, for those receiving operating support, throughout the grant period.** The credit line is below. Logos will be provided to all grantees upon signed grant agreement. Failure to comply may result in termination of grant agreement.



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“[Organization or project name] is funded in part by the City of Fresno Measure P Expanded Access to Arts and Culture Fund administered by the Fresno Arts Council.”

Cultural Arts Calendars

Grantees must submit programming information and flyers to be included in the Cultural Arts Calendar. Details will be provided to grantees.

EAAC Policies

EQUITY PRACTICES

Opportunity

- Our *Emerging* grant category welcomes small-budget organizations that are new to grant funding and/or to providing arts programming.
- In this category, a reduced number of application questions will afford emerging organizations a simpler process.
- This category also permits the use of Fiscal Sponsors, allowing small groups or individual artists who are not yet 501(c)3 organizations to apply for funding.
- Emerging 501c3 organizations will be permitted to apply for both Operating Support and Project Specific grants, allowing them to request higher funding amounts than would be available if they were limited to one category.

Outreach

- Applications, public information sessions, and workshops will be offered in the four languages most used in the City of Fresno.
- One-on-one technical assistance sessions (in the aforementioned languages) will support new and emerging organizations.
- Grant workshops, multilingual, will be offered in under-resourced parts of the city.

Data collection

- Our new ***Letter of Intent*** step will allow us to identify the need for support and technical assistance so we can offer help early the application process.
- Narrative questions in all application forms will include identification of who will be served and in what parts of the city each applicant organization will be providing services.



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NEW STEP IN THE APPLICATION PROCESS

Letter of Intent (LOI)

This new step will require all potential applicants to submit a Letter of Intent (LOI) prior to submission of an application. In reviewing these LOIs, our panels can determine

- Each applicant's standing with the CA Secretary of State and Office of the Attorney General
- Each applicant's overall budget size, to help determine grant category eligibility
- Applicants' Current Business Address in the City of Fresno (P.O. Box will not be accepted. Accepted documents include utility bill with the organization's name or signed lease agreement.)
- Each applicant's NTEE Code
- Any required City Right of Way (Will project take place on City of Fresno Property?)
- Type of application being submitted [General Operating Support, Project Specific or both (only emerging organizations can apply to both)]
- Type of project being proposed.
- Proof of previous work in the field: Examples showing evidence of arts and culture programming will need to be included with applications for Fiscal Sponsors and Established Organizations.

DEFINITIONS

Fiscal Sponsors

A fiscal sponsor is a 501(c) (3) nonprofit organization that provides fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable projects.

- Fiscal Sponsors can apply for their own grant and can also apply on behalf of multiple different projects with different applicant organizations.
- A Fiscal Sponsor must demonstrate a minimum of two consecutive years of arts and culture programming.
- A Fiscal Sponsor must be in good standing with the IRS, the CA Secretary of State, and the CA Office of the Attorney General.

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NOTE: *any* applicant organization, Established or Emerging, using a fiscal sponsor is eligible to apply **ONLY** for Project Specific grants, not for Operating Support.

Emerging Organizations

- Emerging Organizations are organizations with an annual budget size of \$50,000 or less.
- Emerging Organizations can apply **ONLY** in the *Emerging* category
- Emerging Organizations can include a collective of individual artists applying through a fiscal sponsor.
- Emerging Organizations must provide a discounted admission on ticketed events or general admission to venues to residents of the City of Fresno.
- Emerging Applicants applying under their own 501(c)3 can apply for both General Operating Grants and Project Specific grants
- However, Emerging Organizations applying with a fiscal sponsor are eligible **ONLY** for project specific grants.

Established Organizations

- Established Organizations are organizations with annual budgets greater than \$50,000
- Established Organizations must demonstrate a minimum of two consecutive years of arts and culture programming.
- Established organizations can apply for either General Operating support or a Project specific grant, *but not both*.
- Established Organizations must provide a discounted admission to residents of the City of Fresno for any ticketed events or for general admission to venues.
- A fiscally sponsored project with a financial report on their own project that demonstrates a budget of over \$50,000, provided by their fiscal sponsor, will be eligible to apply in the Established Organization category for project specific grants, but not for Operating Support.
- Established Organizations applying with a fiscal sponsor are eligible **ONLY** for Project Specific grants.

GRANT CATEGORIES

General Operating Support

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- To apply for General Operating Support, an organization must have an Arts or Culture NTEE or any other State or Federal designation that shows the purpose of the organization is to provide Arts and Cultural programming.
- General Operating support is based on the organization's annual budget as presented to the IRS and reported either in their 990 or in their most recent Statement of Activities. To qualify as an Established Organization, that verified annual budget must be \$50,000 or above.

Project Grants

- Emerging Project grants are designated only for organizations with budget sizes under \$50,000.
- Established Organization Project Grants are for organizations with budget sizes over \$50,000.
- Projects proposing Art Therapy must be offered by Licensed Art Therapists. Therapists' bios and license numbers must be included with the application.
- Applicants with an NTEE other than art and/or culture may apply for a project grant as an Established Organization, provided they can show an overall budget greater than \$50,000 and two consecutive years of verified arts programming.

REGULATIONS

Appeals Process

Any applicant not recommended to receive an award, may submit a written appeal to Fresno Arts Council staff (we will provide the link) no later than 5:00 p.m. by the tenth (10th) calendar day following the release of notification of Intent to Award letter. Incomplete applications are not eligible for the appeals process.

The letter of appeal must state:

3. The grounds on which you believe your application was not properly dealt with or assessed;
4. Specific reasons or evidence you may have to support your appeal.

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Note: Upon request from an applicant, FAC staff will provide written comments submitted by the evaluation panels, to help the applicant understand their score.

All activities funded with EAAC funds must take place in the City of Fresno, including rehearsals, performances, and presentations.

All Artists named in applications must provide a letter stating that they are available and willing to participate, and that a fee has been agreed upon.

Funding distribution is contingent on available funds and number of applications received in each category. Tentatively the distribution would be as follows:

- a. 40% of available funds will be distributed for Established Organization General Operating Support grants.
- b. 40% of available funds will be distributed for Established Organization Project Specific grants.
- c. 10% of available funds will be distributed for Emerging Organization General Operating Support grants.
- d. 10% of available funds will be distributed for Emerging Organization Project Specific grants.
- e. General Operating Support Grants will not exceed \$50,000 for Emerging organizations and \$300,000 for Established organizations.
- f. Project Specific grants will not exceed \$50,000 for Emerging organizations and \$150,000 for Established organizations.

Allocations will be recommended by the Commission (PRAC) with the goal to ensure that awards are reflective of the cultural, demographic and geographic diversity of Fresno.

Guidelines will adhere to all requirements outlined in the Ordinance, the Cultural Plan, and the Agreement between the City of Fresno and the Fresno Arts Council.

Applicant Resources

[Measure P Ordinance](#)

[Cultural Arts Plan](#)

[Eligibility Checklist](#)



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Letter of Intent Guidelines

Technical Assistance/Workshop Schedule

Frequently Asked Questions

Fiscal Sponsorship Resources: <https://www.councilofnonprofits.org/running-nonprofit/administration-and-financial-management/fiscal-sponsorship-nonprofits> and <https://fiscalsponsorship.com/fiscal-sponsorship-quick-start-basics/>

Grantee Requirement Links

[Legal Requirements:](#)

[Insurance/endorsements](#)

[Conflict of Interest disclosure statement](#)

[Monitoring, Evaluation and Reporting Requirements](#)

[Subcontracts](#)

[Acknowledgement, Copyright, Indemnification and Cultural Arts Calendar](#)

[Background Check/Mandated Reporter, etc.](#)

[SOW, Amendments and Extensions](#)

[Payment and Reporting Schedules](#)

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Appendix: Established Organization Project Specific Support Grant Narrative Questions

Project Statement

Prepare a Project Statement with 150 words or fewer that describes what you will do with funds if awarded. Must include project title, activity, location(s) where activity will take place, age of population to be served, projected number of people to be served, and desired impact.

Begin Project Statement by saying: *“With support from an Expanded Access to Arts and Culture grant, [your organization] will...”*

These statements may be used to report to the City of Fresno and/or be included in public documents and press information.

1) Project Description

- A. Please describe your proposed project.
- B. Who is the target audience anticipated for this project? (age, ethnicity, income level, geography, etc.)
- C. What part of the city do you serve? Identify the primary zip codes where you provide services.
- D. Describe key exhibitors/presenters, and other collaborators.
- E. Identify how you include individual artists in your work.
- F. Identify how many paid Fresno-based artists will benefit from this grant.
- G. If artists are not Fresno-based, provide justification for how including non-Fresno-based artists will benefit City of Fresno residents.
- H. Provide a timeline for your project

2) Cultural Plan

- A. How does your proposed project align with the Cultural Plan?
- B. Identify the Cultural Plan goals that align most closely with your proposed project and explain how this project contributes to those goals.
- C. Identify and describe the ways in which your proposed project addresses Cultural Plan specific recommendations and strategies

3) Organization Description

- A. What is your organization’s mission? Please provide a brief description of your organization’s core programming, services, and/or work you do in the community.

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- B. What are the primary activities of the organization? Describe the major arts and culture programs open to the public.
- C. What work is the organization most proud of?
- D. What do you identify as your greatest challenges? Describe how you will address these challenges.
- E. What do you perceive as barriers to your organization's increasing access to arts and culture? Describe how EAAC grant funds would be used to reduce these barriers.
- F. List of arts and cultural activities for the past 2 years. (Title, Date, Description)

4) Cultural equity and inclusion statements and policy

- A. Please include or describe your organization's equity statement or other formalized diversity, equity, and inclusion efforts.
- B. What are the organizations perceived needs and or plans for increasing diversity in board, staff, programming, and audiences over the next year?
- C. What barriers, if any, are you removing to make that possible? (Barriers may include, but are not limited to, physical ability, language, cultural norms, educational background, and economic resources.).

5) Proposed Impact and Outcomes (organizational and community)

- A. What outcome are you envisioning from this project?
- B. How will your organization measure the impact of this award?
- C. Do you have a regular process for evaluating the quality and success of your projects? What community impact do you envision for this project?
- D. How will you capture who participates?
- E. How many youths will benefit from this project?

6) Governance and Administrative Structure

- A. Describe your governance structure, including board meeting frequency, and board committee structure. Include a board roster with members' names, occupation if known, and any other demographic information that you would like considered.
- B. Describe your administrative structure, including administrative, program, or cultural and/or artistic staff. List primary staff names, titles, and duties. Provide brief bios for key staff and include years with the organization.
- C. How do you engage in planning (i.e., who is involved in planning, how far in advance do you plan your programming)? What are your organization's overarching goals?
- D. How are the board, staff, and programming reflective of Fresno's citywide demographics?



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7) Budget

- A. How does your organization intend to make use of Project Specific Support funds if awarded?
- B. Budget Spreadsheet
- C. Budget Notes

Application Materials

Budget

Please complete a project budget using the template provided in the direct application link provided to you

Work Samples

Please upload a minimum of two work samples (maximum six) demonstrating your organization's recent arts and culture programming.

You are required to submit at least two work samples that exemplify the cultural and/or artistic programs or events presented by your organization. This may include video or audio recordings, or digital images of performances, exhibitions, or events. Select the type of work sample that is most relevant to your organization.

Supporting Material

You may upload or provide links for up to three supporting documents from the past five years that demonstrate the impact of your programs on viewers/participants. Examples include: letters of support, participant testimonials, reviews, audience surveys, social media posts.

This section is **OPTIONAL**; however, you are strongly encouraged to submit at least one document. These documents help reviewers understand the impact of your programs on participants and audience members. Note: You may upload a document or provide links. You may provide a title and brief description for necessary context. 3 documents or links maximum.

Supporting Material: Financial Statements

Please upload your organization's most recent board-approved Balance Sheet and Statement of Activities



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Note: Fiscally sponsored projects with budgets greater than \$50,000 must submit most recent board-approved Balance Sheet and Statement of Activities for your project provided by the fiscal sponsor

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