

Regular Council Meeting RECEIVED

November 16, 2023 2023 NOV 14 P 4: 26

FRESNO CITY COUNCIL



CITY OF FRESNO
CLERK'S OFFICE

Supplement Packet

ITEM(S)

1-J (ID 23-1642)

RESOLUTION - Adopting the Measure P Expanded Access to Arts and Culture Grant guidelines.

Contents of Supplement: District 3 Proposed Red-Line

Supplemental Information:

Any agenda related public documents received and distributed to a majority of the City Council after the Agenda Packet is printed are included in Supplemental Packets. Supplemental Packets are produced as needed. The Supplemental Packet is available for public inspection in the City Clerk's Office, 2600 Fresno Street, during normal business hours (main location pursuant to the Brown Act, G.C. 54957.5(2)). In addition, Supplemental Packets are available for public review at the City Council meeting in the City Council Chambers, 2600 Fresno Street. Supplemental Packets are also available on-line on the City Clerk's website.

Americans with Disabilities Act (ADA):

The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, sign language interpreters, assistive listening devices, or translators should be made one week prior to the meeting. Please call City Clerk's Office at 621-7650. Please keep the doorways, aisles and wheelchair seating areas open and accessible. If you need assistance with seating because of a disability, please see Security.

EXPANDED ACCESS TO ARTS AND CULTURE FUND



*FUNDED BY MEASURE P
ADMINISTERED BY FRESNO ARTS COUNCIL
IN PARTNERSHIP WITH THE CITY OF FRESNO
PARKS, ARTS, AND RECREATION COMMISSION (PRAC)*

PROJECT SPECIFIC GRANT GUIDELINES, 2024-25

DEADLINE: TO BE DETERMINED



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TABLE OF CONTENTS

FRESNO ARTS COUNCIL INFORMATION 4

WHO WE ARE: 4

CULTURAL ARTS GRANT OVERVIEW 4

MEASURE P 4

CATEGORY 4, MEASURE P ORDINANCE 5

CULTURAL ARTS PLAN 5

CULTURAL ARTS PLAN VISION 6

GOALS AND DESIRED OUTCOMES 6

EXPANDED ACCESS TO ARTS & CULTURE FUND 7

PROJECT SPECIFIC 2024-2025 GRANT GUIDELINES 7

ELIGIBILITY FOR FUNDING 7

INELIGIBLE ORGANIZATIONS 7

ELIGIBLE ORGANIZATIONS 7

ELIGIBILITY REQUIREMENTS 8

TYPES OF GRANTS ~~98~~

PROJECT SPECIFIC GRANTS ~~98~~

GENERAL OPERATING SUPPORT ~~109~~

REQUEST AMOUNTS ~~1011~~

GENERAL OPERATING SUPPORT AND PROJECT SPECIFIC GRANTS ~~1011~~

FUNDING AMOUNTS ~~1011~~

FUNDING RESTRICTIONS 12

REQUIRED APPLICATION INFORMATION 12

NARRATIVE QUESTIONS 12

OVERVIEW OF APPLICATION PROCESS AND REQUIREMENTS	<u>1514</u>
REQUIRED STANDARDS OF PRACTICE	<u>1615</u>
ONLINE APPLICATION PROCESS	<u>1615</u>
ACCESSING ONLINE APPLICATION PLATFORM	<u>1615</u>
ACCESSING THE APPLICATION	<u>1716</u>
WEBINARS, WORKSHOPS, TECH SUPPORT, OFFICE HOURS.....	<u>1716</u>
APPLICATION COMPONENTS	<u>1716</u>
APPLICATION REVIEW AND EVALUATION	<u>1918</u>
ELIGIBILITY AND COMPLETENESS REVIEW	<u>2018</u>
PANEL ADJUDICATION AND RANKING	<u>2019</u>
GRANT PANEL REVIEW	<u>2019</u>
PANELISTS	<u>2019</u>
HOW SCORING WORKS:	<u>2019</u>
ADJUDICATION PANEL RANKING.....	<u>2120</u>
GRANTEE RECOMMENDATIONS TO PRAC.....	<u>2120</u>
ANNOUNCE INTENT TO AWARD	<u>2120</u>
GRANTS AWARDED	<u>2221</u>
APPEALS	<u>2221</u>
SELECTED GRANTEE REQUIREMENTS	<u>2221</u>
ADDITIONAL RESOURCES	<u>2423</u>

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, and 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 González Chávez, Executive Director, at lilia@fresnoartscouncil.org or [Grants Manager] at [email].

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.

CATEGORY 4, MEASURE P 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 [link] 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 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

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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 DESIRED OUTCOMES (see [link] 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.*

EXPANDED ACCESS TO ARTS & CULTURE FUND

PROJECT SPECIFIC 2024-2025 GRANT GUIDELINES

Deadline: To be determined

Grant Awards: \$2,000 to \$200,000

Grant Activity Period: To be determined

ELIGIBILITY FOR FUNDING

INELIGIBLE ORGANIZATIONS

- Organizations that do not have their principal place of business in the City of Fresno.
- Organizations whose primary mission is to raise funds.
- Organizations whose primary function is regranting.
- K-12 Schools
- County Offices of Education
- Public and Private Colleges and Universities
- Government agencies and departments that have a line item in the City of Fresno Budget.
- Organizations that do not serve the public and/ or provide public programming.
- Individuals who are not working with an eligible incorporated 501(c)(3) fiscal sponsor; grant applicants with a fiscal sponsor are eligible for a Project Specific Grant but are ineligible for an Operating Support Grant.

ELIGIBLE ORGANIZATIONS

- Nonprofit organizations that support and expand access to arts and cultural programming.
- 501(c)(3) Organizations or Project Specific Grant applicants with an eligible Fiscal Sponsor.

Applicants using fiscal sponsors - An Applicant that is without its own organizational nonprofit status must use a Fresno-based fiscal sponsor organization with a federal 501(c)(3) designation, [and experience that supporting](#) and has [expanding](#) access to arts and cultural programming, to apply for funding that support and expand access to arts and cultural programming.

Types of applicant organizations eligible to apply using a fiscal sponsor include, but are not limited to, individual artists and culture bearers, artist collectives and cultural collectives, and other unincorporated art and culture guilds or associations. [Applicants using a fiscal sponsor must be a City of Fresno resident.](#)

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An Applicant's Fiscal sponsors must demonstrate at least two (2) years of arts and culture programming and service as a 501(c)(3) nonprofit organization; for Emerging Arts and Culture Project Specific Grant Applicants, the fiscally sponsored applicant or newly formed 501(c)(3) organization is not required to have its own two-year history of art and culture operational and financial experience at the time of application submission.

ELIGIBILITY REQUIREMENTS

- **City of Fresno-based:** documentation of being a Fresno-based nonprofit organization that supports and expands access to arts and cultural programming, or nonprofit social service organization with regular ongoing arts programming and/or services and a principal place of business in the City of Fresno.
- **Certificate of good standing:** Nonprofit organizations and fiscal sponsors (if applicable) must have "active status" with the California Secretary of State (SOS) showing evidence of "good standing" at the time of application.
 - Organizations must also be in good standing with the Office of the Attorney General of California or provide an adequate letter of explanation regarding registration status.
 - 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.
- **Letter of agreement:** If using a Nonprofit Fiscal Sponsor, the Fiscal Sponsor must provide a letter of agreement acknowledging the fiscal sponsorship with the project applicant and submit the letter with the application. If the grant is awarded the fiscal sponsor becomes the legal contract holder with the Fresno Arts Council. Once a contract is awarded the fiscal sponsor cannot be changed.
- **Narrative statement: Nonprofit organizations and fiscal sponsors (if applicable) will be required to provide a narrative statement, addressing the following areas: (1) purpose of the organization; (2) identification of targeted audience; and (3) how many people will be served as a result of the grant award.**

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TYPES OF GRANTS

PROJECT SPECIFIC GRANTS

Deadline: TBD

Grant Awards: \$2,000 to \$200,000

Grant Activity Period: TBD

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. Guidelines and Application for Project Specific Grants can be accessed here: [link].

*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](https://www.fresnoartscouncil.org) for updates and information.

- [All Project Specific Grants must align with the goals and outcomes of the Cultural Arts Plan adopted by the Fresno City Council.](#)
- [The final project must be located and remain in the City of Fresno.](#)
- Project Specific Grants may go out multiple times a year and specify specific outcomes consistent with goals set in the Cultural Arts Plan.
- Grants shall prioritize organizations and programs that support and expand diverse public or youth engagement and equity.
- An independent 501(c)(3) Arts and Cultural organization is exempt from the two-year programming requirement, and two-year fiscal history, for Project Specific Grants only.
- If applying with a Fiscal Sponsor, unless the applicant is being considered for an Emerging Arts and Culture Project Specific Grant, the Fiscal Sponsor must have two years of activity of supporting and expanding access to arts and culture programming, and two years of financial history at the time of the application submission, to be eligible.
 - NOTE: In all cases, fiscal sponsors for Project Specific Grant applicants must be nonprofit 501(c)(3) organizations that support and expand access to arts and cultural programming.
- 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. Additionally, they

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should be mindful of obtaining any required permits or approvals for projects or programs conducted within the City of Fresno's right of way.

- Project Specific Grants which may include festivals in parks or streets, or the use of other City owned property (city building, right of way language) must first complete the following: (eligibility form/city review)
- Emerging Arts and Culture Project Specific Grants are available to eligible Project Specific Grant applicants who do not have two years of fiscal history and/or two years of prior activity supporting and expanding access to arts and culture programming, at the time of application submission.
 - Emerging Arts and Culture Project Specific Grants will not exceed \$50,000 each— prioritizing investment reflective of the cultural, demographic, and geographic diversity of Fresno, supporting and expanding diverse public or youth engagement, and equity.

GENERAL OPERATING SUPPORT

General Operating Support was called out in the Ordinance to 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's sphere of influence. Grants shall prioritize organizations and programs that support and expand diverse public or youth engagement and equity.

General Operating Support Grants are intended to provide core support to Cultural Arts Organizations to sustain and increase community access to a broad and diverse range of opportunities in the arts. The General Operating Support grant provides direct funding for ongoing operations. This grant contributes to a robust and diverse arts workforce and infrastructure. **Funds may be used to support any eligible expenses associated with the general operations of Cultural Arts Organizations, including but not limited to rent, utilities, and staff salaries [incurred within the territorial limits of the City of Fresno.](#)**

REQUEST AMOUNTS

GENERAL OPERATING SUPPORT AND PROJECT SPECIFIC GRANTS

FUNDING AMOUNTS

Each grant application funding cycle, available funding will be allocated **approximately 50/50** between the two types of grants (all contemplated allocations may be adjusted in response to community need)

and interest; actual awards will also be affected by application quality as related to applicable scoring criteria).

<p>Project Specific Grants (this document)</p>	<p>General Operating Support Grants (see [link])</p>											
<p>Other Project Specific Grants – Approximately 40% of available funding</p> <p>Project specific grants are available to nonprofit arts and culture organizations, nonprofit organizations that support and expand access to arts and cultural programming, and Projects under an eligible Fiscal Sponsor; may apply for projects between \$2,000 and \$200,000.</p>	<p>Other Operating Support - Approximately 40% of available funding</p> <p>Applicants limited to nonprofit arts and cultural organizations; may apply for:</p> <table border="1" data-bbox="574 684 1062 945"> <thead> <tr> <th data-bbox="574 684 675 789">Budget Category</th> <th data-bbox="680 684 846 789">Annual income as reported to the IRS</th> <th data-bbox="850 684 1062 789">Anticipated % of funding eligible for</th> </tr> </thead> <tbody> <tr> <td data-bbox="574 795 675 865">1</td> <td data-bbox="680 795 846 865">Less than \$250,000</td> <td data-bbox="850 795 1062 865">Up to 70%</td> </tr> <tr> <td data-bbox="574 871 675 945">2</td> <td data-bbox="680 871 846 945">\$251,000 and above</td> <td data-bbox="850 871 1062 945">Up to 30% capped at \$300,000</td> </tr> </tbody> </table> <p>Applicants who qualify as an Emerging Arts and Culture Organization, as defined below, shall first be reviewed for that tier of award.</p>			Budget Category	Annual income as reported to the IRS	Anticipated % of funding eligible for	1	Less than \$250,000	Up to 70%	2	\$251,000 and above	Up to 30% capped at \$300,000
Budget Category	Annual income as reported to the IRS	Anticipated % of funding eligible for										
1	Less than \$250,000	Up to 70%										
2	\$251,000 and above	Up to 30% capped at \$300,000										
<p>Emerging Arts and Culture Project Specific Grants – Approximately 10% of available funding</p> <p>Emerging Arts and Culture Project Specific Grants are available to eligible Project Specific Grant applicants who do not have two years of fiscal history and/or two years of prior activity supporting and expanding access to arts and culture programming, at the time of application submission. Emerging Arts and Culture Project Specific Grants will not exceed \$50,000 each—prioritizing investment reflective of the cultural, demographic, and geographic diversity of Fresno, supporting and expanding diverse public or youth engagement, and equity.</p>	<p>Emerging Arts and Culture Organization Support Grants – Approximately 10% of available funding</p> <p>Applicants are limited to nonprofit arts and cultural organizations with annual revenue less than \$50,000, regardless of years of operation; may apply for support of up to 100% of their annual revenue Emerging Arts and Culture Organizations are encouraged to apply for Operating Support Grants that build capacity and expand their ability to reach and serve residents and visitors in the City of Fresno. Emerging Arts and Culture Organization Support Grants prioritize investment reflective of the cultural, demographic, and geographic diversity of Fresno.</p>											

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Distribution is dependent on available funds annually.

FUNDING RESTRICTIONS

Matching funds: are not required.

Applicants must apply for the funding category that applies to them.

[Projects or services funded through the Measure P grant funds must be displayed, operate, run, etc. within the City of Fresno.](#)

[Applicant shall provide a discount to City of Fresno residents for events funded in whole or in part through Measure P grant funds issued hereunder.](#)

REQUIRED APPLICATION INFORMATION

NARRATIVE QUESTIONS

All questions should provide the reviewer with information that helps them best understand your organization. Word count is to provide enough space for you to respond as completely as possible. If you can provide enough information with fewer words, that will not be held against you; [if a question does not pertain to your organization or project, please indicate "does not apply" or "not applicable."](#)

[Emerging organizations should only answer questions 1, 4, 5, and 6](#)

1) Project Description

- a. Please describe your proposed project.
- b. Who is the target audience anticipated for this project? How will you capture who participates (age, ethnicity, income level, geography, etc.)?
- c. How does your work align with Fresno's Cultural Arts plan?
- d. Do you have a regular process for evaluating the quality and success of your projects? What community impact do you envision for this project.
- e. Upload a project Budget (a template is provided).

500-750 words

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2) Programming

Share what the review panel should know about the organization's arts and cultural programs. Consider the following questions to help shape your narrative:

- a. What are the primary activities of the organization? Describe the major programs open to the public.
- b. Describe key exhibitors/presenters, artists, and other collaborators.
- c. Identify how you include individual artists in your work.
- d. Describe the process the organization employs to select or create artistic programming.
- e. If arts and culture are not the mission of the organization, describe your arts and cultural programming, and describe how it fits within your larger organizational work.

750 words

Upload the following:

- a. List of arts and cultural activities FY 2022-23 (1 page PDF)
- b. List of arts and cultural activities FY 2023-24 (1 page PDF)

3) Cultural equity and inclusion statements and policy

- a. Does the organization have an equity statement or other formalized diversity, equity, and inclusion efforts? If so, please upload any relevant documentation.
- b. What are the organization's 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.)

750 words

Upload:

4) Organizational Challenges

- a. What do you identify as your greatest challenges?
- b. Describe how you will address these challenges.
- c. Describe how these grant funds would be used to address these challenges.

- d. What do you perceive as barriers to your organizations increasing access to arts and culture?

750 words

5) Proposed Impact and Outcomes (organizational and community) Consider the following:

- a. What work is the organization most proud of?
- b. What outcome are you envisioning from this project.
- c. How will your organization measure the impact of this award?

750 words

6) Governance and Administrative Structure

- a. Describe your governance structure, including board meeting frequency, and board committee structure. Upload a board roster, include 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.

750 words

Upload:

OVERVIEW OF APPLICATION ~~PROCESS~~PROCESS AND REQUIREMENTS

Calendar and Timeline (Specific dates to be determined)

Grants are accepted annually.

Guidelines and Application Available	November [X], 2023
Webinars and Office Hours	Workshop webinars and office hours will be offered throughout the month of November 2023. Check [link] for full schedule.

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Open Application Period	November X, 2023-January X, 2024
Staff Eligibility Review	Winter 2023-24
Panel Review	February-March 2024
PRAC Commission Review and Adopts Recommendations	Spring 2024
Notifications Sent via Email	Spring 2024
Awards Disbursed	Spring 2024
Grant Period	TBD

REQUIRED STANDARDS OF PRACTICE

Minimum Standards of Practice for All Organizations or Fiscal Sponsors:

- General Liability insurance
- Workman’s Compensation insurance (provide basis for exemption if applicable)
- Current practice of annual Year-End Financial Review completed by an external Certified Public Accountant/Firm for organizations with a budget of \$2 million and above.
- The applicant organization must have a functioning Board of Directors that meets regularly.
- Applicants using a fiscal sponsor must demonstrate that the fiscal sponsor can meet these requirements.
- Additional data/demographic requirements from City of Fresno.

ONLINE APPLICATION PROCESS

ACCESSING ONLINE APPLICATION PLATFORM

Fresno Arts Council uses Submittable to accept and manage grant request applications. You will need to create organizational/user accounts and profiles. Access the online application portal at <https://fresnoartscouncil.submittable.com> . Application Instructions are available [here]. For questions, please contact Fresno Arts Council at 559-237-9734 or email [grants email]. Fresno Arts Council encourages you to attend webinars, office hours, and make use of instructional resources early in your

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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 on **[TBD]**. To ensure that organizations have enough time to prepare, the grant guidelines and application will be posted, and the application will open for a minimum of 60 days.

ACCESSING THE APPLICATION

Read the Application Instructions prior to completing an application. You do not have to complete and submit the application in one sitting; you may save and return to it as many times as you like.

WEBINARS, WORKSHOPS, TECH SUPPORT, OFFICE HOURS

All organizations that are considering applying for a grant are **STRONGLY ENCOURAGED** to attend the pre-application workshop(s) offered by FAC. At the workshops, staff will review the guidelines and demonstrate Submittable, FAC's online grant application system. Applicants are also encouraged to consult with the program staff well in advance of the application deadline if they have any questions about program requirements. In person and virtual office hours will be posted on [\[link\]](#).

Webinar Schedule:

In person workshop:

Office Hours Schedule:

FAQs: [\[link/PDF\]](#)

Email Support: For technical assistance and grant guideline questions, please call 559-237-9734 Monday through Friday, between the hours of 9:00AM and 3:00PM. You may also email X at [\[email\]](#). Please allow [at](#) 24-48 hours for staff response.

APPLICATION COMPONENTS

- A. Eligibility Check list: [\[link to application system\]](#)
- B. Applicant Information
 - Legal Name of Organization/Applicant (and Fiscal Sponsor, if applicable)
 - DBA Name of Organization/Applicant, if applicable
 - Founding Date: Enter the year your organization was founded or began activity

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- Address: PDF proof of address upload
- Fresno City Council District where Organization/Applicant is located (link to finder tool)
- Organization/Applicant Phone
- Primary Contact Name, title, email, phone
- Organization/Applicant Website
- Type of organization (drop-down menu? 501(c)(3); fiscally sponsored)
- Organization or Fiscal Sponsor EIN number
- Which month and day does your organization or Fiscal Sponsor's fiscal year end?
- Primary Discipline? (drop-down menu)
- Organization Mission/Purpose: Enter your organization's mission statement, or primary purpose. Your mission statement should be concise. Do not add program details here.
- Has your organization, or your Fiscal Sponsor, conducted a majority of its cultural arts programming within the City of Fresno for the past two years preceding this application?
- [How much will your organization discount for events funded in whole or in part through Measure P grant funds issued hereunder.](#)

C. Annual Operating Income

D. For Project Specific Grants which may include festivals in parks or streets, or the use of other City owned property [city building right of way language], they must first complete the following: [eligibility form/city review]

E. Required Financial Forms and/or Reports: All attachments must be in PDF format, with exception of Supporting Material(s) and Work Samples.

For 501(c)(3) Cultural Arts Organizations with a budget of \$50,000 or less:

- IRS Designation Letter
- Federal Form 990, 990EZ or 990N

For 501(c)(3) Cultural Arts Organizations with a budget of between \$50,000 and \$200,000

- IRS Designation Letter
- Federal Form 990 or 990EZ
- Accountant reviewed Financial Report for most recently completed fiscal year OR if this financial report is not yet available, a letter from the CPA stating when it will be completed AND internally-generated financial statements for most recently completed fiscal year.

For 501(c)(3) Cultural Arts Organizations with a budget of \$200,000 or more

- IRS Designation Letter
- Federal Form 990

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- Independent Financial Audit (for organizations with a budget of \$2 million or more) or reviewed Financial Report for most recently completed fiscal year; OR if this financial report is not yet available, a letter from the CPA stating when it will be completed AND internally-generated financial statements for most recently completed fiscal year.

For fiscally sponsored projects:

- Sponsor organization's IRS Designation Letter
- Sponsor organization's Federal Form 990
- A signed letter of agreement between the fiscal sponsor and the project applicant outlining the terms of the agreement and services
- If the sponsor's budget exceeds \$2 million, An Independent Financial Audit OR letter from CPA stating when it will be completed AND internally-generated financial statements for most recently completed fiscal year. For sponsors with a budget between \$200,000 and \$1,999,999, submit a CPA-reviewed Financial Report for most recently completed fiscal year.

F. Proposed Grants Budget

Please complete this budget template [[link](#)]

G. Work Samples

You are required to submit at least one work sample that exemplifies 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. Maximum of 6 work samples accepted.

H. Supporting Documents

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 maximum.

APPLICATION REVIEW AND EVALUATION

ELIGIBILITY AND COMPLETENESS REVIEW

Once the application window closes, Fresno Arts Council staff will review applications for eligibility and completeness. Once an application has been submitted, it cannot be reopened, revised, or resubmitted. Applications that pass this initial review will then be evaluated for their strengths by a separate Grant Review Panel, which will rely substantially on the information provided in the application and supporting materials submitted by applicants.

PANEL ADJUDICATION AND RANKING

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

GRANT PANEL REVIEW

The adjudication panel is comprised mainly of individuals with substantial background in arts and culture, usually drawn from the ranks of experienced and skilled arts and culture practitioners, administrators, managers and board members of City of Fresno arts and cultural organizations, the Cultural Arts Subcommittee or other applicable PRAC subcommittee, and experienced arts and culture grant-makers from philanthropic and public sectors.

PANELISTS

A call for panelists will come 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 here as an attachment. 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.

HOW SCORING WORKS:

Adjudication of applications is based on 6 weighted questions.

- 1) Project Description 10%
- 2) Programming 30%
- 3) Cultural equity and inclusion statements and policy 20%
- 4) Organizational Challenges 10%
- 5) Proposed Impact and Outcomes (organizational and community) 20%

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6) Governance and Administrative Structure 10%

Scores for each assessment category are collected from individual panelists. Each organization’s category scores, and cumulative total are reported back to them during the award notifications process.

ADJUDICATION PANEL RANKING

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

GRANTEE RECOMMENDATIONS TO PRAC

Following the Grant Panel Review process, Fresno Arts Council will submit grant application rankings and award recommendations to the Parks, Recreation, and Arts Commission (PRAC) for final acceptance.

ANNOUNCE INTENT TO AWARD

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Once recommendations have been accepted by the PRAC, Fresno Arts Council will publish an intent to award a press release announcing grant recipients, funding amounts, and project descriptions. Anticipated TBA 2024.

GRANTS AWARDED

[Grant year] Organizational General Operating Support funds will be awarded [insert date TBA] and disbursed [date/method]

Project Specific Grant funds will be awarded [insert date TBA] and disbursed [date/method]

APPEALS

Any applicant not recommended to receive an award may submit a written appeal to Fresno Arts Council staff no later than 5:00 p.m. by the tenth calendar day following notification from staff to the applicant that no award is being recommended. Staff will review the appeal and present it to the PRAC subcommittee for review and recommendation. The PRAC will make the final ruling. Upon request from an appellant, staff will provide written comments submitted by the evaluation panels, to help the appellant prepare their response.

SELECTED GRANTEE REQUIREMENTS

The following are a list of additional requirements that will be included in the grantee agreement.

Legal Requirements

Insurance/endorsements

Conflict of Interest disclosure statement

Data Collection

At a minimum, data collected shall include information needed to demonstrate compliance with Section 7-1506(b)(4)(D) such as:

- (a) Attendance data:

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- (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 City of Fresno 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.

Vendors

Tax

Copyright

Background Check/Mandated Reporter, etc.

Invoicing for and receipt of grant payments

Project amendments

Credit/Recognition

Grant recipients are required to 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 and links to logos are listed below:

- “This work [event, organization, project] is funded in part by the City of Fresno Measure P Expanded Access to Arts and Culture Fund through Fresno Arts Council.”
- [Links to required logos]

Cultural Arts Calendar

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Grantees must submit programming information and flyers to be included in the Cultural Arts Calendar at [link].

Reporting (midterm and final)

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

ADDITIONAL RESOURCES

Eligibility Checklist

FAQs

APPENDICES

Measure P Ordinance

Cultural Arts Plan

**DISCLOSURE OF CONFLICT OF INTEREST
WITH AN APPLICANT FOR FUNDING**

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1	Are you currently in litigation with a grant applicant or any of its agents?	YES	NO
2	Do you represent any firm, organization, or person who is in litigation with a grant applicant?	YES	NO
3	Do you currently represent or perform work for any clients? who do business with the Applicant?	YES	NO
4	Are you or any of your principals, managers, or professionals, owners or investors in a business which does business with a grant applicant, or in a business which is in litigation with the City of Fresno?	YES	NO
5	Are you or any of your principals, managers, or professionals, related by blood or marriage to anyone applying for funds	YES	NO
6	Do you or any of your subcontractors have, or expect to have, any interest, direct or indirect, in any other contract in connection with the grant applicant?	YES	NO
	* If the answer to any question is yes, please explain here. Explanation:		

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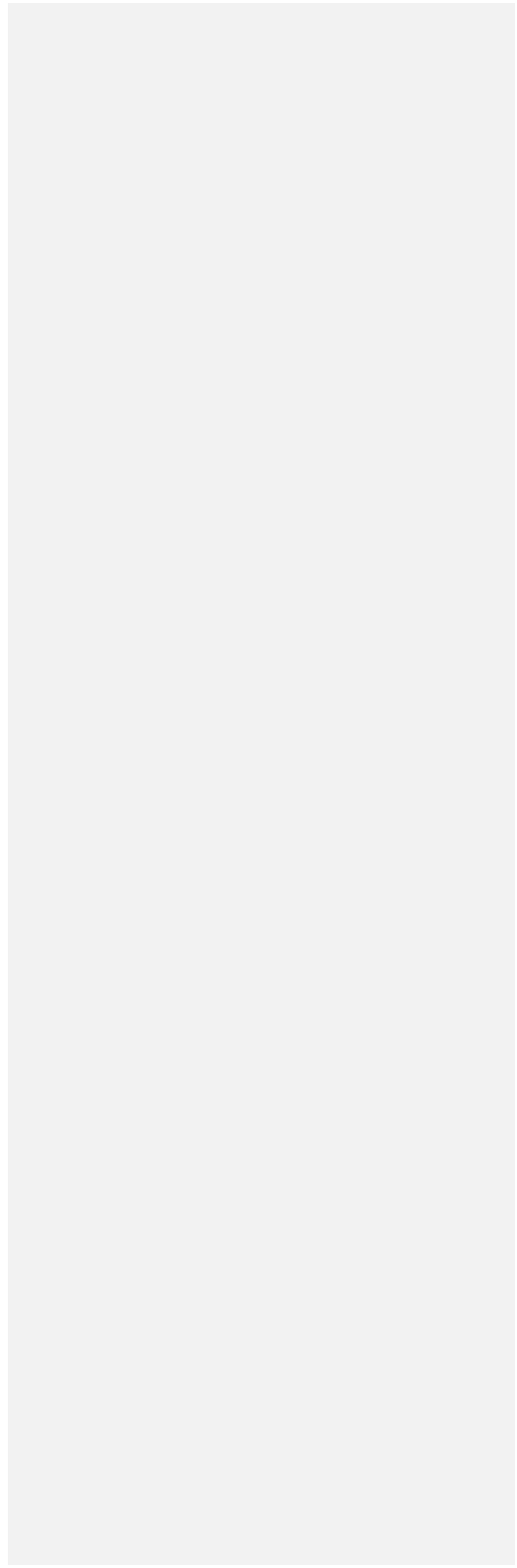
Signature _____ Date _____

(Print Name) _____

(Company) _____

(Address) _____

(City, State Zip) _____



EXPANDED ACCESS TO ARTS AND CULTURE FUND



*FUNDED BY MEASURE P
ADMINISTERED BY FRESNO ARTS COUNCIL
IN PARTNERSHIP WITH THE CITY OF FRESNO
PARKS, ARTS, AND RECREATION COMMISSION (PRAC)*

GENERAL OPERATING SUPPORT GRANT GUIDELINES, 2024-25

DEADLINE: TO BE DETERMINED



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TABLE OF CONTENTS

FRESNO ARTS COUNCIL INFORMATION	4
WHO WE ARE:	4
CULTURAL ARTS GRANT OVERVIEW	4
MEASURE P	4
CATEGORY 4, MEASURE P ORDINANCE	5
CULTURAL ARTS PLAN	5
CULTURAL ARTS PLAN VISION	6
GOALS AND DESIRED OUTCOMES	6
EXPANDED ACCESS TO ARTS & CULTURE FUND	7
GENERAL OPERATING SUPPORT 2024-2025 GRANT GUIDELINES	7
ELIGIBILITY FOR FUNDING	7
INELIGIBLE ORGANIZATIONS	7
ELIGIBLE ORGANIZATIONS	7
ELIGIBILITY REQUIREMENTS	8
TYPES OF GRANTS	8
GENERAL OPERATING SUPPORT	8
PROJECT SPECIFIC GRANTS	9
REQUEST AMOUNTS	10
GENERAL OPERATING SUPPORT	10
FUNDING AMOUNTS	10
FUNDING RESTRICTIONS	11
REQUIRED APPLICATION INFORMATION	11

NARRATIVE QUESTIONS 11

OVERVIEW OF APPLICATION PROCESS AND REQUIREMENTS 13

REQUIRED STANDARDS OF PRACTICE 14

ONLINE APPLICATION PROCESS 14

ACCESSING ONLINE APPLICATION PLATFORM 14

ACCESSING THE APPLICATION 15

WEBINARS, WORKSHOPS, TECH SUPPORT, OFFICE HOURS 15

APPLICATION COMPONENTS 15

APPLICATION REVIEW AND EVALUATION 17

ELIGIBILITY AND COMPLETENESS REVIEW 17

PANEL ADJUDICATION AND RANKING ~~18~~ **1817**

GRANT PANEL REVIEW 18

PANELISTS 18

HOW SCORING WORKS: 18

ADJUDICATION PANEL RANKING..... 19

GRANTEE RECOMMENDATIONS TO PRAC..... 19

ANNOUNCE INTENT TO AWARD ~~20~~ **2019**

GRANTS AWARDED 20

APPEALS 20

SELECTED GRANTEE REQUIREMENTS..... 20

ADDITIONAL RESOURCES 22

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, and 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 González Chávez, Executive Director, at lilia@fresnoartscouncil.org or [Grants Manager] at [email].

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.

CATEGORY 4, MEASURE P 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 [link] 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 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

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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 DESIRED OUTCOMES (see [link] 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.*

EXPANDED ACCESS TO ARTS & CULTURE FUND

GENERAL OPERATING SUPPORT 2024-2025 GRANT GUIDELINES

Deadline: To be determined

Grant Awards: Up to \$300,000

Grant Activity Period: To be determined

ELIGIBILITY FOR FUNDING

INELIGIBLE ORGANIZATIONS

- Organizations that do not have their principal place of business in the City of Fresno.
- Organizations whose primary mission is to raise funds
- Organizations whose primary function is regranting
- K-12 Schools
- County Offices of Education
- Public and Private Colleges and Universities
- Government agencies and departments that have a line item in the City of Fresno Budget.
- Organizations that do not serve the public and/or provide public programming.
- Individuals

ELIGIBLE ORGANIZATIONS

- Operating support grants are specifically 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.
- 501(c)(3) Nonprofit organizations that support and expand access to arts and cultural programming.
- Applicants with an eligible 501(c)(3) Fiscal Sponsor that support and expand access to arts and cultural programming.
- Applicants using fiscal sponsors. An Applicant that is without its own organizational nonprofit status must use a Fresno-based fiscal sponsor organization with a federal 501(c)(3) designation ~~and has experience that support~~ ~~supporting~~ and expanding access to arts and cultural programming, to apply for funding.

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- Types of applicant organizations eligible to apply using a fiscal sponsor include, but are not limited to, individual artists and culture bearers, artist collectives and cultural collectives, and other unincorporated arts and culture guilds. [Applicants using a fiscal sponsor must be a City of Fresno Resident.](#)
- An Applicant’s selected fiscal sponsors must demonstrate at least two (2) years of arts and culture programming and service as a 501(c)(3) nonprofit organization; for Emerging Arts and Culture Project Specific Grant Applicants, the fiscally sponsored applicant or newly formed 501(c)(3) organization is not required to have its own two-year history of arts and culture operational and financial experience at the time of application submission.

ELIGIBILITY REQUIREMENTS

- **City of Fresno-based:** documentation of being a Fresno-based nonprofit organization that supports and expands access to arts and cultural programming, or nonprofit social service organization with regular ongoing arts programming and/or services and a principal place of business in the City of Fresno.
- **Certificate of good standing:** Nonprofit organizations and fiscal sponsors (if applicable) must have “active status” with the California Secretary of State (SOS) showing evidence of “good standing” at the time of application.
 - Organizations must also be in good standing with the Office of the Attorney General of California or provide an adequate letter of explanation regarding registration status.
 - 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.
- **Letter of agreement:** If using a Nonprofit Fiscal Sponsor, the Fiscal Sponsor must provide a letter of agreement acknowledging the fiscal sponsorship with the project applicant and submit the letter with the application. If the grant is awarded, the fiscal sponsor becomes the legal contract holder with the Fresno Arts Council. Once a contract is awarded the fiscal sponsor cannot be changed.
- **Narrative statement:** [Nonprofit organizations and fiscal sponsors \(if applicable\) will be required to provide a narrative statement, addressing the following areas: \(1\) purpose of the organization; \(2\) identification of targeted audience; and \(3\) how many people will be served as a result of the grant award.](#)

TYPES OF GRANTS

GENERAL OPERATING SUPPORT

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General Operating Support was called out in the Ordinance to 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’s sphere of influence. Grants shall prioritize organizations and programs that support and expand diverse public or youth engagement and equity.

General Operating Support Grants are intended to provide core support to Cultural Arts Organizations to sustain and increase community access to a broad and diverse range of opportunities in the arts. The General Operating Support grant provides direct funding for ongoing operations. This grant contributes to a robust and diverse arts workforce and infrastructure. **Funds may be used to support any eligible expenses associated with the general operations of Cultural Arts Organizations, including but not limited to rent, utilities, and staff salaries [incurred within the territorial limits of the City of Fresno.](#)**

Applying for this grant does not restrict an organization from applying for other project-based grants. General Operating Support grants are intended to support the applicant organization in carrying out its mission. Funding is *not* intended to support a specific project. Emerging Arts and Culture Organization Support Grants may be awarded to Operating Support Grant applicants who meet the following criteria: Applicants are limited to nonprofit arts and cultural organizations with annual revenue less than \$50,000, regardless of years of operation; such organizations may apply for support of up to 100% of their annual revenue. Emerging Arts and Culture Organizations are encouraged to apply for Operating Support Grants that build capacity and expand their ability to reach and serve residents and visitors in the City of Fresno. Emerging Arts and Culture Organization Support Grants prioritize investment reflective of the cultural, demographic, and geographic diversity of Fresno.

PROJECT SPECIFIC GRANTS

Deadline: TBD

Grant Awards: \$2,000 to \$200,000

Grant Activity Period: TBD

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. [The final project must be located and remain in the City of Fresno.](#) Guidelines and Application for Project Specific Grants can be accessed here: [link].

*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](https://www.fresnoartscouncil.org) for updates and information.

REQUEST AMOUNTS

GENERAL OPERATING SUPPORT

FUNDING AMOUNTS

<p>Each grant application funding cycle, available funding will be allocated approximately 50/50 between the two types of grants (all contemplated allocations may be adjusted in response to community need and interest; actual awards will also be affected by application quality as related to applicable scoring criteria).</p>											
<p>General Operating Support Grants (this document)</p>		<p>Project Specific Grants (see [link])</p>									
<p>Other Operating Support – Approximately 40% of available funding</p> <p>Applicants limited to nonprofit arts and cultural organizations; may apply for:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Budget Category</th> <th style="text-align: center;">Annual income as reported to the IRS</th> <th style="text-align: center;">Anticipated % of funding eligible for</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Less than \$250,000</td> <td style="text-align: center;">Up to 70%</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">\$251,000 and above</td> <td style="text-align: center;">Up to 30% capped at \$300,000</td> </tr> </tbody> </table> <p>Applicants who qualify as an Emerging Arts and Culture Organization, as defined below, shall first be reviewed for that tier of award.</p>		Budget Category	Annual income as reported to the IRS	Anticipated % of funding eligible for	1	Less than \$250,000	Up to 70%	2	\$251,000 and above	Up to 30% capped at \$300,000	<p>Other Project Specific Grants – Approximately 40% of available funding</p> <p>Project specific grants are available to nonprofit arts and culture organizations, nonprofit organizations that support and expand access to arts and cultural programming, and Projects under an eligible Fiscal Sponsor; may apply for projects between \$2,000 and \$200,000.</p>
Budget Category	Annual income as reported to the IRS	Anticipated % of funding eligible for									
1	Less than \$250,000	Up to 70%									
2	\$251,000 and above	Up to 30% capped at \$300,000									
<p>Emerging Arts and Culture Organization Support Grants – Approximately 10% of available funding</p> <p>Applicants are limited to nonprofit arts and cultural organizations with annual revenue less than \$50,000, regardless of years of operation; may apply for support</p>		<p>Emerging Arts and Culture Project Specific Grants – Approximately 10% of available funding</p> <p>Emerging Arts and Culture Project Specific Grants are available to eligible Project</p>									

<p>of up to 100% of their annual revenue Emerging Arts and Culture Organizations are encouraged to apply for Operating Support Grants that build capacity and expand their ability to reach and serve residents and visitors in the City of Fresno. Emerging Arts and Culture Organization Support Grants prioritize investment reflective of the cultural, demographic, and geographic diversity of Fresno.</p>	<p>Specific Grant applicants who do not have two years of fiscal history and/or two years of prior activity supporting and expanding access to arts and culture programming, at the time of application submission. Emerging Arts and Culture Project Specific Grants will not exceed \$50,000 each—prioritizing investment reflective of the cultural, demographic, and geographic diversity of Fresno, supporting and expanding diverse public or youth engagement, and equity.</p>
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Distribution is dependent on available funds annually.

FUNDING RESTRICTIONS

- Matching funds are not required.
- Applicants must apply for the funding category that applies to their organization.
- [Projects or services funded through the Measure P grant funds must be displayed, operate, run, etc. within the City of Fresno.](#)
- [Applicant shall provide a discount to City of Fresno residents for events funded in whole or in part through Measure P grant funds issued hereunder.](#)

REQUIRED APPLICATION INFORMATION

NARRATIVE QUESTIONS

All questions should provide the reviewer with information that helps them best understand your organization. Word count is to provide enough space for you to respond as completely as possible. If you can provide enough information with fewer words, that will not be held against you; [if a question does not pertain to your organization or project, please indicate “does not apply” or “not applicable.”](#)

[Emerging Organizations should only answer questions 1, 4, 5, and 6](#)

1) Organization Description

- a. What is your mission?
- b. How does your work align with the Cultural Plan?

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- c. Describe how your organization evaluates the quality and success of your programs.
- d. How do you engage in planning (i.e., who is involved in planning, how far in advance do you plan your programming, do you have a strategic plan or a set of overarching goals)? If so, upload your most recent planning documents.
- e. How does your organization intend to make use of General Operating Support funds if awarded?

750 words

Upload:

2) Programming

Share what the review panel should know about the organization's arts and cultural programs. Consider the following questions to help shape your narrative:

- a. What are the primary activities of the organization? Describe the major programs open to the public.
- b. Describe key exhibitors/presenters, artists, and other collaborators.
- c. Identify how you include individual artists in your work. If you do not currently include individual artists, how will you include them in the future?
- d. Describe the process the organization employs to select or create artistic programming.
- e. If arts and culture are not the mission of the organization, describe your arts and cultural programming, and describe how it fits within your larger organizational work.

750 words

Upload the following:

- a. List of arts and cultural activities FY 2022-23 (1 page PDF)
- b. List of arts and cultural activities FY 2023-24 (1 page PDF)

3) Cultural equity and inclusion statements and policy

- a. Does the organization have an equity statement or other formalized diversity, equity, and inclusion efforts? If so, please upload any relevant documentation.
- 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?

750 words

Upload:

4) Organizational Challenges

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- a. What do you identify as your greatest challenges?
- b. Describe how you will address these challenges.
- c. Describe how these grant funds would be used to help address these challenges.
- d. What do you perceive as barriers to your organization increasing access to arts and culture?

750 words

5) Proposed Impact and Outcomes (organizational and community) Consider the following:

- a. What work is the organization most proud of?
- b. What outcomes are you envisioning from this grant support?
- c. How will your organization measure the impact of this award?

750 Words

6) Governance and Administrative Structure

- a. Describe your governance structure, including board meeting frequency, and board committee structure. Upload a board roster, include 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 are the board, staff, and programming reflective of Fresno’s citywide demographics?

750 words

Upload:

OVERVIEW OF APPLICATION PROCESS AND REQUIREMENTS

Calendar and Timeline (Specific dates to be determined)

Grants are accepted annually.

Guidelines and Application Available	November [X], 2023
--------------------------------------	--------------------

Webinars and Office Hours	Workshop webinars and office hours will be offered in Winter 2023. Check [link] for full schedule.
Open Application Period	November X, 2023-January X, 2024
Staff Eligibility Review	Winter 2023-24
Panel Review	February-March 2024
PRAC Commission Review and Adopts Recommendations	Spring 2024
Notifications Sent via Email	Spring 2024
Awards Disbursed	Spring 2024
Grant Period	TBD

REQUIRED STANDARDS OF PRACTICE

Minimum Standards of Practice for All Organizations or Fiscal Sponsors:

- General Liability insurance
- Workman’s Compensation insurance (provide basis for exemption if applicable)
- Current practice of annual Year-End Financial Review completed by an external Certified Public Accountant/Firm for organizations with a budget of \$2 million and above.
- The applicant organization must have a functioning Board of Directors that meets regularly.
- Applicants using a fiscal sponsor must demonstrate that the fiscal sponsor can meet these requirements.
- Additional data/demographic requirements from City of Fresno.

ONLINE APPLICATION PROCESS

ACCESSING ONLINE APPLICATION PLATFORM

Fresno Arts Council uses Submittable to accept and manage grant request applications. You will need to create organizational/user accounts and profiles. Access the online application portal at

Fresno Arts Council
 1245 Van Ness Ave.
 Fresno, CA 93721
 (559)237-9734
<https://www.fresnoartscouncil.org>

<https://fresnoartscouncil.submittable.com> . Application Instructions are available [here]. For questions, please contact Fresno Arts Council at 559-237-9734 or email [grants email]. 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 on **[TBD]**. To ensure that organizations have enough time to prepare, the grant guidelines and application will be posted, and the application will open for a minimum of 60 days.

ACCESSING THE APPLICATION

Read the Application Instructions prior to completing an application. You do not have to complete and submit the application in one sitting; you may save and return to it as many times as you like.

WEBINARS, WORKSHOPS, TECH SUPPORT, OFFICE HOURS

All organizations that are considering applying for a grant are STRONGLY ENCOURAGED to attend the pre-application workshop(s) offered by FAC. At the workshops, staff will review the guidelines and demonstrate Submittable, FAC's online grant application system. Applicants are also encouraged to consult with the program staff well in advance of the application deadline if they have any questions about program requirements. In person and virtual office hours will be posted on [link].

Webinar Schedule: TBD

In person workshop: TBD

Office Hours Schedule: TBD

FAQs: [link/PDF]

Email Support: For technical assistance and grant guideline questions, please call 559-237-9734 Monday through Friday, between the hours of 9:00AM and 3:00PM. You may also email X at [email]. Please allow ~~at~~ 24-48 hours for staff response.

APPLICATION COMPONENTS

- A. Eligibility Check list: [link to application system]
- B. Applicant Information
 - Legal Name of Organization/Applicant (and Fiscal Sponsor, if applicable)

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- DBA Name of Organization/Applicant, if applicable
- Founding Date: Enter the year your organization was founded or began activity
- Address: PDF proof of address upload
- Fresno City Council District where Organization/Applicant is located: [link to finder tool]
- Organization/Applicant Phone
- Primary Contact Name, title, email, phone
- Organization/Applicant Website
- Type of organization (drop-down menu: 501(c)(3); fiscally sponsored)
- Organization or Fiscal Sponsor EIN number
- Which month and day does your organization or Fiscal Sponsor's fiscal year end?
- Primary Discipline? (drop-down menu)
- Organization Mission/Purpose: Enter your organization's mission statement, or primary purpose. Your mission statement should be concise. Do not add program details here.
- Has your organization, or your Fiscal Sponsor, conducted a majority of its cultural arts programming within the City of Fresno for the past two years preceding this application?
- [How much will your organization discount for events funded in whole or in part through Measure P grant funds issued hereunder.](#)

C. Annual Income as reported to the IRS

D. Required Financial Forms and/or Reports: All attachments must be in PDF format, with exception of Supporting Material(s) and Work Samples.

For 501(c)(3) Cultural Arts Organizations with a budget of \$50,000 or less:

- IRS Designation Letter
- Federal Form 990, 990EZ or 990N

For 501(c)(3) Cultural Arts Organizations with a budget of between \$50,000 and \$200,000

- IRS Designation Letter
- Federal Form 990 or 990EZ
- Accountant reviewed Financial Report for most recently completed fiscal year OR if this financial report is not yet available, a letter from the CPA stating when it will be completed AND internally generated financial statements for most recently completed fiscal year.

For 501(c)(3) Cultural Arts Organizations with a budget of \$200,000 or more

- IRS Designation Letter
- Federal Form 990
- Independent Financial Audit (for organizations with a budget of \$2 million or more) or reviewed Financial Report for most recently completed fiscal year; OR if this

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financial report is not yet available, a letter from the CPA stating when it will be completed AND internally generated financial statements for most recently completed fiscal year.

For fiscally sponsored projects:

- Sponsor organization’s IRS Designation Letter
- Sponsor organization’s Federal Form 990
- A signed letter of agreement between the fiscal sponsor and the project applicant outlining the terms of the agreement and services
- If the sponsor’s budget exceeds \$2 million, An Independent Financial Audit OR letter from CPA stating when it will be completed AND internally generated financial statements for most recently completed fiscal year. For sponsors with a budget between \$200,000 and \$1,999,999, submit a CPA-reviewed Financial Report for most recently completed fiscal year.

E. Proposed Grants Budget

Please complete this budget template [link]

F. Work Samples

You are required to submit at least one work sample that exemplifies 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. Maximum of 6 work samples accepted.

G. Supporting Documents

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 maximum.

APPLICATION REVIEW AND EVALUATION

ELIGIBILITY AND COMPLETENESS REVIEW

Once the application window closes, Fresno Arts Council staff will review applications for eligibility and completeness. Once an application has been submitted, it cannot be reopened, revised, or resubmitted. Applications that pass this initial review will then be evaluated for their strengths by a separate Grant Review Panel, which will rely substantially on the information provided in the application and supporting materials submitted by applicants.

PANEL ADJUDICATION AND RANKING

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.

GRANT PANEL REVIEW

The adjudication panel is comprised mainly of individuals with substantial background in arts and culture, usually drawn from the ranks of experienced and skilled arts and culture practitioners, administrators, managers and board members of City of Fresno arts and cultural organizations, the Cultural Arts Subcommittee or other applicable PRAC subcommittee, and experienced arts and culture grant-makers from philanthropic and public sectors.

PANELISTS

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 here as an attachment. 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.

HOW SCORING WORKS:

Adjudication of applications is based on 6 weighted questions.

- 1) Organization Description 10%
- 2) Programming 30%
- 3) Cultural equity and inclusion statements and policy 20%
- 4) Organizational Challenges 10%
- 5) Proposed Impact and Outcomes (organizational and community) 20%

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6) Governance and Administrative Structure 10%

Emerging Organizations will be scored on:

- Organization Description 30%
- Organizational Challenges 30%
- Proposed Impact and Outcomes (organizational and community) 20%
- Governance and Administrative Structure 20%

Scores for each assessment category are collected from individual panelists. Each organization's category scores, and cumulative total are reported back to them during the award notifications process.

ADJUDICATION PANEL RANKING

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

GRANTEE RECOMMENDATIONS TO PRAC

Following the Grant Panel Review process, Fresno Arts Council will submit grant application rankings and award recommendations to the Parks, Recreation, and Arts Commission (PRAC) for final acceptance.

ANNOUNCE INTENT TO AWARD

Once recommendations have been accepted by the PRAC, Fresno Arts Council will publish an intent to award a press release announcing grant recipients, funding amounts, and project descriptions. Anticipated TBA 2024.

GRANTS AWARDED

[Grant year] Organizational General Operating Support funds will be awarded [insert date TBA] and disbursed [date/method]

Project Specific Grant funds will be awarded [insert date TBA] and disbursed [date/method]

APPEALS

Any applicant not recommended to receive an award may submit a written appeal to Fresno Arts Council staff no later than 5:00 p.m. by the tenth calendar day following notification from staff to the applicant that no award is being recommended. Staff will review the appeal and present it to the PRAC subcommittee for review and recommendation. The PRAC will make the final ruling. Upon request from an appellant, staff will provide written comments submitted by the evaluation panels, to help the appellant prepare their response.

SELECTED GRANTEE REQUIREMENTS

The following are a list of additional requirements that will be included in the grantee agreement.

Legal Requirements

Insurance/endorsements

Conflict of Interest disclosure statement

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Data Collection

At a minimum, data collected shall include information needed to demonstrate compliance with Section 7-1506(b)(4)(D) such as:

- (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 City of Fresno 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.

Vendors

Tax

Copyright

Background Check/Mandated Reporter, etc.

Invoicing for and receipt of grant payments

Project amendments

Credit/Recognition

Grant recipients are required to 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 and links to logos are listed below:

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- “This work [event, organization, project] is funded in part by the City of Fresno Measure P Expanded Access to Arts and Culture Fund through Fresno Arts Council.”
- [Links to required logos]

Cultural Arts Calendar

Grantees must submit programming information and flyers to be included in the Cultural Arts Calendar at [link].

Reporting (midterm and final)

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

ADDITIONAL RESOURCES

Eligibility Checklist

FAQs

APPENDICES

Measure P Ordinance

Cultural Arts Plan

DISCLOSURE OF CONFLICT OF INTEREST WITH AN APPLICANT FOR FUNDING (available on application site)

1	Are you currently in litigation with a grant applicant or any of its agents?	YES	NO
2	Do you represent any firm, organization, or person who is in litigation with a grant applicant?	YES	NO
3	Do you currently represent or perform work for any clients who do business with the Applicant?	YES	NO
4	Are you or any of your principals, managers, or professionals, owners or investors in a business which does business with a grant applicant, or in a business which is in litigation with the City of Fresno?	YES	NO
5	Are you or any of your principals, managers, or professionals, related by blood or marriage to anyone applying for funds?	YES	NO
6	Do you or any of your subcontractors have, or expect to have, any interest, direct or indirect, in any other contract in connection with the grant applicant?	YES	NO
	* If the answer to any question is yes, please explain here. Explanation:		

Signature_____Date_____

(Print Name)_____

(Company)_____

(Address)_____

(City, State Zip)_____

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