



Festival, Parade, and Celebration (FPC) Grant FY 2024-2025

Information Session:
December 6, 2023



Presentation Overview

- Office of Cultural Affairs Background
- Purpose and Eligibility Criteria
- Grant Amount Restrictions
- Application Preparation
- Evaluation Criteria and Review Process
- Grantee Contractual Requirements
- Webgrants portal demo
- Resources
- Contact Info, Office Hours & Next Steps



Our Mission

The City of San José recognizes that arts and culture are essential elements in the character and quality of life in a vibrant community and seeks to ensure that San José is an effective hub of a wide array of arts and cultural opportunities throughout Silicon Valley.

The Office of Cultural Affairs (OCA) is the lead City of San José agency for championing and stewarding a vibrant arts sector.

Cultural Funding Portfolio:

- **take pART Grants**

Support for participatory arts and culture projects and programs by San Jose nonprofits and artists.

- **Festival, Parade, and Celebration Grants (FPC)**

Support for publicly-accessible community festivals, parades, and celebrations in San Jose by nonprofit organizations or those with fiscal receiver.

- **Operating Grants (OpG)**

Support professionally managed San Jose arts organizations with professional staff.



Purpose: Festival, Parade, and Celebration (FPC)

Support a wide variety of parades, festivals, and other events that celebrate a community, a neighborhood or a shared cultural interest. These events are often held in public spaces and are always open to the entire public. (Events may be ticketed.)

FPC Grants are intended to:

- Expand access for all City residents to a wide range of cultural experiences in the form of community festivals, parades and celebrations;
- Enhance San Jose's overall cultural environment;
- Support San Jose's economic vitality; and
- Increase the City's visibility and reputation as a desirable destination for visitors.



Eligibility:

- Non-profit or partnered w non-profit fiscal sponsor
- One-year history of successful events programming in San Jose
- Event takes place between July 1, 2024 – June 30, 2025 in San Jose;
- Event has cash expenses of at least \$5,000;
- Event is not *primarily* a fundraiser nor *primarily* to convey a religious or political message.
- Event will not be funded with a take pART Grant



Only one FPC application is allowed per organization for a single event.

- **A single event may occur over several days, weeks or weekends in close succession - as long as they have a strong thematic connection, similar format and elements, and are advertised as one event.**
- **Fiscal sponsors no longer need to be the applicant, though they can be.**

Grant requests:

- Must not exceed **50 %** of the proposed event's expenses
 - Will often be significantly less
 - For event-related expenses only
- Must be a minimum of \$2,500
- Must be between \$2,500 and \$5,000 if the proposed event has not been produced in the last five years.

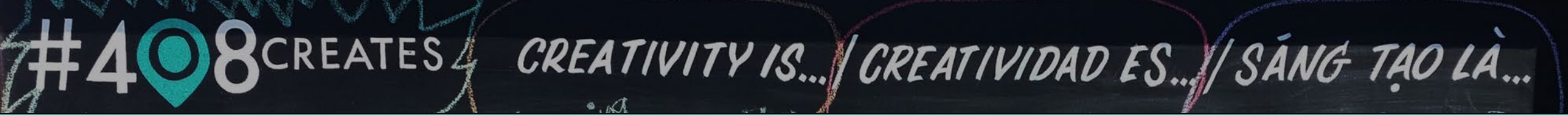


Two-Year Funding:

- Event funded through an FPC grant for the past 3 years.
- In good standing with any current or previous grants administered by OCA.

Application score is eligible to carry over to FY 2025-2026.

- Funding varies year to year
- A final report at the end of FY 2024-2025 is required, but a full application is not.



Please **READ** the complete FPC Guidelines at:
www.sanjoseca.gov/fpcgrants

Also available as an attachment in the grant portal where you will apply.



Application Components:

- Cover Sheet
 - Event Budget Form/Field and Notes
 - Organization Budget
 - Attachments Include:
 - Event Narrative Form*
 - Supporting Materials (such as video links, digital copies of brochures, press reviews, or articles (3 max))
 - Board Roster
 - Sources of Funds Statement
- First Time Applicants Only*
- 501(c)3 determination letter.
 - Certified Articles of Incorporation and By-Laws.



A note about budgets:

- A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely.
- The budget should be as concrete and specific as possible in its estimates. Make every effort to be realistic, to estimate costs accurately.
Your budget should justify all expenses and be consistent with the program narrative.
- Artist fees, event expenses etc. should be consistent with standards in the field.
- Volunteer time worth \$37 per hour per CalNonprofits
- Reflect increases in costs in your budget – we understand that inflation and increased costs may be a factor in budgets year-to year.

Review process:

- Applications are reviewed by independent panel of experts
 - with expertise in arts & culture and events + Arts Commissioner (3-5 people)
- Panel meetings are public and via Zoom (recorded)
- Applicants may address the panel for **2 minutes** during the review of their application (optional but **STRONGLY** encouraged)
 - Staff will send schedule in advance

Panel Selection & Training:

- **Most panelists have served on numerous grant panels locally and regionally + beyond**
- **Are trained regarding bias – both artistic bias and unconscious bias -race, culture, gender etc.**
- **Trained NOT to evaluate by comparing orgs but by the criteria, the org's mission/event mission and capacity related to the proposed project**
- **Conflict of interest training and declaration form**



Review Criteria:

- Event Narrative & Significance (30%)
- Communications & Attendance (30%)
- Capabilities (20%)
- Well-Planned & Safe Event (10%)
- Economic Impact (10%)

(Totals 100%)

See FPC Grant Guidelines for detailed sub-criteria

Rating System:

- **Exceptionally Responsive (9–10 points)**
- **Very Responsive (8–9 points)**
- **Basically Responsive (7–8 points)**
- **Minimally Responsive (5–7 points)**
- **Unresponsive (0.0-4.9 points)**

(Applications must receive a 75% or more score to qualify for funding.)

Contractual Requirements:

- **Good standing with IRS, CA DOJ, CA FTB and CA SOS**
- **Current City of San Jose Business Tax Exemption**
- **Submitted COI per Insurance Requirements**
- **Final Report from last grant**
- **Acknowledgement of City Support**
- **Compliance with Copyright Law**
- **Obtain all necessary Event Permits**
- **Environmentally Preferable Procurement Policy and Requirements per San Jose Muni Code**

Insurance Requirements:

A Certificate of Insurance (COI) is required *before* we can process the contract. The COI must contain:

- **Commercial General Liability: minimum \$1,000,000 per occurrence**
 - **Auto: Either commercial policy or Non-Owned and Hired Insurance \$1,000,000 per occurrence**
 - **Workers' Compensation: \$1,000,000 per occurrence + waiver of subrogation**
 - **If your org does not have employees you can sign a form attesting so the Workers Comp requirement can be waived**
- Note: Please ensure you reflect any increase in cost for insurance in your budget*

FPC Narrative Form at
www.sanjoseca.gov/fpcgrants





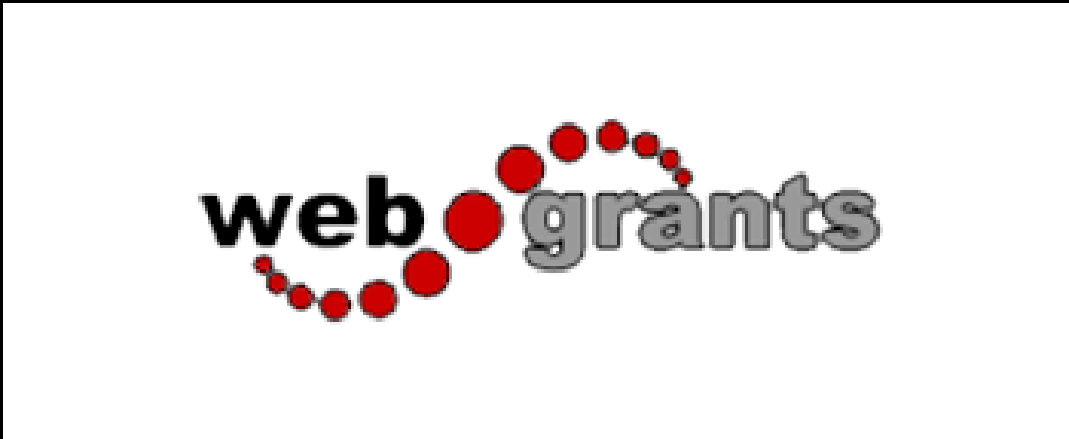
Webgrants Portal:

<https://grants.sanjoseca.gov>

(Or Google “City of San Jose Webgrants”)

- Applications will only be accepted via Webgrants Portal
- Complete application must be submitted by deadline (cannot submit portions later)
- Registration is per individual and 1+ people can be associated with an organization or application
- Apply early- don’t wait until the last minute!
- Save as you go – even better, write and save answers in another document and then paste into Webgrants
- If you need technical assistance, contact staff

WebGrants Demo!



<http://grants.sanjoseca.gov>

Individuals only need to register once to access all current and future grant opportunities available through the City.

You do not have to complete and submit the application in one sitting.

Timeline FPC Grants:

February 2, 2024 4:59 PM PST – Application Deadline - **COMPLETE**

March 14-15, 2024 – Review Panel Meeting (*via Zoom Webinar*)

May, 2024 – Recommendation to Arts Commission

June 2024 – City Budget Adopted

July-Sept 2024- Contracts sent out for signatures to applicants who have submitted complete insurance requirements

Due to multiple steps in the contract and payment process, funding may not be distributed until October.

What you will get from us if approved:

1. Notification of award with score & amount
2. E-packet with what we need from you such as insurance, further info
3. Final Report Form
4. FAQ sheet
5. Timeline/next steps

Other Resources:

- OCA Special Events Permits
<https://www.sanjoseca.gov/your-government/departments-offices/cultural-affairs/special-events>
- Arts Loan Fund: Cash Flow and Other Loans
www.artsloanfund.org
- Team San Jose www.sanjose.org

Non-profit Insurance Alliance:

<https://insurancefornonprofits.org/>



Deadline to apply:

Friday, February 2, 2024 by 4:59 PM

**Complete application forms and attachments must
be submitted via WebGrants:**

<http://grants.sanjoseca.gov>

Office Hours

Mon. Jan. 15, 2024 12:00PM-1:00PM

Wed. Jan. 17, 2024 6:00PM-7:00PM

Beth.Tobey@SanJoseCa.gov

(408) 793-4347

Download Guidelines at:

www.sanjoseca.gov/fpcgrants