

**City of San Jose Office of Cultural Affairs  
Arts and Cultural Exchange Grant**

**ROUND 3  
2018 Application Guidelines**

**PURPOSE:**

The City of San Jose Office of Cultural Affairs will award a limited number of Arts and Cultural Exchange Grants for San Jose arts organizations, artists, and/or arts professionals to travel internationally for art-related activities and to support international artists to travel to San Jose. Through this program, the City of San Jose seeks to:

- Promote cross cultural understanding and relationship building at home and abroad through international artistic exchange.
- Extend the benefits of international exchange to the residents of San Jose through increased access to international artists and through documentation of cultural exchange experiences by local arts professionals.
- Reinforce San Jose's international ties and reputation as a desirable destination for world-class arts and culture.

**EXCHANGE GRANT AWARDS:**

Projects funded through Arts and Cultural Exchange Grants may include, but are not limited to arts-related performances, exhibitions, residencies, workshops, lectures, and research.

Funds must be allocated towards direct project and travel expenses, which may include airfare, ground transportation, shipping, lodging, per diem (excluding alcohol), visa and customs expenses, and honoraria.

All projects, including those taking place abroad, must include publicly available documentation through which information about the funded artistic exchange is shared with San Jose residents. Projects may be shared in San Jose through a variety of methods, including lectures, performances, exhibitions, blog-posts, print publications, and documentary-style videos among other examples.

**ELIGIBILITY:**

- Request must come from a San Jose nonprofit organization or professional San Jose-based artist for arts-related activities abroad or to bring international artists to San Jose for arts-related activities.
- Applicant must have a business or residential address within the City of San Jose.
- Project must take place between January 1, 2018 and December 31, 2018.
- Applicant must be in good standing with respect to prior grants from the City of San Jose.
- Only one application per applicant and/or project is allowed.

*Please note: If recommended for award, applicant must have a valid business license on file with the City of San Jose and provide proof of current liability insurance in order for*

*payment to be issued. Lack of required documentation can significantly delay payment. Individual artists may want to consider applying through a nonprofit fiscal sponsor.*

**NOT ELIGIBLE:**

- Expenses incurred prior to January 1, 2018
- Projects directly funded through another Office of Cultural Affairs grant program\*
- Organizations or artists that have received an Arts and Cultural Exchange Grant within the past 12 months of the application deadline.
- Previous grantees that have not submitted a final report on their Arts and Cultural Exchange Grant project.
- Applications from students. Grants are intended to fund professional arts exchange. While students may be involved in the Cultural Exchange project, the primary grant applicant may not be a student.

\*Organizations receiving general operating support under the Operating Grant program of the San Jose Office of Cultural Affairs are eligible to apply; however, project requests must demonstrate the uniqueness of the cultural exchange opportunity over and beyond the organization's typical programming and should be one-time in nature.

**PRIORITY CITIES:**

Eligibility is not limited to any particular country, but priority is given to exchanges that advance the relationship between the City of San Jose and cities with significant ties to San Jose, including San Jose Sister Cities, cities connected to San Jose via direct international flights, and cities culturally reflected in the population of San Jose.

San Jose Sister Cities include: Dublin, Ireland; Guadalajara, Mexico; Okayama, Japan; Pune, India; San José, Costa Rica; Tainan, Taiwan; Veracruz, Mexico; and Yekaterinburg, Russia. Please visit the City of San Jose's website for more information on the [Sister City Program](#).

Cities connected to San Jose via direct international flights, including Beijing, China; Cabo San Lucas and Guadalajara, Mexico; Frankfurt, Germany; London, England; Tokyo, Japan; and Vancouver, Canada.

**REVIEW CRITERIA:**

- Artistic track record of applicant artist or organization and invited artist(s) as applicable.
- Strength and feasibility of project; including ability to leverage city funds with additional financial support and the likelihood of implementation as planned.
- Uniqueness and timeliness of the artistic or professional opportunity represented by the exchange.
- Depth of cross-cultural exchange and interaction among participants; including artists, audiences, and sponsoring organizations.
- Relevance of the exchange to San Jose residents and relevance of local public programming component.
- Demonstrated international support for the project, including support from international sponsor organization, consulate, or similar entity.

## **AWARD AMOUNTS:**

Total Funds Available for Round 3: \$25,000

Award Range: \$2,500 - \$5,000

Grants are awarded on a competitive basis. Priority for funding will be determined by an applicant's score in relation to funds available. Please note that not all applications will be funded, and it is unlikely that a project will be fully funded by an Arts and Cultural Exchange Grant. The demonstrated ability to leverage City funds with external support is a positive indicator of a project's feasibility.

Final reports with documentation of project activities will be required at the end of the grant period. The Office of Cultural Affairs will hold 10% of the grant award, which will be released upon approval of the final report.

Applicants funded through the Arts and Cultural Exchange Grant program may not apply for another project grant administered by the San Jose Office of Cultural Affairs for the same project.

## **HOW TO APPLY:**

**Applications are due by 5:00 PM PST on Monday, September 25, 2017.**

To apply, please submit the following documents via email to [emily.sevier@sanjoseca.gov](mailto:emily.sevier@sanjoseca.gov). In the subject heading write: "Arts and Cultural Exchange Grant Application Submission".

### **1) Application Cover Sheet**

Attach a PDF cover sheet with your contact information, including:

Project Contact Name:

Project Contact Position/Title:

Organization Name (if applicable):

Address of Organization or Applicant Artist (*must be a San Jose address*):

Project Contact Phone Number:

Project Contact Email Address:

Organization or Artist Website:

Request Amount:

Total Project Budget:

City and Country of Proposed Exchange:

One Sentence Project Description:

### **2) Project Description**

Attach a PDF document (2 page maximum, 12pt font minimum), addressing the following items. Remember to include applicant name on the top of each page.

#### **a) Project Overview**

Please describe the proposed exchange project including specifics on project activities, locations, participants, partners, and timeline. In your description, note which project components are confirmed and which elements are still under

development. The more specifics you provide, the better able the panel is to understand your project.

**b) Timeliness of Project**

Explain why this project is a unique opportunity to pursue at this time for you or your organization. In short, why is this project important to pursue now? *If your organization receives general operating support from the City of San Jose, please explain how this project represents a significant opportunity for your organization over and beyond your regular programming.*

**c) Depth of Cross-Cultural Exchange**

Describe how the participants and partners will be involved in this project and the anticipated impact of the exchange on local and international participants.

**d) Relevance to San Jose Residents**

Why is this project significant to San Jose? Are there specific communities in San Jose that you seek to engage with this project? How do you plan on engaging these communities around this project? If the majority of the exchange project will take place outside the United States, what is the public component of this project that will take place in San Jose?

**3) Artist Bio and/or Organizational Background**

Attach a PDF document (1 page maximum, 12pt font minimum), describing the professional qualifications of the key artists or arts professionals involved in the exchange project. If applicable, provide a brief description of applicant organization and/or key organizational partners/sponsors, noting significant accomplishments, international exchange experience, and their role in the project. Remember to include applicant name on the top of the page.

**4) Project Budget**

Attach as a PDF document (1 page maximum, 12pt font minimum), a budget page with the following items. Remember to include applicant name on the top of the page.

- a) Project Expense Budget with expenses listed by line item.
- b) Project Revenue Budget with income sources listed by line item, including Art and Cultural Exchange Grant request amount. Please asterisk committed sources of funding.
- c) Budget notes (Recommended). Please include an explanation of any line items which may help the panel better understand your project.

**5) Letters of Invitation or Support (Optional)**

Attach a PDF copy of letters of support or invitation for the exchange project. Letters should be limited to letters of invitation addressed to you from an international partner, presenter, or institution, and/or letters of support from representative consulate or similar organization for the project proposed. Do not attach general letters of support or reviews. No more than 3 pages total will be accepted, if any letters are submitted.

**REVIEW PROCESS:**

After an eligibility review by staff, eligible applications will be reviewed by representatives of the Arts Commission and individuals with background in artistic exchange. Recommendations will then be forwarded to the Arts Commission in November 2017.

**A brief information session will be held on Tuesday, August 22 from noon to 1 p.m. at San Jose City Hall Room 1254. Please RSVP to [emily.sevier@sanjoseca.gov](mailto:emily.sevier@sanjoseca.gov) or 408.793.4347.**

**TIMELINE:**

**Tuesday, July 25, 2017:** Guidelines Released

**Tuesday, August 22, 2017:** Info Session

**MONDAY, SEPTEMBER 25, 2017:** APPLICATIONS DUE BY 5:00 PM PST

**November 2017:** Grant Awards Announced

**Monday, January 1, 2018:** Earliest Project Start Date

**CONTACT INFORMATION:**

For information on the Arts and Cultural Exchange Grant Program, please contact:

Emily Sevier, Senior Arts Program Coordinator

San Jose Office of Cultural Affairs

408.793.4347

[emily.sevier@sanjoseca.gov](mailto:emily.sevier@sanjoseca.gov)

[www.sanjoseculture.org](http://www.sanjoseculture.org)