take pART Grants
2018-2019 Guidelines

CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

Cultural Funding Portfolio
City of San José Office of Cultural Affairs

participate : create : connect

Cultural Funding Portfolio

investments in art, creativity and culture

take pART: Cultural Participation and Community Engagement Grants
GUIDELINES
2018-2019

Application Deadline:
Monday, February 5, 2018, 5:00 p.m. PST
NOTE: **See Section 4 for Online Application Submittal Requirements**

Pre-Application Workshops:
   December 5, 2017, 5:30-6:30pm
   December 13, 2017, noon-1pm

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1. SAN JOSE OFFICE OF CULTURAL AFFAIRS INFORMATION

Our Mission

The San José Office of Cultural Affairs is a division of the Office of Economic Development, which is a part of the City Manager's Office.   The Office of Cultural Affairs (OCA) awards grants to community based organizations for the purpose of enhancing the cultural growth, resources, and vitality of San José.

What We Do

■ Invest in arts and cultural enterprises

■ Foster successful festivals and events

■ Support creative entrepreneurs and artists

■ Build capacity of arts organizations

■ Develop and sustain cultural venues

■ Enhance the built environment

■ Promote cultural tourism

■ Increase participation in the arts

■ Stimulate the creative economy

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2. PURPOSE & ELIGIBILITY

2.1 Purpose

take pART: Cultural Participation and Community Engagement Grants (hereinafter referred to as "*take pART* Grants") support specific arts activities offered by non-professional arts organizations and community service organizations with continuing arts programs, as well as very small semi-professional and professional arts organizations seeking to secure City support for specific arts activities, rather than general operating support.

take pART Grants are intended to serve as partial support for arts activities, with awards no more than half of a granted project's budget and usually significantly less.

Eligible activities include, but are not limited to, community-based arts projects that involve San Jose residents directly in the artistic process, as well as projects by small artist-centered groups that do not have the need to build the kinds of institutional infrastructure required of Operating Grant applicants.

take pART Grants support three guiding principals of Cultural Connection, San Jose's plan for cultural development in the coming decade:

- ✓ **Cultural Participation:** Supporting residents' personal, active participation in arts and culture.
- ✓ **Cultural Pluralism**: Using culture as a connector and fostering a "cultural commons" through arts and culture.
- ✓ **Public Value of the Arts**: Using personally meaningful arts experiences to help achieve community goals and create a better San Jose.

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take pART Grants are intended to encourage:

■ Opportunities for public participation in arts and cultural activities;

■ Life-long arts and cultural education programs outside the school setting;

■ Expressions of culturally-specific traditions of San Jose's diverse population;

■ Opportunities to experience and engage in the arts in neighborhood and community settings;

■ Programs that serve the needs of the clients of health and social service institutions.

Types of activities that grants may support include, but are not limited to:

■ Creative expression opportunities for San Jose residents who are not professional artists, through participation in the making and presentation of works of dance, literary arts, media and new media arts, music, theater, visual arts, and other art forms;

■ Activities, in any arts discipline, that express the cultural values or heritage of culturally specific communities that make up the City of San José, especially communities that are economically

underserved and communities that lack access to formal/conventional arts programs and/or arts venues;

■ Arts programs, or individual arts projects, of small groups of artists who have organized for the purpose of producing or exhibiting work for public presentation in San Jose;

■ Opportunities for the public to enjoy arts activities in San Jose neighborhood venues, such as community centers, libraries, community halls, and other non-traditional settings outside the downtown core;

■ Single activities and extended projects that provide arts and cultural education opportunities for youth, special populations or the community at large in neighborhood, community and institutional-care settings. Such projects may include, but are not limited to, professional artists teaching in institutional-care settings, training programs for student or apprentice artists, and projects that introduce people to the arts of any culture.

Except as described above, in-school projects that benefit primarily students of a specific school or school district are not eligible.

Outdoor festival and film festival applicants should apply to the Festival, Parade and Celebrations (FPC) Grants program, which is intended for these specific types of programs.

take pART Grant awards are not intended to provide ongoing program or operating support to an organization. Groups interested in ongoing year-round program support or generally unrestricted support should review the information on Operating Grants.

take pART is a competitive grants program. **Prior success in receiving a take pART or former Project & Program Grant award is no assurance that an organization will be awarded a grant in any given year.**

2.2 Eligibility

Applications that are complete and submitted by the deadline will be accepted from groups that meet all the following conditions:

■ The group has a principal place of business in San Jose.

   o *Exception:* A group that does not maintain a central place of business and consistently has had annual budgets below $150,000 can qualify if they offer a majority of their programming in San Jose.

■ The group has 501(c)(3) nonprofit status, or is the sponsored project of a 501(c)(3) fiscal sponsor.

■ The group has no more than a total of one FTE (Full-Time Equivalent) paid administrative staff.

   o *Exception:* A group that is applying for a project, program or "series" that does not constitute the majority of its programming for FY18-19 is exempt from this eligibility criterion.)

- The group, in its current form, has at least a one-year history of providing arts programs in San Jose in venues that are accessible to people with disabilities.

- The group's project: 1) has expenses of at least $5,000; and 2) takes place during July 1, 2018 – June 30, 2019 in the city of San Jose; and is not intended solely as a fundraiser nor to convey a religious message or advocate a political position.

- The group a) is not a division/department within the City of San Jose; b) did not submit a FY2018-19 Festival, Parade and Celebration Grant application for the project; c) will not submit a FY2018-19 Operating Grant application.

- The group is in compliance with requirements pertaining to any previous grant it has received through the Office of Cultural Affairs.

2.3 Grant Term & Size

Grants will support projects that are planned to take place between July 1, 2018 and June 30, 2019.   Due to the contracting process, initial grant funds are unlikely to be disbursed before September 2018.

Groups may submit *take pART* grant requests between **$2,500 to $15,000.   However**, an applicant's grant request may not exceed:

- 25 percent of the group's entire organization-wide expenses in its most recent fiscal year; **and**

- 50 percent of the project's cost, **whichever is less.**

Exception: The upper grant request limit for small groups - those with annual expenses of less than $50,000 in their last fiscal year – is not capped by 25% of their annual expenses; instead, small groups can apply for a grant of up to $12,500 or 50 percent of the project's cost, whichever is less, as long as their total project expenses are over $5,000.

Applicants who are awarded a grant will need to demonstrate in their final reports that at least 50 percent of the project's cost was covered through sources other than the City of San José.   In-kind contributions (i.e., donations of materials and professional services) can be counted towards the 50 percent, but only those that are documentable with billing statements, and only up to 25 percent of the project's cost.

Important Note:
The take pART Grants are highly competitive.   Past awards from either the take pART or Project & Program Grants program are no assurance of future awards.   Frequently in recent years, a number of applications have not been recommended for awards. Applicants are encouraged to plan accordingly.   Available funds for granting are subject to City Council approval of the FY2018-19 Operating Budget.

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3. APPLICATION ASSISTANCE

3.1 Pre-application Workshops

All organizations that are considering applying for a grant are **encouraged** to attend one of the pre-application workshops offered by OCA.   At each workshop, staff will review the guidelines and demonstrate the online application system, WebGrants.

First-time applicants are strongly encouraged to attend one of the workshops and to consult with the program staff well in advance of the application deadline if they have any questions about any requirements of the *take pART* Grants Program.

The Pre-application Workshops are scheduled as follows (content is identical):

- ■ **Tuesday,, Dec. 5, 2017, 5:30 – 6:30pm**
  Location: **City Hall Tower (12th floor), Room 1254**
- ■ **Wednesday, Dec. 13, 2017,   noon – 1:00pm** Location: **City Hall Tower (12th floor), Room 1254**

All organizations are requested to RSVP to **GrantsWorkshop@sanjoseca.gov.**

Free Parking is available in the City Hall Parking Garage. Enter on the 6th Street side and park in the City Hall Tower section near the Garage entrance. Bring your parking ticket to the meeting room for validation.

3.2 Open Clinics

In addition to the structured workshops, staff will be available on a drop by basis to answer questions about the guidelines, program requirements or WebGrants.   Staff cannot provide comments on specific applications.   The open clinics will be held in the Office of Cultural Affairs, on the 12th floor of City Hall, on the following days:

- ▪ **Weds., Jan 10, 2018, 10-noon, Room 1231**
- ▪ **Weds., Jan 17, 2018, 10-noon, Room 1231**

3.3 WebGrants Assistance

Applicants may contact program staff during regular business hours for technical questions about WebGrants.   Contact information is available on Page 2.   Please allow at least two business days to receive a response.

4. APPLICATION PREPARATION

IMPORTANT NOTICE:
Electronic application through WebGrants is Mandatory.

Deadline is Monday, February 5, 2018, <u>5:00 PM </u>(PST)

<u>The system will not allow any applications to be submitted after the deadline time, and staff cannot override the system.</u>

Applicants are encouraged to submit their applications early - no later than 7 days prior to the deadline - to give themselves ample time to resolve any unexpected issues.
You take a significant risk by waiting until the deadline to submit.

4.1 Getting Started with WebGrants

WebGrants is the City's one-stop portal for grants opportunities offered throughout the City.

Grant applications are only accepted through WebGrants, which can be accessed at: http://grants.sanjoseca.gov.   Work samples must also be submitted through WebGrants via electronic attachment as described in Section 4.4. However, required supporting materials, as described in Section 4.5, may be submitted online, in person or by mail.

SETTING UP A USER ID AND PASSWORD: To get started, all grant applicants must create a User ID and Password and identify their organization.   Requests for new user IDs and passwords usually require two business days to process. **Note: Registration is *per individual,*** not per grant application, so individuals only need to register once to access all current and future grant opportunities available through the City.

While it is possible for multiple users to be associated with one organization, it is recommended that only individuals who are responsible for authorizing or preparing grants be registered. Organizations are responsible for contacting City staff when individuals leave the organization and should no longer have access to the organization's grant applications.

4.2 Accessing the Application Instructions

Once you are logged into WebGrants:
1) Click on "**Funding Opportunities**" in the Main Menu;
2) Under "Title" column, locate and click on "***take pART* Grant FY2018-19**".   Here you will find general eligibility information, information about pre-application workshop dates, and important attachments related to this application, including the *take pART* Guidelines (this document), the Application Instructions, and the Project Budget Form.

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3) Download and print the "**Application Instructions."** This guide will provide step by step instructions on how to start an application and important instructions on how to complete each section of the application.

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*READ THE **APPLICATION INSTRUCTIONS** PRIOR TO STARTING 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.   After the General Information Form is complete, applicants have the ability to preview and print a copy of the electronic application for planning purposes.

4.3 Online Application Components

The online portion of the Application consists of the following components in WebGrants:
- General Information
- Sources of Funds Statement
- Organization Information
- Project Narrative
- Work Sample Description
- Applicant Signature
- Attachments Section **(All attachments, *except for the work samples*, must be <u>in PDF, JPEG or Word format</u>)**
  - **Project Budget Form** (download from "Important Attachments" section of application OR from the OCA webpage: <u>http://www.sanjoseculture.org/index.aspx?NID=4225</u>, complete form, save as PDF and attach)
  - **CDP Funder Report**, which must include historical data for 2 most recently completed fiscal years, beginning FY2015-16 (CY2016) (see Section 4.6)
  - **Applicant's Notes to CDP Funder Report** (see Section 4.6)
  - **Board Roster**, including occupation, city of residence and term of office
  - **Work sample #1**, required (see Section 4.4)
  - **Work sample #2**, optional (see Section 4.4)
  - **Supporting Materials, Maximum of 3 items total that reflect the applicant's project or program.**
    Examples include soft or hard copy of the following: brochures, catalogues, programs or other collateral produced by the applicant and/or press reviews or articles from sources outside the organization. Acceptable formats: PDF, JPEG or Word document with a hyperlink to website. ***NOTE: Only if supporting materials cannot be scanned clearly into a PDF or JPEG, applicant may provide 2 hard copy sets of supporting materials in separate envelops by the deadline***. See Section 4.5 for preparation details if submitting hard copy sets.
  - **501c3 letter** (**only** for new applicants)

Partial or incomplete grant applications will not be considered.

4.4 Work Sample Requirement

One work sample is required, and a second work sample is *optional*. Work samples should be representative of the artistic work proposed in the application**. *Work Samples must be submitted online as part of the application.***

Work samples provide an opportunity for the Review Panel to understand the nature and quality of your project. Panelists review the work samples and all other elements of your application prior to the Review Panel meeting. **Audio and video work samples should be no longer than 3 minutes maximum**. *It is to your advantage to select the most relevant portion of the work.* Whenever possible, provide samples of work done within the past two years.

Acceptable work samples are video, audio and still image digital media files.   Check that work samples function properly after attachment in WebGrants application and **prior to submission**. *It is the applicant's responsibility to check that electronic links and files are functioning.* Files that are not accessible or functioning correctly will not be reviewed by the panel.

Submit work samples as electronic links via Word documents or electronic files of the following:

- **Still image digital media files:**   Flickr Photo gallery – maximum 8 photos
- **Audio files:**   YouTube, SoundCloud, Flickr Audio file – maximum 3 minutes duration
- **Video files:**   YouTube or Flickr Video file – maximum 3 minutes duration

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We encourage you to submit electronic LINKS via Word documents. If you do not want your electronic video or image samples made public, you can create private accounts that can only be accessed by OCA grants program staff and the panelists.

To set up a free Flickr account, go to www.flickr.com
To set up a free YouTube account, go to: www.youtube.com
To set up a SoundCloud account, go to: www.soundcloud.com
To create MP3 files, download iTunes free at: www.apple.com/itunes/download/

4.5 Supporting Materials Requirement

IMPORTANT NOTE: Applicants who have attached their supporting materials to the online application can ignore this section. This section only applies to applicants whose supporting materials cannot be converted clearly into PDF or JPEG format. If Supporting Materials are not submitted online, applicants may submit hard copy Supporting Materials by mail or in person on or before the deadline day.

Applicants are able – and are encouraged – to submit hard copy supporting materials in advance of the deadline, prior to the submission of the online application.   This avoids unnecessary rushing to the post office or to the OCA on the deadline day.

Supporting Materials <u>must be postmarked by Monday, February 5, 2018</u> OR <u>delivered to the Office of Cultural Affairs by 5:00 PM on or before that date</u>.   Please mail or deliver to:

Arlene Biala
Office of Cultural Affairs
200 E. Santa Clara Street, 12th Floor
San Jose, CA 95113-1905

Supporting Materials consist of **2 sets** of the following:
Promotional materials such as brochures catalogues, programs or similar self-generated materials and/or press reviews, articles or other published materials generated from sources outside the organization (**maximum of 3 items total**).

Please collate the printed materials into **one** envelope, each marked with the applicant's name.

4.6 Cultural Data Profile (formerly Cultural Data Project) Funder Report Attachment

DataArts (formerly Cultural Data Project) is a nationwide, collaborative effort of public and private funders and consists of an on-line system for collecting and standardizing historical financial and organizational data.

Applicants must access the Data website (http://www.culturaldata.org/)   and create Data Profiles for **FY20015-16 (CY2016) and FY2016-17 (CY2017)**.   **Organizations that are not arts organizations should complete Data Profiles using only information related to their arts program component** – not the entire organization.   If you are unclear about this requirement, please contact program staff.

After completing the Data Profiles, applicants will then generate the **CDP Funder Report** for the **San Jose Office of Cultural Affairs *take pART* Grant** and attach it to the take pART grant application.

Applicant's Notes to the CDP Funder Report: If the CDP Funder Report shows significant fluctuations year to year or if the applicant wishes to provide background explanation to the numbers contained in the Funder Report, the applicant can prepare a separate document of notes and attach it in the Attachments section of the online application.

There is a specific line in the Attachments section of WebGrants for these notes to be attached.   The notes must be converted to PDF prior to attaching.

4.7 Other Required Documents

If not already on file with the Office of Cultural Affairs, staff may request that the applicant provide the following updated documents prior to the Panel Review:
- 501(c)3 determination letter from the Internal Revenue Service.
- Certified Articles of Incorporation and organization's By-Laws

4.8 Public Nature of Application Materials

Applications submitted for arts grants become the exclusive property of the City of San José. At such time as the Office of Cultural Affairs recommends a grantee to the City Manager or City Council, all applications received become a matter of public record and shall be regarded as public records, with the exception of those elements in the application which are defined by the applicant as business or trade secrets and designated as *Confidential*, *Trade Secret*, or *Proprietary*.   The City shall not in any way be liable or responsible for the disclosure of any such application or portions thereof, if they are not designed as *Confidential*, *Trade Secret*, or *Proprietary* or if the disclosure is required under the Public Records Act. Any application which contains language purporting to render all or significant portions of the application *Confidential, Trade Secret, or Proprietary* shall be regarded as non-responsive and, therefore, not eligible for review*.*   If an organization wishes to designate elements of the application as business or trade secret, they must submit a letter to OCA staff at the time of application identifying the specific sections of their electronic application that the applicant defines as business or trade secret.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City may not be in a position to establish that the information that an applicant submits is a trade secret. If a request is made for information marked *Confidential*, *Trade Secret*, or *Proprietary*, the City will provide the applicant who submitted the information with reasonable notice to allow the applicant to seek protection from disclosure by a court of competent jurisdiction.

5. EVALUATION CRITERIA AND WEIGHTING

Applications will be evaluated according to the following criteria, in the context of the applicant's overall goals and the purpose and goals of *take pART* Grants:

Project/Program Quality .... **40 % of total score**
    Key elements: Applications will be assessed on how effectively they demonstrate a commitment to quality and creativity, as appropriate to the proposed project or program and to the applicant's resources, especially as applications relate to:
- the quality (and character or nature) of community participation, if the project is a participatory project;
- a commitment to artistic excellence, especially if the project/program is primarily presentational in character.

    The clarity and thoroughness of the project/program description, including the participation process if appropriate, the qualifications of key participants and artists, the printed and/or audio/visual materials, and the presentation of the application itself are also key elements of this criterion.

Community Impact .... **30 % of total score**
    Key elements: Arts Grants promote cultural participation by all of San Jose's many communities. It is recognized that some programs may appropriately serve specific communities, while others are intended to reach the community at large. *take pART* Grant applications should describe clearly the identity and characteristics of the community—specific or general—that the proposed project/program is designed to serve and show how it will meet a community need that might otherwise not be met. Projects that will take place in a neighborhood setting are likely to carry greater weight, as are projects that are focused on serving economically disadvantaged communities and communities that lack arts venues and/or arts programs.

Organizational Capacity .... **20 % of total score**
    Key elements: The Panel will evaluate whether the applicant appears to have the capacity (in terms of appropriate resources — intellectual, financial, physical, etc.) and ability to carry out the project/program successfully. The application should strive to demonstrate the soundness of the proposal; the project/program's appropriateness to the applicant; its history with respect to similar activities; the sufficiency of volunteer and/or paid personnel to carry out the project/program successfully; and the appropriateness of plans and resources for marketing and/or outreach.

Appropriateness of Budget and Grant Request .... **10 % of total score**
    Key elements: The proposed project budget should be realistic, clear and complete. It should reflect realistic cost projections for the proposed activities. Numbers and totals in the budget should be accurate. The Review Panel will evaluate whether revenue projections, whether in the form of other grants and contributions or earned revenues, appear to be realistic; whether the grant request is appropriate, given the project budget and the applicant's overall profile; and if the applicant appears capable of raising the required matching funds.

Key elements are described so that applicants may have an idea of how the panel will approach each criterion. The key elements represent the most apparent and significant aspects of each criterion. Their inclusion does not preclude consideration of other issues that the Review Panel believes are relevant and appropriate to each criterion.

6. APPLICATION REVIEW PROCESS

6.1 Eligibility and Completeness Screening

OCA staff will review all applications for eligibility and completeness.   Applications that pass this initial review will then be evaluated for their strengths by a separate Grant Review Panel, which will rely on the application and related materials submitted by applicants.

6.2 Grant Review Panel

The Review Panel is comprised mainly of individuals with substantial background in the arts, usually drawn from the ranks of experienced and skilled managers and board members of Greater Bay Area arts organizations and experienced arts grantmakers from the philanthropic and public sectors. They are frequently joined by one or more members of the San Jose Arts Commission.

Applicants are encouraged to attend the Review Panel meeting, <u>tentatively scheduled</u> to meet during regular business hours on Wednesday and Thursday, March 28 - 29, 2018. The OCA will send the grant review schedule and location to applicants approximately two to three weeks before the Review Panel meeting.

Addressing the Review Panel: Each applying organization is invited to make a brief oral presentation to the Review Panel. **Such presentations are optional.** Specific information will be sent to applicants in advance of the Review Panel meeting.

Based on its evaluations of grant applications, the Review Panel decides for which projects it will recommend a grant. In most years, Review Panels have recommended awarding grants only for applications that score above a threshold that the Review Panel selects after it is able to take the scores for all the applications into account. The Review Panel then works with OCA staff to develop its proposed grant awards.   For each project, it may recommend a grant at the amount requested or for a lesser amount. If grants below the requested amount are recommended, then higher-ranking projects would be recommended for grants of a greater percentage of their requested grant amount than lower ranking projects, except when the resulting grant amount would fall below the minimum grant allowed in the *take pART* Grants guidelines.   In those exceptions, the recommended grants will be set at the minimum grant allowable, $2,500.

After the Panel Meeting, OCA staff will review the Review Panel's recommendations to align proposed grant awards with available funds and for consistency with granting policies and guidelines.

6.3 Appeals

An organization may file an appeal of the Grant Review Panel's recommendation only if it is based on one or more of the following circumstances:

- ☐ The Arts Commission, or one of its committees, Review Panels and/or Arts Program staff substantially deviated from the published grant review policies and procedures or there were ambiguities or mistakes in the application materials that were significantly more detrimental to the applicant than to other applicants;

- ☐ Required application materials that were submitted by the deadline were omitted from the materials the Review Panel considered during the review process; or

- ☐ A member of the Grant Review Panel did not recuse her/himself even though s/he had a conflict of interest; as such term is defined under state law, in relation to an applicant, which should have resulted in the panelist's recusal from evaluating the application or participating in a discussion regarding the applicant.

The Arts Commission and its committees will not consider appeals that are based on:

- ☐ Correcting applicant errors and omissions in the application or review process;

- ☐ Disagreements about the merits of the application relative to others the Review Panel considered;

- ☐ Events and/or organizational developments that occurred after the Grant Review Panel meeting.

Applicants must submit their appeals in an approved written form to Arts Program staff within the specified time period after Grant Review Panel results have been sent. The notification will specify the deadline to file an appeal.

Staff, in consultation with the City Attorney's Office, will determine whether the grounds for appeal meet one of the criteria for filing appeals described above, and if so, a special Appeals Panel will be convened.   In order for the Appeals Panel to uphold the appeal, the applicant must substantiate that 1) one of the eligible circumstances for appeal occurred and 2) this circumstance negatively affected the grant recommendation for the appellant.

The Appeals Panel will report its findings to Executive Committee. If an applicant is dissatisfied with the Appeal Panel's resolution of its appeal, the applicant may address its appeal further to the full Arts Commission, as long as the appeal is based on the Grounds for Appeal described above.

6.4 Final Stages of the Review Process

The funding recommendations are submitted to the Arts Commission's Executive Committee, which reviews them and makes reasonable modifications it deems necessary in order to be consistent with policy, before forwarding the recommendations to the full Arts Commission. The Arts Commission reviews the funding recommendations and makes its recommendation to the City Council. Grant awards are subject to the City Council's adoption of the annual operating budget, which usually occurs in June.

7. SELECTED GRANTEE CONTRACTUAL REQUIREMENTS

7.1 Business Tax and Insurance Requirements

Successful grant applicants must have a current Business Tax Certificate.   Not-for-profit organizations are normally exempt from paying the San Jose business tax but must apply for the certificate and the tax exemption**.**   In addition, successful grant applicants must submit a certificate of insurance satisfactory to the City of San Jose Risk Management Office in order for their grant awards to be processed**.**

7.2 Reporting

All grantees must submit a Final Report for the project on a City-provided form no later than July 31, 2019 or the last day of the term of grant agreement, whichever is later. In addition, some grantees may be requested to file an additional report at mid-year.   Grantees must be current on filing required reports before they can receive grant funding.

7.3 Acknowledging City Support

Grant recipients must acknowledge the City's financial support in all appropriate materials and media. The acknowledgement should read, "**Supported in part by a Cultural Affairs grant from the City of San José**" or similar language, unless the City is a part of a list of supporters. In the latter case, the acknowledgement may say simply **City of San José**. Grantees must display the City's logo whenever other sponsor logos are displayed, and in accordance with City logo use guidelines.

New for FY2018-19:   The City of San Jose is one of a growing number of cities and communities involved in Creating Connection, a national initiative whose goal is to make arts and culture a recognized, valued and expected part of everyday life.   A key strategy is highlighting how creative expression provides people opportunities to connect with friends and family, with community and with themselves.   The City is promoting ***#408Creates***, a hashtag to use when posting images and activities on social media that reflect their personal creativity.   All San Jose arts and cultural organizations are also invited to use this hashtag when sharing their programming on social media and encouraged to include this hashtag in their promotional materials.   Other useful tools and resources to promote the goals of Creating Connection are available at www.creatingconnection.org/tools.

7.4 Audit Posting Requirement

Although *take pART* applicants are not universally required to have annual audited financial statements, organizations receiving a total of more than $200,000 in City grants and subsidies in a

single fiscal year, aggregated from all City and Redevelopment Agency sources (i.e., multiple departments and programs), are required to post audited financial information on the Internet within six months of the end of their fiscal years.

7.5 Copyright Law

No copyrighted musical or visual arts composition shall be performed or played, whether amplified, televised, in the form of a mechanical recording or personal rendition, or otherwise, in connection with any use of City property by a grantee, unless the grantee has first obtained all approvals and paid any license fee or other fee required by the copyright owner. When entering into a Grant Agreement, a grantee indemnifies the City and its officers and employees and agrees to keep them free and harmless from and against any and all liability and responsibility whatsoever for any infringement of and/or other violation of the right of any such copyright owner under any copyright law.

7.6 Compliance with the Child Abuse and Neglect Reporting Act and Employee/Volunteer Clearance Verification

If awarded a grant, applicants who provide services involving minors may be required to conduct a criminal background check, including fingerprints, on each of its employees and volunteers who have supervisory or disciplinary authority over minors through the database of the California Department of Justice and an FBI criminal database or equivalent national database. Grantees must also comply with the provisions of the Child Abuse and Neglect Reporting Act.

7.7 Environmentally Preferable Procurement Policy

The City Council has adopted an Environmentally Preferable Procurement Policy.   The goal is to encourage the procurement of products and services that help to minimize the environmental impact resulting from the use and disposal of these products. The Policy's provisions, such as a good faith effort in the procurement of goods with recycled content, avoiding specifying virgin materials wherever practicable, integrating environmental considerations into buying decisions, etc., apply to City contractors and grantees as well. A description of the environmentally preferable procurement and the Policy can be found on the City's website at the following link: www.sanjoseca.gov/esd/natural-energy-resources/epp.htm

8. RESOURCES OF INTEREST TO GRANTEES

8.1 Arts Loan Fund

A collaborative program of the members of the Northern California Grantmakers, the Arts Loan Fund (ALF) offers quick-turnaround, low-cost cash flow loans to nonprofit arts organizations. The loans are usually collateralized by grants that have been awarded but not yet received. Loans can also be requested 1) to alleviate anticipated cash flow shortages leading up to the production of a recurring arts program or fundraising event or 2) for ventures or initiatives that are intended to generate new revenue streams or result in organizational cost-savings. Interest rate for all loans is 1% below prime.   www.artsloanfund.org

8.2 Data Arts (formerly California Cultural Data Project)

Data Arts is a free centralized financial and programmatic data repository enabling organizations to view trends in their data and benchmark themselves against like organizations. It is used by thousands of arts funders nationwide. Applicants producing events with a significant arts focus are encouraged to participate in Data Arts, both to increase their own management capacity, as well as to ensure that their activities are included in any assessment of overall cultural activities in the City of San Jose and Santa Clara County. For more information, contact info@culturaldata.org or Phone: 877-707-DATA (877-707-3282).   www.culturaldata.org

8.3 Team San Jose

Groups interested in creating a complete dining/overnight package for their patrons should contact Team San Jose for participating restaurant and hotel referrals.   The contact information for Team San Jose is 1-888-SANJOSE.   www.sanjose.org

8.4 Creative Capacity Fund – Quick Grant Program

Organizations and individuals interested in capacity building grants are encouraged to inquire about funding opportunities through the Creative Capacity Fund Quick Grant Program, a regional pooled fund to support capacity building.   http://cciarts.org/ccf/