



# **Festival, Parade, and Celebration (FPC) Grant FY 2023-2024**

Information Session:  
December 5, 2022



## Presentation Overview

- Office of Cultural Affairs Information
- Purpose and Eligibility Criteria
- Grant Size specifications
- Application Preparation
- Evaluation Criteria and Review Process
- Grantee Contractual Requirements
- Resources
- Webgrants portal



## 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:

- **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.

- **take pART Grants**

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

These grant programs are funded through the TOT.



## 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.

**Complete Festival, Parade, and Celebration (FPC)  
Guidelines at: [www.sanjoseca.gov/fpcgrants](http://www.sanjoseca.gov/fpcgrants)**

**Also available as an attachment in the grant portal  
where you will apply – which will be covered later in this  
presentation.**



## Eligibility:

- **Not-for-profit or partnered w fiscal sponsor**
  - **Cannot be a for-profit event**
- **One-year history of successful events programming in San Jose**
- **Event takes place between July 1, 2023 – June 30, 2024 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 or several weekends in close succession - as long as they have a strong thematic connection, similar format and elements, and are advertised as one event.**
- **More than one application per organization is allowed only if that organization is applying as a fiscal sponsor/receiver for another organization.**
  - **The fiscal sponsor/receiver may not be the producer of the event. The event producer must be the organization being sponsored.**





## **Two-Year Application Option:**

- Application score is eligible to carry over to FY 2024-2025.
  - Funding varies year to year
- A progress report at the end of FY 2023-2024 is required, but a full application is not.

## **Two-Year Application Eligibility:**

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

# **Grant Term:**

## **For One-Year Applications:**

- **Event must take place between July 1, 2023 and June 30, 2024.**

## **For Two-Year Applications:**

- **Funding must support event taking place between July 1, 2023 and June 30, 2024.**
- **Funding must support event taking place between July 1, 2024 and June 30, 2025.**

## **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.**

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**Deadline to apply:**

**Wednesday, January 25, 2023 by 5:00 PM**

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

**<http://grants.sanjoseca.gov>**



# Application Components:

- General Information
- Sources of Funds Statement
- Cover Sheet
- Event Budget Form and Notes
- Organization Budget
- Attachments Include:
  - Event Narrative Form\*
  - Board Roster
  - Supporting Materials (such as video links, digital copies of brochures, press reviews, or articles (3 max))

## *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.
- The budget format should be as clear as possible. It should begin with a budget narrative, which you should write *after* the entire budget has been prepared. 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, and
- Reflect increases in costs in your budget – we understand that inflation and increased costs may be a factor in budgets year-to year.



## Review Criteria:

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

## Change for FY 2023-2024:

- Grant narrative form is organized by the review scoring categories
- Eliminated multi-part questions and replaced with shorter more concise questions

## **Review process:**

- **Applications are reviewed by independent panel of experts – those with expertise in arts & culture and/or events (Staff does not score applications)**
- **Panel meetings are public and via Zoom (recorded)**
- **Applicants may address the panel for 2 minutes during the review of their application (optional)**
  - **Staff will send schedule in advance**



## **Rating System:**

- **Exceptionally Responsive (9.5–10.0 points)**
  - **Very Responsive (8.5–9.4 points)**
  - **Basically Responsive (7.5–8.4 points)**
  - **Minimally Responsive (5.0–7.4 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 License**
- **Submitted COI per Insurance Requirements**
- **Final Report from last grant**
- **Acknowledgement of City Support**
- **Compliance with Copyright Law**
- **Obtain all necessary 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*



# 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 individuals can be associate with an organization
- 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
- FPC applications will open tomorrow by 5:00 PM

## **Timeline FPC Grants:**

**January 25, 2023 5:00 PM PST – Application Deadline**

**March 16-17, 2023 – Review Panel Meeting (*via Zoom Webinar*)**

**May 15, 2023 – Recommendation to Arts Commission**

**June 2023 – City FY 2022-2023 Budget Adopted**

**July-Sept 2023- Contracts sent out for signatures to applicants who have submitted complete insurance requirements**

# Other Resources:

- Non-profit Insurance Alliance:  
<https://insurancefornonprofits.org/>
- OCA Special Events [www.sanjoseculture.org](http://www.sanjoseculture.org)
- SMU Data Arts: <https://culturaldata.org/>
- Arts Loan Fund: Cash Flow and Other Loans  
[www.artsloanfund.org](http://www.artsloanfund.org)
- Team San Jose [www.sanjose.org](http://www.sanjose.org)





**FPC Grant Related Questions?**

**[Beth.Tobey@SanJoseCa.gov](mailto:Beth.Tobey@SanJoseCa.gov)**

**(408) 793-4347**

**Download Guidelines at:**

**[www.sanjoseca.gov/fpcgrants](http://www.sanjoseca.gov/fpcgrants)**