



# take pART Grants FY 2023-2024

Information Session:  
December 12, 2022



## Presentation Overview

- Office of Cultural Affairs Background
- Purpose and Eligibility
- Funding
- Application Preparation
- Evaluation Criteria
- Grantee Contractual Requirements
- Resources
- Webgrants



## 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.

- **Operating Grants (OpG)**

Support for operations for San Jose arts organizations with professional staff.

- **take pART Grants**

Support for publicly-accessible arts activities in San Jose by San Jose nonprofit organizations.



## Purpose: take pART Grants

Support project specific arts activities by small semi-professional and professional arts organizations, as well as, by non-professional arts organizations and community service organizations with continuing arts programs.

take pART Grants are intended to encourage:

- Public participation in arts and cultural activities;
- Life-long arts and cultural education (outside of school settings);
- Expressions of culturally-specific traditions;
- Arts in neighborhood and community settings;
- Programs that serve the needs of the clients of health and social service institutions.



## **Eligibility:**

- **Organization located in San Jose or majority of programming in San Jose if org budget < \$150K.**
- **501(c)(3) nonprofit status or a fiscal sponsor.**
- **At least a one-year history of providing arts programs in ADA accessible venue in San Jose.**
- **Project: 1) has expenses of at least \$5,000; and 2) takes place between July 1, 2023 – June 30, 2024 in the city of San Jose.**
- **The group is in good standing with any previous grant it has received through OCA.**



## Not Eligible:

- Fundraising Events
- In-school projects that primarily benefit students of a specific school or school district
- Projects that convey a religious message or advocate a political position
- Funding from take pART for a Festival, Parade and Celebration (FPC) Grant-funded event
  - (May apply to take pART and FPC for separate projects)
- Groups that submit a FY 2023-2024 Operating Grant application

## **Amount:**

**Grant requests may be between \$2,500 to \$25,000—but may not exceed:**

- **25% of the organization's entire organization expenses in most recent fiscal year.**
- **50% of the project's cost (whichever is less).**



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

**In addition to the criteria noted above, organizations are eligible to submit a two-year application that covers both the FY 2023-2024 and FY 2024-2025 cycles if they meet the following criteria:**

- Have received a take pART or OCA grant award for three consecutive funding cycles.**
- The project scope and budget does not change more than 15% for the second year.**
- Have met the requirements of any current and previous grants administered by the Office of Cultural Affairs.**

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

- **The application score received for FY 2023-2024 would carry over for FY 2024-2025.**
  - **Note: The grant amount may differ each year as it is dependent on the total amount of funding available (TOT), and the number of grants awarded each year.**
- **A progress report on the first year's event activities and budget will be required at the end of FY 2023-2024.**
- **Two-Year applicants may choose to apply again the second year if trying for a better score. Keep in mind, however, that the second year's score, even if lower than the previous score, will be used in the funding recommendation process.**



# Application Components:

- General Information
- Sources of Funds Statement
- Organization Information
- Attachments Including
  - Project Narrative Form
  - Project Budget 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.



## **Review/Scoring Criteria:**

- **Project/Program Quality (40%)**
- **Community Impact (30%)**
- **Organizational Capacity (20%)**
- **Appropriateness of Budget and Grant Request (10%)**

## **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**

## **Timeline take pART:**

**February 6, 2023 5:00 PM** – Application Deadline

**March 23-24, 2023** – Review Panel Meeting (*via Zoom Webinar*)

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

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

**July-Aug 2023-** Contracts sent (once grantees have provided needed insurance documents)

## **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**
- **Compliance with the Child Abuse and Neglect Reporting Act and Employee/Volunteer Clearance Verification, if applicable**
- **Environmentally Preferable Procurement Policy**

# 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*



# 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)





**Deadline:**

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

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

**Monday, February 6, 2023 by 5:00 PM**



**Take pART Grant Related Questions?**

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

**(408) 793-4347**

**Download Guidelines at:**

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