CITY OF SAN BERNARDINO
Fine Arts Commission

Fine Arts Affirmation
(Visual and Performing Arts)

- The Fine Arts Commission affirms its commitment to visual and performing arts organizations of San Bernardino and recognizes their contributions that enhance the cultural and economic well being of the community.

- The Fine Arts Commission believes that the diverse performing and visual arts groups and venues located in the city enhance the vitality of the community.

- The Fine Arts Commission encourages the continued community support of these organizations.

Commissioners

Dr. Dorothy Garcia, Chairperson/Fourth Ward
Gil Botello, First Ward
Vacant, Second Ward
Deborah Bunger, Third Ward
Joyce Seeger, Fifth Ward
Bronica Taylor, Sixth Ward
Donna Howard, Seventh Ward
Michael Segura, Mayor’s Appointment
Barbara Babcock, Mayor’s Appointment
Vacant, Mayor’s Alternate
Vacant, Mayor’s Alternate
APPLICATION GUIDELINES FOR FUNDING REQUESTS

THE VISUAL AND PERFORMING ARTS

The City of San Bernardino Fine Arts Commission grants will be made available to qualifying non-profit arts organizations, Parks and Recreation community centers, and classroom teachers within the City of San Bernardino for the enhancement and support of city-wide art and cultural programs of benefit and interest to a broad segment of our population.

Funding considerations for approved programs will be for a one-year period only.

Qualifications include:

1. Non-profit status (501-c-3) arts organizations; or Parks and Recreation arts classes or public schools either within the city of San Bernardino or those in which at least 50% of the students live within the city of San Bernardino (i.e., SBCUSD or Rialto USD)
   a. Applicants who partner with a local business for promotional or other collaborative purposes will receive higher ratings in the judging of grant applications.

2. Address within the city limits, except for schools that have at least 50% of their students who live within the city of San Bernardino.

3. A majority of the Board of Directors are residents of, or employed in, the City of San Bernardino or employed by public schools within the SBCUSD or specified schools within the Rialto USD (Rialto High School, Kelley Elementary or Garcia Elementary).

4. Grant funds are to be used for public performances, exhibits, classes and workshops held in the City of San Bernardino, or in schools which have at least 50% of their students living within the City of San Bernardino.

Visual and Performing Arts Grant requests must relate to one of the following categories to be eligible for funding consideration.

1. **Music**
   Established producing organizations offering training, exposure, opportunities and/or creative resources for vocal and instrumental experiences.

2. **Dance**
   Established producing organizations that teach, and present dance performances.

3. **Visual Art**
   Established producing organizations whose programs involve the experience of creating and/or presentation of visual art.

4. **Theater**
   Established producing organizations whose primary purpose is to create and/or produce legitimate theater, musical theater, mime and opera/theater works.

5. **Literary Arts**
   Organizations which provide experiences in creative writing, either poetry or prose that culminate in a reading and/or display of the creation.

6. **Film**
   Organizations which provide experiences in film-making (production, acting, directing, etc.)


Applicants must follow the general instructions.

All materials must be typed so that they can be photocopied.

Use space provided for program description, need statement, intended results, future objectives and history/background.

All supplemental information should be on plain white letter-sized paper and must refer to corresponding application section number.

Twelve sets of the completed application along with all programs printed during the most recent fiscal year must be submitted to the Fine Arts Commission no later than 4:00 P.M. on February 15, 2017.

Be sure to complete the checklist in order to make certain that you have included all required information. Keep this for your personal records.

Submit all materials to the following address:

Fine Arts Commission
Office of the City Clerk
City of San Bernardino
300 North D Street, 2nd Floor
San Bernardino, CA 92418

Omission of required information, without explanation, or failure to complete the forms in accordance with instructions may be cause for the applicant to receive a lower rating for funding consideration or be rejected.

The application should be assembled with all pages numbered chronologically and fastened by a simple staple in the upper left hand corner.

Information sessions about application requirements will be held on Thursday, January 26 and Tuesday, January 31, 4:00, at the 6th floor Conference Room at San Bernardino City Hall.
INSTRUCTIONS FOR COMPLETING THE APPLICATION

I. Applicant Organization – Organization name, address, telephone number, e-mail, State of California identification or non-profit corporation number, OR in the case of City or School District applicants, the department and/or school.

II. Contact Person – Name, title, address, and telephone number of person who may be contacted concerning questions about the program.

III. Program category under which support is requested – Please indicate the appropriate category. Refer to application guidelines for program category definitions.

IV. Period of Support Requested – The span of time necessary to plan and implement the proposed program for which funding is requested, to begin no earlier than July 1, 2017.

V. Project Description/Need Statement - Describe clearly and concisely how the requested funds will be spent. The first sentence of your program description should briefly summarize your entire program; more detail regarding the educational component(s) of the project should be provided in subsequent sentences. Where appropriate, include the names of key organization members, or personnel, and their role in the implementation of the program. The need statement should identify the local need(s) the program activity is intended to meet. Where applicable, the need statement should reflect the cultural need(s) of a particular target group, or groups, and include measurable support information to reflect the existence of this need. **Note:** 1) There is to be an educational component to any project application submitted. 2– Also explain your proposal for a local business partnership.

Parks and Recreation grant applications will come from the office of the Director.

Requests from schools must have a letter of support from the Principal of the school. School and Parks requests may include the utilization of faculty from CSUSB, SBVC, or Art Institute.

VI. Estimated Number of Persons Expected to Benefit from This Program – The total number of classes, performances or displays and the number of students, audience members or others who are expected to benefit directly.
   A. Number of persons who will pay an admission charge
   B. Number of persons who will receive free admission
   C. Number of classes scheduled or performances scheduled for the performing arts or length of display for the visual arts.

VII. Intended Results - Explain in measurable evaluation terms the intended results or impact anticipated by your program funding request. If possible, please incorporate the requested data into a spreadsheet (See example) Identify the target group or groups you intend to benefit, setting a time frame for accomplishment and providing a realistic quantitative indicator of groups served. such as: senior citizens, number of performances, anticipated maximum audience. Sign-in forms of participants, audience members, etc. may be used to fulfill this requirement.
Example for VII.

<table>
<thead>
<tr>
<th>Target Group(s)</th>
<th>Children, ages 5-12</th>
<th>Senior Citizens</th>
<th>High School Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Frame</td>
<td>7/10/17-8/31/17</td>
<td>7/1/17-9/14/17</td>
<td>8/30/17-12/17</td>
</tr>
<tr>
<td>Number of performances, classes,</td>
<td>6 classes, 1</td>
<td>6 classes, 1</td>
<td>64 classes (4 days a</td>
</tr>
<tr>
<td>exhibits, etc.</td>
<td>performance/public</td>
<td>performance</td>
<td>week); 3 exhibits</td>
</tr>
<tr>
<td>Audiences, participants, etc.</td>
<td>Participants-25</td>
<td>600</td>
<td>30 participants</td>
</tr>
<tr>
<td></td>
<td>Audience: 100</td>
<td></td>
<td>300 audience</td>
</tr>
</tbody>
</table>

Questions? Please attend the information session on either January 21 or 26.

VIII. Project Budget. Using the form provided, list the expenses of the project for which you are applying, and give a brief description of each line item. Give the total amount that the project will cost per line-item. Give the amount requested from the Fine Arts Commission for that line item. Total the expense and amount requested columns. See Sample below:

<table>
<thead>
<tr>
<th>List item expenses</th>
<th>Brief Description of each line item</th>
<th>Total Budget per line-item for this project</th>
<th>Total amount requested from FAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary/Wages</td>
<td>For personnel working in this project.</td>
<td>$2025</td>
<td>$0</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>Items Needed to adequately meet the goals of the project</td>
<td>$1500</td>
<td>$1500</td>
</tr>
<tr>
<td>Equipment</td>
<td>Needed to meet the goals of the project</td>
<td>$2500</td>
<td>$2000</td>
</tr>
<tr>
<td>Travel</td>
<td>For project leaders who travel from one project site to another, or participant travel as part of the project</td>
<td>$ 75</td>
<td>75</td>
</tr>
<tr>
<td>Rentals or Leases</td>
<td>Payment for use of location for classes, performances, exhibits</td>
<td>$1200</td>
<td>$ 500</td>
</tr>
<tr>
<td>Fees and Other</td>
<td>License to perform play.</td>
<td>$ 250</td>
<td>$ 250</td>
</tr>
<tr>
<td>TOTALS OF EXPENSES, AND AMOUNT REQUESTED</td>
<td></td>
<td>$7550</td>
<td>$4325</td>
</tr>
</tbody>
</table>

IX. Income of the organization. List grant awards received by the organization in the past 12 months, if any. Do not include pending requests. List other income for this project such as ticket sales, other sales, contributions, fundraisers, etc. Sample:

<table>
<thead>
<tr>
<th>Name of funding source</th>
<th>Amount committed to this project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Foundation of Riverside/San Bernardino Counties</td>
<td>$0</td>
</tr>
<tr>
<td>(Grant for another project)</td>
<td></td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>$1025</td>
</tr>
<tr>
<td>Contributions</td>
<td>$1700</td>
</tr>
<tr>
<td>Fundraisers</td>
<td>$ 500</td>
</tr>
<tr>
<td>TOTAL AMOUNT</td>
<td>$3225</td>
</tr>
</tbody>
</table>
X. **Future Objectives** – Explain your plans and goals for additional supplemental funding (i.e., sponsorships, donors, fund raising events) Be as complete and accurate as possible. Explain supplemental fund raising plans and what your plans are if funding from the Fine Arts Commission is not received.

XI. **Brief History/Background of Organization** – Explain history of your organization in the City of San Bernardino. Be as detailed as possible. Include fund level history and background for supplemental funding, as well as, community support and subscriber, ticket sales levels.

XII. Include your organization’s financial report for the past fiscal year, stating whether it has been audited or not.
VISUAL AND PERFORMING ARTS --- GRANT APPLICATION FORM

City of San Bernardino – Fine Arts Commission

I. Applicant/Organization
Name of Organization________________________________________________
Physical Address____________________________________________________
Mailing Address____________________________________________________
Telephone No. (       )_________________Cell Phone (     ) _________________
Non-Profit I.D. No. _____________________________________________________
Website Address (if available)____________________________________________
Number of Years in Existence or in Teaching____

II. Contact Person _________________________________________________
Title__________________________________________________________
Telephone No: (        )____________________Cell No: (         )__________________
E-mail address: _______________________________________________________

III. Program Category Under which Support is Requested:

______________________________________________________________

IV. Period of Support Requested:
From __________________________ Through_____________________________
Starting     Ending

Amount of Grant Requested ________________

Total Organizational Budget for current fiscal year ______________________
(Not applicable to schools)

Percent of total Organization Budget Requested._____________________

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V. Project Description/Need Statement
VI. Realistic number of persons expected to benefit from this program.

________________________________________________________________

a) Number of persons paid by attendance_____________________________

b) Number of persons admitted by no fee _____________________

c) Number of classes and/or performances scheduled/length of display______

________________________________________________________________

d) Total attending classes/performances/displays/exhibits______________

VII. Intended Results:

<table>
<thead>
<tr>
<th>Target Group(s)</th>
<th>Time Frame</th>
<th>Number of performances/classes, exhibits</th>
<th>Anticipated maximum audience, participants, etc.</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
VIII. **Project Budget**

What are the **project expenses**, and how much is requested from the Fine Arts Commission (FAC)?

<table>
<thead>
<tr>
<th>Line Item Expenses</th>
<th>Brief Description of each line item</th>
<th>Total Budget per line-item for this project</th>
<th>Total amount requested from FAC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>TOTAL EXPENSES AND AMOUNT REQUESTED</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What are other sources of funding for this **project**? Grants, Contributions, Revenue (such as ticket sales, etc.)

<table>
<thead>
<tr>
<th>Name of funding source</th>
<th>Amount committed to this project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**TOTAL AMOUNT** ____________________________________________________________
IX. Future Objectives
X. Provide a brief history/background of your organization/school project(s). (What you have
done before in this category of the arts.

XI. Attach a copy of your last fiscal year financial report, audited or unaudited. This does not
apply to schools or parks. Failure to submit this will result in rejection of your application.

CERTIFICATION:

Project Officer: ________________________________ Title____________________

Telephone No:_________________Cell Phone No.: ____________ Date____________

Email Address:___________________________________________________________
List Board of Directors and Officers (does not apply to parks and schools)
(Include names, addresses, and telephone numbers.)
CHECKLIST

Use this form to make sure you have properly completed your application, and keep for your personal records. Applications not properly prepared may receive a lower ranking or be rejected without consideration for funding. Review this before submitting your application.

1. Is the application typed? ______

2. Are all the pages in proper order and numbered? ______

3. Does supplemental material refer to appropriate section number? ______

4. Are all questions answered? ______

5. Does the need statement really present a valid, easily understood idea? ______

6. Is there a target group identified in the need statement? ______

7. Does the need statement represent a local need? ______

8. Do your intended results explain activities you plan to do in order to meet the needs you have identified? ______

9. Did you explain and specify in measurable terms your intended results on the target group? ______

10. Did you respond to the application instructions element by element? ______

11. Have you included the most recent financial report? ______

12. Are your calculations accurate? ______

13. Is the document signed by the Director or Board President or authorized signature? ______

14. Is the application being submitted to the Fine Arts Commission? ______

15. In reviewing the application from beginning to end, is there continuity of thought and readability? ______

16. Are you filing within the appropriate time frame? ______

17. Have you included a plan for partnership with a local business? ______