

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.
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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.)

GENERAL INSTRUCTIONS

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.

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

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:**

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

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:**

Name of funding source	Amount committed to this project
Community Foundation of Riverside/San Bernardino Counties (Grant for another project)	\$0
Ticket Sales	\$1025
Contributions	\$1700
Fundraisers	\$ 500
TOTAL AMOUNT	\$3225

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. _____

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:

<u>Target Group(s)</u>			
<u>Time Frame</u>			
<u>Number of performances/classes, exhibits</u>			
<u>Anticipated maximum audience, participants, etc.</u>			

VIII. Project Budget

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

Line Item Expenses	Brief Description of each line item	Total Budget per line-item for this project	Total amount requested from FAC
TOTAL EXPENSES AND AMOUNT REQUESTED			

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

Name of funding source	Amount committed to this project

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? _____

