



Operating Grant Program (OGP) Guidelines

TIMELINE

DEADLINE FOR APPLICATIONS

Monday, October 4, 2010

Applications must be received online at www.smacgrants.org by Midnight.

Please note that staff assistance is only available until 5:00 pm.

Review Panel convenes..... October, 2010
Commission vote on funding allocations November, 2010
City Council/ Board of Supervisors acts on Commission's recommendations December, 2010
Contracts signed/invoicing may begin.....January/ February, 2011

ABOUT THE ARTS COMMISSION

OUR MISSION: To advance community through arts and culture.

The Sacramento Metropolitan Arts Commission (SMAC), established in 1977, is a public agency devoted to supporting, promoting and advancing the arts in the region. Funded by the City and County, we provide funding to local artists and arts groups; we promote the arts through marketing, outreach and education initiatives; we provide resources to support and increase regional arts education activities; we oversee a 2% ordinance for public art program and we serve as a community partner and resource.

FUNDING STANDPOINT

SMAC awards grants based on the allocation of public dollars. In keeping with its public mandate, SMAC is fully committed to providing access to a variety of cultural expressions for all of the County's inhabitants. SMAC is dedicated to the principles of inclusion, accessibility and diversity. SMAC supports the professional and artistic development of a broad spectrum of artists and arts organizations, arts services and arts disciplines that reflect the community's demographic, geographic, socioeconomic and cultural make-up.

ABOUT THE OPERATING GRANT PROGRAM

SMAC's highest re-granting priority is the Cultural Arts Awards (CAA) program, and the current CAA cycle has been extended for another year to current CAA recipients only. The Operating Grant Program (OGP) has been created as a parallel grant program to CAA, for nonprofit arts organizations who wish to apply to CAA when a new round opens.

Grants are awarded to nonprofit arts organizations in Sacramento City and County through a competitive review process for general operating expenses. Grantees must meet high standards of artistic quality, show evidence of community involvement and outreach and exhibit sound managerial and fiscal accountability.

Grant awards will not exceed \$2,500. The Operating Grant Program will allocate awards in a similar manner to CAA. Award amounts will be determined based on the panel score, the organization's budget size and the amount available for re-granting. All award amounts are final. There are no appeals.

Operating Grant Program (OGP) Guidelines

ELIGIBILITY REQUIREMENTS

Eligible organizations should:

- have 501(c)(3) tax exempt status, as defined by the IRS*
- have principal offices in Sacramento County (see exception below) and produce at least 90% of programming within Sacramento County
- have a functioning board of directors
- have, at the time of the application deadline, been in existence and actively providing public programs or services for at least the last two (2) years.

Applicants must maintain their primary office of business within the City or County of Sacramento. Proof of residency is provided by the address on the application, as well as by articles of incorporation and the IRS letter of nonprofit status.

1. **Exception:** Organizations maintaining an official residence in counties contiguous to Sacramento may apply for an Operating Grant if they can show a five-year history of producing 90 percent of their programs in Sacramento County. Such organizations must provide documentation including tax returns, art activity schedules, programs/brochures and/or marketing materials. (Determination of eligibility will be made by the Arts Commission staff.)

Approximately 90 percent of proposed programs and activities must take place at venues located in the City and County and must be primarily directed at City and County populations. Locations of all events/exhibits/performances or projects should be listed in the program schedule.

Applicants must show evidence of a history of consistent fiscal and programmatic accountability for at least **two** completed years.

Organizations must be in compliance with Title VII of the Civil Rights Act of 1964, as amended, provide for accessibility in accordance with the Americans with Disabilities Act of 1991, and comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Age Discrimination Act of 1975, which bar discrimination on the basis of race, color, national origin, sex, age or disability.

*If you are filing for nonprofit status and need to use a fiscal sponsor to apply for this grant, please contact SMAC staff.

WHAT THE PROGRAM DOES NOT FUND

- Individuals, commissions, fellowships or residencies.
- Start-up organizations.
- Programs performed or exhibited outside of the County of Sacramento.
- Restricted programs or projects, such as social clubs, individual or private schools or membership groups.
- Activities not open to the general public. All programs or projects funded by SMAC must be open to the general public and target the community-at-large.
- Organizations whose primary mission is to raise funds.
- Events/ activities that are primarily for fundraising purposes.

Operating Grant Program (OGP) Guidelines

- Programming/ events/ activities with religious or political purposes.
- Re-granting of funds to individuals or organizations (e.g., prizes, scholarships, awards, etc.).
- Support of endowments or trusts.
- Matching funds.
- Research projects.
- Expenses incurred before the starting date of the contract/award.
- Purchase of equipment, land or buildings, and construction (capital expenditures) or renovation or maintenance of existing facilities.
- Non-consumable capital requests over \$1,000, (e.g., office equipment, instruments, stages, etc.).
- Support of school-based residencies in any primary, secondary or post-secondary school arts curricula. However, drop-in outreach programs such as demonstrations, workshops, presentations, performances, assemblies and other non-curriculum-based programs are eligible. (Contact SMAC's Arts Education program for funding of school-based or community-based residencies.)
- Activities funded by another SMAC Grant (such as an Arts Education or ArtScapes Grant) or any other funding from SMAC for the same or similar project. (If the organization acting as a fiscal sponsor receives an Arts Education or ArtScapes grant, the burden of proof is on the organization to demonstrate that the project it is submitting is for substantially different activities than what the other award funds.)
- Programs that are already funded by other departments of the City and/or County of Sacramento.
- Hospitality or food costs.
- Travel or housing costs.

IF YOU ARE FUNDED

By accepting a SMAC grant, a grantee agrees to perform certain activities. Contracts are administered jointly by SMAC and the County Executive office. By accepting an Operating Grant, an arts organization enters into a contractual relationship with SMAC where each party works in good faith to live up to terms of the contract. Ability to meet the terms of the contract will be noted in the grantee's file.

You will be asked to match your grant amount. The required grantee match does not have to be for the same line items as the grant-funded expenditures. If your organizational budget is over \$100,000, your match amount is 1 to 1, or the same as your award amount. If your organizational budget is under \$100,000, your match amount is 1 to 2, or half of your award amount.

Expenditures must take place between January and December, 2011. Payments are made by reimbursement according to the terms of the contract. Brief status reports and updated program information are required with each invoice. Payments may take up to four weeks from the receipt of an invoice. Incorrect invoices will delay payment.

REVIEW CRITERIA

The review panel uses specific criteria to evaluate and rank proposals. The panel scores by a point system where a maximum of 10 points is possible. The Review Panel primarily uses the mission of the organization, contextualized by its classification as a community organization or professional organization, as the basis for evaluating success in each area. No organization is expected to

Operating Grant Program (OGP) Guidelines

demonstrate every example shown below, and meeting the criteria is not limited to the examples listed. However, the more evidence provided, the stronger an organization may appear to the panel.

- 1. Artistic and Programmatic Quality:** (Max: 4 points) Defined as an organization's performance and programming measured against its stated artistic mission, including its vision, values, objectives and programmatic goals. Panelists will judge the technical skill and presentation level. Artistic quality is the preeminent criterion by which an organization is evaluated.
- 2. Community Involvement and Outreach:** (Max: 3 points) Defined as using arts programming to reach out and address community needs and issues of contemporary or unique importance. Panelists will evaluate the organization's impact on the community at large. Applicants should explain the need for the proposed programs or project. Also keep in mind the goals of SMAC in your examples.

Commitment to outreach can be demonstrated by:

- efforts to increase public awareness/appreciation of Sacramento's diverse arts and cultural heritage;
- educational programs for all age levels;
- Enhancing participation, education and involvement with diverse communities, including ethnic communities, seniors, youth, gay/lesbian, economically disadvantaged and physically challenged populations;
- the diversity of an organization's board, committees, staff and audience;
- diversity in programming;
- diversity in your marketing strategies; and
- inter-organizational partnerships including planning, programming and resource sharing.

- 3. Organizational Accountability:** (Max: 3 points) Defined as an organization's financial accountability as demonstrated by their business practices and how the organization portrays itself as demonstrated by the overall presentation of the application packet. Panelists will evaluate the organization's business practices, financial accountability, ability to complete proposed programs and presentation.

The panel will refer to the entire application to assess:

- your organization's business practices and evaluate for sound fiscal and management practices
- your organization's fiscal accountability (including plans for debt reduction, financial plans, etc.)
- your organization's ability to complete the proposed programs or project
- use of volunteers and staff
- use of in-kind donations
- the overall quality of the submitted application (is it completed correctly, is the information presented in a clear, concise and easily understandable manner?)



Operating Grant Program (OGP) Guidelines

BUDGET

The Sacramento Metropolitan Arts Commission along with other funders in California now requires applicants to complete a Cultural Data Profile through the California Cultural Data Project (CCDP) Web site (www.caculturaldata.org). This profile will allow you to submit your budget information to SMAC. Participation is required for the Operating Grant application.

Entering your budget information into the CCDP will allow you to attach a funders report to your online application. The funders report must include the statement of income and expense for the two completed years required (FY2008-09/ CY2008 and FY2009-10/ CY2009).

Organizations with FY2009 -10 ending after the October 4 application deadline will be required to update their FY2009-10 budget in the CCDP database as soon as the information becomes available.

Applicants will fill out the CCDP profile once each year and use that data as part of their application to all participating funders throughout the state as well as for future SMAC applications. For more information on the CCDP, go to www.sacmetroarts.org or go to www.caculturaldata.org.

BUDGET NOTES

Please offer any budget notes online in the grant component called, Budget Notes. Budget notes should offer explanations of items not easily understood from the California Cultural Data Project (CCDP) statement of income and expense. It is to your advantage to use budget notes. You may be asked to document the budget figures you provide.

Please explain:

1. If any year-end balances on the CCDP income and expense pages indicate a deficit, describe how the deficit has been or will be covered.
2. Describe significant budget fluctuations or major changes in revenue or expense (20 percent greater or lesser than the previous year).
3. Explain extraordinary or special fiscal circumstances that exist for your organization at this time.
4. Specify the source of touring/contracted services income.
5. Specify the source of government grants other than those received from SMAC.
6. Specify loans: who are they with, for what amount? Outline repayment plans.
7. Specify 'Other' line items in both revenue and expense, if used.
8. Disclose defaults on notes to any creditors, including federal, state or local governments.

APPLICATION COMPONENTS:

The application components are provided here for your information. Applications will only be accepted online on WebGrants.

Proposal Summary:

Briefly summarize your proposal: what programs or projects would this grant be used for? Be specific.

Organization Overview:

Mission Statement: Provide your organization's mission statement. Include vision and goals.

Operating Grant Program (OGP) Guidelines

Arts Programs: Describe the arts programming offered by your organization.

Artists: Describe the artists your organization involves in productions and their general roles.

Festivals and Presenting Organizations: Who makes the artistic decisions for the organization? What is your process for selecting artists/programming/exhibits? If applicable, what is your organization's policy on paying artists?

Audience and Community Involvement:

Community Outreach Efforts: Describe your current (FY 2009-10 or CY 2010) community outreach efforts and/ or education programs. Describe your organization's impact on the community as a result of your outreach.

Organization Structure:

Organization's Management Structure: Describe your organization's management structure, specifically the functions of staff, board and volunteers. How are the responsibilities distributed within your organization?

Attachments:

Items sent by mail or dropped off at SMAC must be labeled with the organization name and the grant to which you are applying. Do not send in any material other than those requested.

Please submit only one copy of the following items:

- Support Materials showcasing the "artwork" of your organization. Please submit in hard copy only. (video, digital slides, audio CD)
- California Cultural Data Project Funder Report called, "CAA Mid-cycle report". Report must show 2 years of budget information.
- IRS letter showing 501(c)3 status
- Organizational Chart
- List of Board of Directors
- Current Program Schedules or Season Brochures
- Schedule of events (FY2008-09; FY 2009-10; FY2010-11)
- Up to three recent reviews or press clippings with newspaper name and date (if applicable)
- Assurance of Compliance form (Must be signed by your board president.) This form is available in the grant description on WebGrants or at www.sacmetroarts.org under Grant Programs/ Grants News and Information.

PUBLIC RECORD

As a public agency, all information submitted to the Sacramento Metropolitan Arts Commission (SMAC) in conjunction with the application becomes public record. SMAC reserves the right to use your media support materials as an example in future workshops. Submission of an application gives SMAC permission to use it for training purposes with confidential information removed.



Operating Grant Program (OGP) Guidelines

WEBGRANTS – ONLINE APPLICATION

SMAC has moved all of its applications to an online application system, WebGrants (www.smacgrants.org). All applicants are required to submit their application using WebGrants. Paper applications will no longer be accepted.

If your organization has an existing profile on WebGrants, but you don't know the user name and password, please contact SMAC staff instead of creating a new profile.

QUESTIONS:

Please contact Grants staff with any questions you have.

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