



## 2025-2027 CULTURAL ARTS AWARDS Notice of Funding Availability

PROJECT ID: I17000700

Application Period: October 15<sup>th</sup> – December 15<sup>th</sup>, 2024

Applications due by: December 15<sup>th</sup>, 2024, 11:59 p.m. (PST)

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### SECTION 1: INTRODUCTION

The Sacramento City Council and the Sacramento County Board of Supervisors make funds available to the Cultural Arts Awards (CAA) Program to support nonprofit arts and cultural organizations. The City’s Office of Arts and Culture (OAC) administers this program. To be eligible for funding, grantees must meet standards of diversity and equity, artistic and/or cultural contribution, community impact, show sound management, and demonstrate financial and organizational accountability.

The Sacramento Arts, Culture, and Creative Economy Commission (SACCEC) serves in an advisory capacity to the City on promoting, encouraging, and increasing support for Sacramento’s diverse artistic and cultural activities, integrating arts and culture into community life.

## SECTION 2: ABOUT THE CULTURAL ARTS AWARDS

### Program Goals

- Support best practices in management including responsive planning, accountability, fund development, transparency, qualified boards and staff, and overall fiscal health.
- Encourage the involvement and appropriate compensation of artists.
- Support organization's commitment to diversity, equity, inclusion, and accessibility.
- Celebrate the cultural vibrancy within Sacramento County and its neighborhoods.
- Support arts and cultural programs that demonstrate strong artistic impact.
- Promote artistic expression deeply rooted in and reflective of historically marginalized communities.
- Encourage innovative and creative programs that engage audiences and participants.
- Support organizations that respond to community need through planning and program delivery.

### Grant Cycle

- The Cultural Arts Award is awarded as a three-year grant.
- Funding for years two and three is dependent on available resources and the receipt and approval of mid-year and annual final reports.
- Year one grants may be distributed as early as April 2025.

### Award Amount

The amount of funds an applicant may be awarded is dependent on several factors including:

- The organization's total adjusted operating income for fiscal year 2023. This is determined by deducting unallowable income from unrestricted fiscal year 2023 revenue. Unallowable income includes Sacramento City and County government support dollars, capital expenditures, value of in-kind contributions, and loans raised for endowments or capital campaigns.
- The application score provided by the grant review panel.
- The total amount of funds available for distribution.
- The number of awards issued.

The minimum award amount per grant year is \$5,000. Awards may not exceed 50% of an organization's fiscal year 2023 total adjusted operating income or \$50,000, whichever is lowest.

### How to Apply

Application must be submitted through the Submittable grants management portal at [saccityarts.submittable.com/submit](https://saccityarts.submittable.com/submit).

### Deadline to Apply

Applications must be received by December 15<sup>th</sup>, 2024, 11:59 p.m. (PST). Application support will not be available past 4:00 p.m. (PST) on December 15<sup>th</sup>, 2024.

### Questions?

Please reach out to OAC staff with any questions. Email: [occaagrant@cityofsacramento.org](mailto:occaagrant@cityofsacramento.org).

### SECTION 3: TIMELINE AND GRANT WRITING SUPPORT

Grant application opens to the public:	October 15 <sup>th</sup> , 2024
Grant writing workshop:	November 14 <sup>th</sup> , 2024
Work sample workshop:	November 18 <sup>th</sup> , 2024
Grant writing mentors available by appointment:	November 18 <sup>th</sup> - December 7 <sup>th</sup> , 2024
Grant application closes:	December 15 <sup>th</sup> , 2024
Staff reviews applications for eligibility:	December 15 <sup>th</sup> - December 31 <sup>st</sup> , 2024
Grant panel reviews applications:	January 6 <sup>th</sup> - January 31 <sup>st</sup> , 2025
Award notification and contracting period:	March 17 <sup>th</sup> - April 1 <sup>st</sup> , 2025
Year one grant period:	April 1 <sup>st</sup> , 2025 - March 31 <sup>st</sup> , 2026

**Please note:** Schedule is subject to change. Updated information can be found on the Office of Arts and Culture website at [www.cityofsacramento.gov/ccs/oac](http://www.cityofsacramento.gov/ccs/oac).

We encourage applicants to attend available workshops which will be hosted on the Zoom meeting platform. Grant writing mentors will also be available on a limited basis for brief discussions. Workshop registration and mentor scheduling can be found on the Office of Arts and Culture website at [www.cityofsacramento.gov/ccs/oac/funding-and-grants/CAA](http://www.cityofsacramento.gov/ccs/oac/funding-and-grants/CAA).

### SECTION 4: ELIGIBILITY

Applicant organizations must meet the following Cultural Arts Awards eligibility criteria:

- **Nonprofit status:** Organization holds tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code. All organizations must be registered, current, and/or in good standing with the [CA Attorney General’s Registry of Charities and Fundraisers](#) and the [California Secretary of State](#) (Applicants who are not in good standing with regulatory authorities at the time of application will not be eligible for panel review); AND
- **Organizational and/or program purpose:** Organization’s primary mission and programs are focused on arts and culture; AND
- **History and operations:** Organization has a three-year history of operating and public programming; AND
- **Location/service area:** Organization has arts and/or cultural programming within the limits of Sacramento County; AND
- **Budget size:** Organization’s unrestricted revenue for fiscal year 2023 is \$25,000 or greater; AND
- **Compliance:** Organization is in compliance with all previous or ongoing Sacramento City and County funded activities, grants, or contracts.

### **Ineligible Organizations**

- Fiscally sponsored organizations are not eligible for Cultural Arts Awards funding.
- Partner organizations who receive general operating support under an operating agreement with Convention and Cultural Services are not eligible for Cultural Arts Awards funding.

### **Eligible Organizations**

- Arts organizations: An arts organization has a mission or primary purpose to support the development, production, or presentation of an arts discipline or cultural activity. Examples of arts disciplines include, but are not limited to, dance, theatre, visual, literary, media/film, music, and traditional arts.
- Cultural organizations: A cultural organization has a mission or primary purpose to promote, preserve, educate, or present a specific culture or ethnic tradition.
- Arts service organizations: An arts service organization furthers the interests of artists, creators, culture bearers, and arts or cultural organizations. Activities can include direct services, policy development, and advocacy.
- Units of government, tribal governments, colleges, and universities: May apply for funding associated with annual operating expenses of ongoing arts programming which is open to the public. Only the specific arts program budget may be used when determining the total adjusted operating income.

If an organization is unsure of their eligibility, they should contact the Office of Arts and Culture by email at [oaccaagrant@cityofsacramento.org](mailto:oaccaagrant@cityofsacramento.org).

## **SECTION 5: RESTRICTIONS AND COMPLIANCE**

The CAA grant is designed as a general operating grant program supporting a nonprofit's mission rather than specific projects or programs.

### **Funding Restrictions**

CAA funds may not be used for:

- Expenses incurred for programs, performances, or activities that occur outside the County of Sacramento.
- Expenses incurred for programs, performances, or activities that are not open to the general public, such as social gatherings, club meetings, private events (including private-school events), invitation-only events, and membership-based events.
- The re-granting of funds to other individuals or organizations (e.g., prizes, scholarships, awards, etc.).
- Fundraising events or activities.
- Religious purposes or to convey a religious message.
- Financial support to endowments or trusts.
- Expenses incurred in connection with research projects.
- Matching funds for other grant programs.
- Support for residency programs in a primary, secondary, or post-secondary

educational setting, excluding one-time events such as demonstrations, workshops, presentations, performances, and assemblies.

- Expenditures for the purchase of non-consumable items valued at \$1,000 or greater such as office equipment or musical instruments.
- Expenditures for the purchase of facilities, land, or buildings.
- Expenditures for the construction, renovation, or maintenance of facilities.
- Expenses for programs, performances, or activities that are otherwise funded by the City or County.
- Hospitality, food, travel, and lodging expenses.
- Any expenses incurred outside of the applicable contract year.
- Costs associated with the proposal or grant application preparation.
- Costs for lobbying.

### **Reporting Requirements**

Grantees will be required to submit reporting two times each contract year. Grantee shall provide a mid-year report including, but not limited to, an [SMU DataArts](#) funders report and programming location reporting. The annual final report shall include a list of all expenditures made during the contract year and a detailed statement explaining how the grantee applied the funds toward acceptable uses as defined by the contract. Reports may require additional information as requested by the City of Sacramento.

## **SECTION 6: REVIEW CRITERIA**

Panelists will be asked to assess CAA applications based on a scoring rubric that addresses the following four review criteria. This system helps to ensure that all applications are reviewed and evaluated through the same criteria. Refer to Section 10: Panelist Scoring Rubric for a listing of each criterion and the associated rating scale.

### **Organizational Accountability (20%)**

- Demonstrates sound principles in financial management, marketing, and communications.
- Demonstrates good governance and planning.

### **Diversity, Equity, Inclusion, and Accessibility (20%)**

- Demonstrates a commitment to diversity, equity, inclusion, and accessibility.
- Pursues programs or services that prioritize diversity, equity, inclusion, and accessibility in response to community needs.

### **Artistic Impact (30%)**

- Produces artistically significant activities.
- Cultivates, supports, attracts, and engages a qualified creative workforce.

### **Community Impact (30%)**

- Contributes positively to economic and community well-being.
- Demonstrates substantive community investment in programs or services.

## SECTION 7: REVIEW AND AWARDING PROCESS

1. **Staff review:** Staff will review applications to ensure that applicant meets basic eligibility requirements. Applicants deemed ineligible will be given five working days from notification (does not include Saturday, Sunday, or City holidays) to address any incorrect or missing components. Applicants deemed ineligible after re-evaluation will not advance to the review panel, however, technical assistance and support will be provided to ensure preparedness for future grant opportunities.
2. **Grant panel review:** Review panels composed of diverse and experienced city, county, and national arts and nonprofit professionals will evaluate all applications. The panel uses the Panelist Scoring Rubric to evaluate each section of the application and assigns an overall score. Applications will be reviewed during panel meetings which are open to the public and details such as dates, times, and Zoom links will be provided to the applicants in advance. All panel meetings will be recorded and uploaded to the [Office of Arts and Culture website](#) and [YouTube channel](#) for future reference.
3. **Funding recommendations:** The review panel will make their recommendations to the Office of Arts and Culture based on their scores. OAC staff will then review the funding available for re-granting to the Cultural Arts Awards Program and make grant award amount recommendations for applicants who are selected by the panel.
4. **Oversight approval:** Recommendations must be approved by the Sacramento Arts, Culture, and Creative Economy Commission (SACCEC), the Sacramento County Board of Supervisors, and Sacramento City Council before grants can be awarded.
5. **Notification:** OAC staff will notify all applicants of their application status through the Submittable portal approximately two weeks following final approval.

### Public Record

The Office of Arts and Culture is a government agency and applications are public records. All information received from a grantee, whether in connection with a grant application or in connection with any grant funded activities performed, will be disclosed upon receipt of a request for disclosure, pursuant to the California Public Records Act. Application submission constitutes permission for the OAC to use materials for training purposes or workshop examples with confidential information removed.

### Grant Awards and Payments

Grant awards will be made in the form of a contractual agreement executed between the applicant and the City of Sacramento. The grant period outlined within the contract typically reflects a 12-month period. The contracting process can take between one and three months and applicants will be provided information and updates throughout the contracting process.

No payments will be made until the contract has been fully executed. Payments typically take between two and four weeks to process after receipt of an acceptable invoice. Grantees can typically receive a maximum of 75% of the grant funds upon contract execution. The remaining

grant funds will be provided after annual final reporting has been completed and reporting requirements have been successfully met.

## **SECTION 8: APPLICATION INSTRUCTIONS**

### **Application Period**

The application will open to the public on October 15<sup>th</sup>, 2024. Applications must be received by the deadline of **December 15<sup>th</sup>, 2024, 11:59 p.m. (PST)**

- No extensions will be granted.
- Incomplete applications will be considered ineligible and will not continue to panel review.

### **Submittable Application**

The Office of Arts and Culture uses the Submittable grants management portal which can be accessed from a variety of web browsers at [saccityarts.submittable.com/submit](https://saccityarts.submittable.com/submit). Search for the appropriate opportunity titled “2025-2027 Cultural Arts Awards” within the portal to complete the application. Once the application is received, all correspondence from OAC staff will come from the Submittable portal.

### **Submittable Support**

For general information or questions about navigating the Submittable portal, please access the [Submitter Resource Center](#) or contact [Submittable Customer Support](#) through their online support system.

### **Application Submission/Edits**

Please ensure that each required section of the application is completed in its entirety before submission. Once an application is submitted, modifications are only allowed with the prior approval of OAC staff. Email [oaccaagrant@cityofsacramento.org](mailto:oaccaagrant@cityofsacramento.org) to request that an application be re-opened. Requests will be reviewed for consideration on a case-by-case basis.

### **General Application Tips**

- Plan ahead! The application support materials may require advance planning to prepare.
- Applicants are required to complete all eligibility questions. Applicants will not be able to advance through the application if all eligibility questions are not satisfactorily answered.
- Questions are designed to closely follow the Panelist Scoring Rubric. Review the Panelist Scoring Rubric carefully.
- Do not leave any question unanswered. If a question does not apply, please use “N/A” or “not applicable” to demonstrate this.
- Be as specific as possible and provide examples which demonstrate how your organization addresses the Panelist Scoring Rubric review criteria.
- Grant writing mentors will be available to CAA Program applicants on a first-come, first-served basis. Space may be limited. Appointment scheduling information can be found

on the CAA web page located at [www.cityofsacramento.gov/ccs/oac/funding-and-grants/CAA](http://www.cityofsacramento.gov/ccs/oac/funding-and-grants/CAA).

- It is recommended that digital and hard copies of your completed application and all attachments be retained for your records.

### **Application Support Materials**

We recommend that you begin collecting your application support materials as early as possible to ensure a complete and thorough application. Below is a list of support materials that will be required at the time of application:

- **Financial support materials:** (PDF or Microsoft Excel)
  - Organizations with revenue less than \$50,000 must submit a financial statement representing your organization's 2023 fiscal year. This is not a budget, but a statement of income and expenses for your organization which is signed by a representative of your board of directors (e.g., board president or board treasurer).
  - Organizations with annual revenue between \$50,000-\$999,999 must submit a copy of their IRS Form 990 for fiscal year 2023.
  - Organizations with annual revenue of \$1 million or more must submit audited financial statements for the organization's most recently completed fiscal year.
  - Organizations who provide extensive arts services or programming outside of Sacramento County must include an additional financial statement only showing the budget for arts programs or services within Sacramento County.
  - Units of government, tribal governments, colleges, and universities should only show the portion of their budget used for the arts program(s) within Sacramento County.
- **Proof of nonprofit status:** (PDF)

All organizations must submit a 501(c)(3) or 501(c)(6) determination letter as proof of nonprofit status.
- **Proof of good standing:** (PDF, JPG or PNG)

All organizations must include documentation (e.g., screenshot) showing their status with the [California Secretary of State](#) and the [Office of the Attorney General's Registry of Charities and Fundraisers](#). **Please note:** We recommend checking your status early to allow time to rectify any compliance issues before the application deadline.
- **Programming Location Reporting Form:** (PDF or Microsoft Excel)

All organizations must provide a Programming Location Reporting Form documenting programming for the 2023 calendar year. Program history should include name/type of program, date(s), and location of program (venue, street address, city, zip code). The Programming Location Reporting Form can be found on the Cultural Arts Awards web page at [www.cityofsacramento.gov/ccs/oac/funding-and-grants/CAA](http://www.cityofsacramento.gov/ccs/oac/funding-and-grants/CAA).
- **Board of directors list:** (PDF and Microsoft Excel)

A current list of the organization's board of directors is required. This document should include board member names, board positions, and professional affiliations/professional titles.



- **Biographies:** (PDF)  
Brief biographies (totaling no more than two pages) of your primary artistic, technical, and leadership staff are required.
- **Work samples:** (See acceptable work sample formats below)  
Work sample materials are required and must reflect work produced within the last three years. The intent of work samples is to help to demonstrate what is unique about your organization and how programs or services align with the goals of the CAA Program.

### **Work Sample Formats and Requirements**

- Acceptable media formats include:
  - Images: JPG, PNG, URL link
  - Videos: MOV, MP4, URL link
  - Audio: M4A, MP3, URL link
  - Text: PDF, URL link
- The application will have an upload field and additional fields allowing for a maximum of three links to work sample content. We recommend testing all links before submitting.
- The grant panel will review no more than 10 representative images, up to five minutes of total video or audio, and no more than five pages of text-based materials (12-point font).
- All work samples should be of high quality and clearly convey the subject matter.
- Ensure that any password protection has been removed and that all links are available for at least two months after submission of the application.

## **SECTION 9: RESOURCES AND INFORMATION**

### **Stay Informed**

Information and updates can be found through the OAC website, the OAC monthly newsletter, and OAC social media sources.

- OAC website: [www.cityofsacramento.gov/ccs/oac](http://www.cityofsacramento.gov/ccs/oac)
- Newsletter: [Subscription link](#).
- Social media: [Facebook](#), [Instagram](#) and [LinkedIn](#).
- YouTube: [YouTube Channel](#)

### **Contact Us**

For questions about the Cultural Arts Awards Program or the application process, please reach out to OAC staff. Staff are typically available Monday through Friday from 8:30 a.m. to 5:00 p.m.

- Email: [occaagrant@cityofsacramento.org](mailto:occaagrant@cityofsacramento.org)
- Call: April Breis at 916-808-3977.
- Grant writing mentors: Available from November 18<sup>th</sup>, 2024, to December 7<sup>th</sup>, 2024. Please visit the [Cultural Arts Awards web page](#) for scheduling information.

**SECTION 10: PANELIST SCORING RUBRIC**

<b>Review Criteria: ORGANIZATIONAL ACCOUNTABILITY (20%)</b>	<b>Does not meet/minimally meets expectation for this criterion</b>	<b>Satisfactorily meets expectations for this criterion</b>	<b>Meets and exceeds expectations for this criterion</b>
<b>Demonstrates sound principles in financial management, marketing, and communications through:</b>	<b>1-3 points</b>	<b>4-7 points</b>	<b>8-10 points</b>
Diverse sources of income and/or 3 months of operational reserves.	Applicant demonstrates activity on fewer than 2 indicators.	Applicant demonstrates activity on 2-3 indicators.	Applicant demonstrates activity on 4 or more indicators.
Well-managed resources and/or evidence of financial sustainability.			
Evidence of regular financial planning.			
A marketing and communications strategy relevant to the organization's size and customer base.			
Providing industry standard wages, professional development, and/or other benefits.			
<b>Demonstrates good governance and planning by:</b>	<b>1-3 points</b>	<b>4-7 points</b>	<b>8-10 points</b>
Hosting regular and consistent board meetings.	Applicant demonstrates activity on fewer than 2 indicators.	Applicant demonstrates activity on 2 indicators.	Applicant demonstrates activity on 3 or more indicators.
Adopting and following a set of board operating policies and procedures.			
Active board engagement in fundraising and communications activities.			
Developing strategies to remain relevant in Sacramento's changing arts and cultural landscape.			

<b>Review Criteria: DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY (DEIA) (20%)</b>	<b>Does not meet/minimally meets expectations for this criterion</b>	<b>Satisfactorily meets expectations for this criterion</b>	<b>Meets and exceeds expectations for this criterion</b>
<b>Demonstrates a commitment to diversity, equity, inclusion, and accessibility by:</b>	<b>1-3 points</b>	<b>4-7 points</b>	<b>8-10 points</b>
Engaging in DEIA-informed board and staff leadership development, recruitment, hiring, promotion, and/or contracting practices.	Applicant demonstrates activity on fewer than 2 indicators.	Applicant demonstrates activity on 2 indicators.	Applicant demonstrates activity on 3 or more indicators.
Engaging in ongoing DEIA learning with staff and board (e.g., participation in the “Inclusion in the Arts” training for 2022-2024 Cultural Arts Awards Grantees).			
Developing a plan to expand DEIA throughout the organization's operations and programs.			
Providing public-facing policies and/or statements around DEIA commitments and outcomes.			
<b>Pursues programs or services that prioritize diversity, equity, inclusion, and accessibility in response to community needs by:</b>	<b>1-3 points</b>	<b>4-7 points</b>	<b>8-10 points</b>
Developing approaches to understand the identities, perspectives, and needs of the communities to be served.	Applicant demonstrates activity on fewer than 2 indicators.	Applicant demonstrates activity on 2 indicators.	Applicant demonstrates activity on 3 indicators.
Producing programs or services that center the identity and experiences of BIPOC, LGBTQIA+, people with disabilities, or other marginalized communities.			
Frequently assessing and evaluating programs or services in response to identified community needs.			

<b>Review Criteria: ARTISTIC IMPACT (30%)</b>	<b>Does not meet/minimally meets expectation for this criterion</b>	<b>Satisfactorily meets expectations for this criterion</b>	<b>Meets and exceeds expectations for this criterion</b>
<b>Produces artistically significant activities through:</b>	<b>1-5 points</b>	<b>6-10 points</b>	<b>11-15 points</b>
Technical skill, production value, educational impact, and/or service impact as demonstrated by work samples.	Applicant demonstrates activity on fewer than 2 indicators.	Applicant demonstrates activity on 2 indicators.	Applicant demonstrates activity on 3 or more indicators.
Commissioning, creation, or presentation of new works or cultural expressions.			
Exploring and/or expanding the boundaries of a traditional art form. Preserving or sharing cultural heritage.			
Highlighting the Sacramento region’s reputation as an art and cultural destination.			
<b>Cultivates, supports, attracts, and engages a qualified creative workforce by:</b>	<b>1-5 points</b>	<b>6-10 points</b>	<b>11-15 points</b>
Employing experienced artistic/cultural personnel with the knowledge and connections to advance its mission.	Applicant demonstrates activity on fewer than 2 indicators.	Applicant demonstrates activity on 2-3 indicators.	Applicant demonstrates activity on 4 or more indicators.
Supporting and sharing work by <b>local</b> artists and/or uplifting local cultural voices.			
Supporting <b>new</b> and important cultural and/or artistic voices.			
Attracting national and international talent to the Sacramento Region.			
Investing in the artistic growth and development of a creative workforce.			

<b>Review Criteria: COMMUNITY IMPACT (30%)</b>	<b>Does not meet/minimally meets expectations for this criterion</b>	<b>Satisfactorily meets expectations for this criterion</b>	<b>Meets and exceeds expectations for this criterion</b>
<b>Contributes positively to economic and community well-being by:</b>	<b>1-5 points</b>	<b>6-10 points</b>	<b>11-15 points</b>
Providing a positive economic impact within the communities where programs or services are offered.	Applicant demonstrates activity on fewer than 2 indicators.	Applicant demonstrates activity on 2 indicators.	Applicant demonstrates activity on 3 indicators.
Residing in or offering programs in historically disinvested neighborhoods or communities.			
Engaging in community partnerships with arts organizations, arts businesses, and/or non-arts organizations.			
<b>Demonstrates substantive community investment in programs or services through:</b>	<b>1-5 points</b>	<b>6-10 points</b>	<b>11-15 points</b>
Strong or growing attendance and public participation at events and programs.	Applicant demonstrates activity on fewer than 2 indicators.	Applicant demonstrates activity on 2-3 indicators.	Applicant demonstrates activity on 4 or more indicators.
Strong volunteer engagement.			
Effective engagement with target audience.			
Community input, interest, and active participation that shapes programs or events.			
Board and staff are representative of the communities that are served.			