2027-2028 SMALL ORGANIZATION SUSTAINABILITY FUND

For Sacramento-Based Arts and Cultural Organizations

Notice of Funding Availability

Application Period: December 7, 2026 – January 10, 2027

Applications Due: January 10, 2027, 11:59 p.m. (PST)

CONTENTS

PROGRAM OVERVIEW 1

ELIGIBILITY 4

HOW TO APPLY 6

APPLICATION REVIEW 9

MODIFICATIONS AND CANCELLATION 11

RESOURCES AND SUPPORT 11

PROGRAM OVERVIEW

The Small Organization Sustainability Fund is managed by the City of Sacramento's Office of Arts and Culture (OAC) and made possible by State and Local Partnership funds provided by the California Arts Council, administrative funding support provided by Sacramento County, and the City of Sacramento's Measure U funding. The OAC has allocated a total of $100,000 with the aim of supporting small (no more than $25,000 in allowable annual revenue) nonprofit arts and cultural organizations throughout Sacramento County including its unincorporated regions.

Through a competitive award process, grants will be awarded to eligible applicants who demonstrate clear commitments to diversity, equity, inclusion, and accessibility, meet standards of artistic and/or cultural contribution, and demonstrate successful organizational planning approaches. Award amounts may be up to $5,000 but cannot exceed 50% of an organization's Total Adjusted Operating Revenue*.

Total Adjusted Operating Revenue: Total Adjusted Operating Revenue includes applicant's fiscal year revenue minus any funding support received from the City of Sacramento or Sacramento County within the same fiscal year.

Program Goals
Small arts and cultural organizations are essential to a vibrant and dynamic arts ecosystem. Through the Small Organization Sustainability Fund, the OAC aims to address gaps in access to general operating support, thereby ensuring the stability and vitality of these organizations throughout Sacramento County.

Each of the program's six goals align with Creative Edge, Sacramento's 7-year arts, culture, and creative economy plan, and exemplify the OAC's mission to advance community through arts and culture. The program is designed to:

- Support the sustainability of Sacramento County's small arts and/or cultural organizations.
- Support organizational commitments to diversity, equity, inclusion, and accessibility.
- Support the implementation of programming which creates opportunities for artists and/or culture bearers.
- Support development and growth opportunities for artists and/or culture bearers.
- Support arts and cultural organizations who demonstrate strong community impact.
- Support organizations that respond to community needs through planning and program delivery.

Timeline

Guidelines available to the public	November 23, 2026
Grant application open to the public	December 7, 2026
Grant Writing Workshop	December 14, 2026, 12-1 p.m. (PST) Register
Open office hours - online	December 17, 2026, 5-6 p.m. (PST) Register
Open office hours - in-person	January 6, 2027, 11 a.m.-1 p.m. (PST) Register
Grant application closes	January 10, 2027, 11:59 p.m. (PST)
Staff reviews applications for eligibility	January 11 - February 5, 2027
Grant panel reviews applications	February 8, 2027 - March 12, 2027
Award notification	April 2, 2027
Contract Period	May 1, 2027 - June 30, 2028

Please note: Schedule is subject to change. Updated information can be found on the OAC website at cityofsacramento.gov/artsustainabilityfund

Award Amount
The OAC has allocated a total of $100,000 to the 2027-2028 Small Organization Sustainability Fund. Organizations may be awarded up to $5,000, but awards cannot exceed 50% of the Total Adjusted Operating Revenue for the organization's most recently completed fiscal year (e.g., Total Adjusted Operating Revenue of $1,000 = maximum award of $500). Matching funds are not required for this program.

Award amounts will be determined by the following factors:

- The organization's most recently completed fiscal year Total Adjusted Operating Revenue.

- The application score provided by the grant review panel.
- The number of awards that are issued.

Funding Uses

The Small Organization Sustainability Fund is designed as a general operating grant program. Funding may be used for:

- Salaries and benefits of employees.
- Rent, utilities, or mortgage related to the general operations of the organization.
- Payments and stipends to artists, performers, or contractors.
- Consumable programming and operational supplies.
- Permitting fees associated with events, performances, or activities.
- Insurance premiums.
- Marketing, public relations, and communications.
- Professional development/training.
- Fiscal sponsor fees up to 15% of award total.

Funding Restrictions

Notwithstanding a use being an eligible use listed above, awarded 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.
- The re-granting of funds to other individuals or organizations (e.g., prizes, scholarships, awards, etc.).
- Events and activities for fundraising purposes only.
- 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.
- Expenses incurred to purchase equipment (e.g., instruments, computers, etc.).
- 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.
- Expenses incurred for the purchase of facilities, land, or buildings.
- Expenses incurred for the construction, renovation, or maintenance of facilities.
- Expenses for programs, performances, or activities already funded by the City or County.
- Hospitality, food, travel, and lodging expenses.
- Expenses incurred outside of the applicable contract year.
- Expenses associated with proposal or grant application preparation.
- Expenses associated with lobbying activities.

Reporting Requirements
Grantee shall provide a final report which includes a statement detailing the grantee's use of funds for acceptable purposes (as defined by the contract), a statement indicating the impact of award funding, a Program Location Reporting Form outlining activities during the contract period, and an itemized list of all expenditures made during the contract year. Reporting may require additional information as requested by the City of Sacramento. Reporting requirements shall be submitted through the City's Grants Management System.

Grant Payments
Grant awards will be made through a contractual agreement executed between the applicant, any applicable fiscal sponsors, and the City of Sacramento. No payments will be made until the contract has been fully executed. Grantees can receive a maximum of 90% of the grant funds upon contract execution. The remaining grant funds will be provided after final reporting has been completed and approved.

ELIGIBILITY

Eligible Organizations
An eligible applicant must be a 501(c)(3) or fiscally sponsored nonprofit arts and/or cultural organization.

- **Arts organization:** 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 organization:** A cultural organization has a mission or primary purpose to promote, preserve, teach, or present a specific culture or ethnic tradition.

Eligibility Requirements for 501(c)(3) Organizations
501(c)(3) organizations must satisfy the following:

- **Federal and state status:** The applicant organization is a California nonprofit which holds tax-exempt status under section 501(c)(3) of the Internal Revenue Code with "current" status on the CA Attorney General's Registry of Charities and Fundraisers and "active" status with the California Secretary of State; AND
- **Organizational and program purpose:** Organization's mission or primary purpose and programs center arts and/or culture; AND
- **History:** Organization has a one-year history of operating and public programming at the time of application; AND
- **Location:** Organization is located within the limits of Sacramento County as evidenced by its primary address and programming locations; AND
- **Budget size:** Organization's Total Adjusted Operating Revenue for the most recently completed fiscal year is at least $1,000 and does not exceed $25,000; AND
- **Compliance:** Organization is in compliance with all previous or ongoing City of Sacramento funded activities, grants, or contracts.

Eligibility for Organizations Applying with a Fiscal Sponsor

Organizations without 501(c)(3) tax-exempt status can apply with an eligible fiscal sponsor. The purpose of fiscal sponsorship is to open access to contracting capabilities for small or emerging organizations who do not have or do not wish to pursue 501(c)(3) tax-exempt status. Eligibility requirements for fiscally sponsored organizations are as follows:

- **Organizational and program purpose:** Organization's mission or primary purpose and programs center arts and/or culture; AND
- **History:** Organization has a one-year history of operating and public programming at the time of application; AND
- **Location:** Organization is located within the limits of Sacramento County as evidenced by its primary address and programming locations; AND
- **Budget size:** Organization's Total Adjusted Operating Revenue for the most recently completed fiscal year is at least $1,000 and does not exceed $25,000; AND
- **Compliance:** Organization is in compliance with all previous or ongoing City of Sacramento funded activities, grants, or contracts; AND
- **Eligible fiscal sponsor:** Organization has an active agreement in writing with an eligible fiscal sponsor, with the fiscal sponsor satisfying the following:
    - **Federal and state status:** Fiscal sponsor is a California nonprofit which holds tax-exempt status under section 501(c)(3) of the Internal Revenue Code with "current" status on the CA Attorney General's Registry of Charities and Fundraisers and "active" status with the California Secretary of State; AND
    - **Organizational and program purpose:** Fiscal sponsor's mission or primary purpose and programs center arts and/or culture; AND
    - **History:** Fiscal sponsor has a minimum two-year history of operating and engagement with arts and/or cultural programming and/or services at the time of application; AND
    - **Location:** Fiscal sponsor is located within the limits of Sacramento County as evidenced by its primary address; AND
    - **Compliance:** Fiscal sponsor is in compliance with all previous or ongoing City of Sacramento funded activities, grants, or contracts; AND
    - **Agreements**: The agreement between the applicant organization and the fiscal sponsor must satisfy all of the requirements in the "Required Application Documents" section below.

Ineligible Organizations

Notwithstanding the eligibility requirements above, the following types of applicants are ineligible for the Small Organization Sustainability Fund:

- Organizations whose mission or primary purpose and programs do not center arts and/or culture.
- For-profit entities.
- Schools, including student programs, college or university-funded programs, schools of the arts, and programs that are embedded in and supported by public or private schools or their nonprofit funding arm.

- Individual artists who are not affiliated with an organization or an already existing artist or cultural collective.
- Organizations funded under the 2025-2027 Cultural Arts Awards.

HOW TO APPLY

Application Period
The application will open to the public on December 7, 2026. Applications must be received by the deadline of **January 10, 2027, 11:59 p.m. (PST).**

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

Application Instructions
All applications must be electronically submitted through the City of Sacramento's Grants Management System (GMS) at https://grants.cityofsacramento.gov/.

Upon submitting your application, you will receive an email notification confirming your submission, and application status will be updated to **Pending Staff Review**. At any point prior to the application deadline, you may select the **Recall Submission** button; the Application Status will revert to **Draft** and you may resume editing. If you recall your application to make edits, **you must select the Submit Application button again prior to the deadline to re-submit your application**. If your application has a status of **Draft**, your application will not be considered by the City as submitted, even if it was previously submitted but subsequently recalled.

Please ensure that each required section of the application is completed in its entirety before submission. Once the application period has ended, modifications are typically not allowed but may be considered on a case-by-case basis.

For additional information please visit the Grant Management System resource page at https://grants.cityofsacramento.gov/grants/s/public-resources.

Application Questions

- Organization information: Organization name, telephone, physical address, mailing address, Federal Employer Identification Number (if applicable), mission statement, operating history, staffing, program information, and fiscal sponsor information (if applicable).
- Revenue information: Information about the organization's most recently completed fiscal year including total revenue, expenses, and total contributed funding from Sacramento City or County.
- Narrative questions: (2000 character limit per response):
    - Organizational Planning

        - What are the organization's long-term goals? What steps have been taken to reach these goals?
        - What are the organization's strategies for long-term sustainability?
    - Diversity, Equity, Inclusion, and Accessibility
        - How does the organization integrate the principles of diversity, equity, inclusion, and accessibility into its practices?
        - What goals does the organization have to expand or improve its inclusive and accessible practices? How will the organization evaluate progress toward those goals (e.g., accommodations offered, outreach activities completed, languages in which programs or materials are provided, program locations, cost barriers reduced)?
    - Artistic/Cultural Impact
        - Reflect on the completed Program Reporting Form for calendar year 2026. Did programs provide paid opportunities for artists and/or culture bearers? How many artists/culture bearers benefited?
        - How does the organization support the growth and development of artists and/or culture bearers?
    - Community Impact
        - Which communities does the organization serve (neighborhood, demographics, etc.)? What positive impact does your organization have within these communities?
        - How does the organization learn what the community needs? How does it adapt its programs or services to meet those needs?

Required Application Documents

- **Proof of tax-exempt status (PDF, JPG or PNG):** IRS determination letter confirming the organization or fiscal sponsor's tax-exempt status under section 501(c)(3) of the Internal Revenue Code.
- **Proof of good standing (PDF, JPG or PNG):** Documentation (e.g., screenshot) of the organization's and/or fiscal sponsor's "current" status on the CA Attorney General's Registry of Charities and Fundraisers and "active" status with the California Secretary of State. Please Note: We recommend checking your status early to allow time to resolve any compliance issues before the application deadline.
- **Program Reporting Form (PDF or Microsoft Excel):** Organizations must provide a Program Reporting Form documenting programming activities for the 2026 calendar year. Program history should include name/type of program, date(s), and location of program (venue, street address, city, zip). The Program Reporting Form can be found on the Small Organization Sustainability Fund web page at cityofsacramento.gov/artsustainabilityfund or within the Grants Management System application page.
- **Work samples (See acceptable work sample formats below):** Work samples are intended to demonstrate how the applicant organization's programs and services align with the goals of the Small Organization Sustainability Fund program. Work samples must reflect work produced within the last three years. Please ensure that any password

protection has been removed and that all links are available for at least two months after submission of the application.
    - Applicants may only include work samples in the specified formats outlined below:
        - Images: JPG, PNG, PDF
        - Text: PDF
        - Audio and Visual Files: Linked Media. The City's GMS does not support direct uploads of audio or video files. Applicants must provide URL links to files hosted on a third-party service. Recommended platforms include YouTube, Vimeo, SoundCloud, Google Drive, or Dropbox as these services generally offer a free tier that allows users to share files using private or unlisted links without making them publicly searchable. The City of Sacramento does not endorse any service, but applicants must ensure that their links enable the media to play directly in a web browser (no file download required) and remain accessible for at least two months after submission.
    - Applicants may submit a combination of images, video, or text-based materials. Please note: panelists will review no more than:
        - 10 representative images; AND
        - 5 minutes of total video or audio; AND
        - 5 pages of text-based materials (12-point font).
- **Fiscal sponsorship agreement (if applicable) (PDF):** Fiscally sponsored organizations must include the sponsorship agreement. Agreement must include the following requirements:
    - Agreement must be fully executed no earlier than one year before, and no later than, the application date.
    - Agreement must outline the timeframe in which the fiscal sponsor will serve and must be effective through at least the contract period ending 6/30/2028.
    - Agreement must state the sponsor's administrative fee percentage and services to be provided.
    - Agreement must provide that the fiscal sponsor agrees to receive payments and distribute those payments to the sponsored organization, minus any administrative fee, within an explicit timeframe.
    - Agreement must be fully executed, with dated signatures (digital or physical) from BOTH the fiscal sponsor and the fiscally sponsored organization.
    - If awarded, the fiscal sponsor becomes the legal contract holder with the City. The fiscal sponsorship agreement must note the fiscal sponsor's control over the use of funds received for the purposes of the Sponsored Project.

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 the organization addresses the review criteria outlined within the Panelist Scoring Rubric.
- It is recommended that you retain digital and hard copies of your completed application and all attachments for your records.
- Work samples should:
    - Drop us into the action—avoid flyers or promotional materials which can fall flat.
    - Demonstrate your high standards.
    - Enlighten panelists.
    - Include clear and concise descriptions.
    - Relate your work to the grant application.
    - Show your work at its best.
    - Show the breadth of your work.

Fiscally Sponsored Organization Application Tips

- Applicant organizations are responsible for completing and submitting the application, not the fiscal sponsor.
- Financial information must reflect the applicant organization, not the fiscal sponsor.
- Application responses must reflect the applicant organization unless referencing the fiscal sponsor directly.
- Fiscal sponsors must provide their IRS determination letter confirming their status under section 501(c)(3) of the Internal Revenue Code.
- Fiscal sponsors must provide proof of "current" status on the CA Attorney General's Registry of Charities and Fundraisers and "active" status with the California Secretary of State.

APPLICATION REVIEW

Panelists will be asked to assess applications based on a scoring rubric that addresses four review criteria areas. This system helps to ensure that all applications are reviewed and evaluated through the same criteria.

Review Criteria Areas:

1. **Organizational Planning (20 points)**
2. **Diversity, Equity, Inclusion, and Accessibility (20 points)**
3. **Artistic/Cultural Impact (30 points)**
4. **Community Impact (30 points)**

Panelist Scoring Rubric

	Materials	Does not meet expectation	Meets expectation	Exceeds expectation
Organizational Planning				
Evidence of creating and working toward long-term organizational goals.	Narrative	1-3 points	4-7 points	8-10 points
Evidence of planning for long-term sustainability.	Narrative/ Financial Information	1-3 points	4-7 points	8-10 points
Diversity, Equity, Inclusion, and Accessibility				
Demonstrates successful integration of DEIA practices.	Narrative	1-3 points	4-7 points	8-10 points
Evidence of goals to expand or improve the organization's inclusive and accessible practices.	Narrative	1-3 points	4-7 points	8-10 points
Artistic/Cultural Impact				
Implements arts and/or cultural programming which creates paid opportunities for artists and/or culture bearers.	Narrative/ Program Reporting Form/ Work Samples	1-5 points	6-10 points	11-15 points
Supports the development and growth of artists and/or culture bearers.	Narrative	1-5 points	6-10 points	11-15 points
Community Impact				
Provides a positive impact within target communities.	Narrative/ Program Reporting Form/ Work Samples	1-5 points	6-10 points	11-15 points
Evidence of understanding community needs and adapting programs and/or services to meet those needs.	Narrative/ Program Reporting Form/ Work Samples	1-5 points	6-10 points	11-15 points

Review Process

1. **Staff review:** Staff will review applications to ensure that applicant and fiscal sponsor (if applicable) meet 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 regional and national arts and nonprofit professionals will evaluate all applications. The panel will use the Panelist Scoring Rubric to evaluate each section of the application and assign an overall score.
3. **Funding recommendations:** The review panel will provide recommendations to the OAC based on their scores. OAC staff will make final award determinations based on panel recommendations and available funding.
4. **Notification:** OAC staff will notify all applicants of their application status through the City of Sacramento's Grant Management System approximately three weeks following the close of the panel review period.
5. **Panel review results:** There will be no public panel for this grant. Panel results will be available to applicants upon request. To request panel results please contact artgrants@cityofsacramento.org.

Public Record

The OAC 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.

MODIFICATIONS AND CANCELLATION

The City, through its OAC, reserves the right to make modifications to any portion of this grant program and this Notice of Funding Availability at any time and in its sole discretion. If the City makes a modification, it will be indicated at cityofsacramento.gov/artsustainabilityfund.

The City reserves the right to cancel this Notice of Funding Availability.

RESOURCES AND SUPPORT

Workshops and Open Office Hours

- Grant Writing Workshop: December 14, 2026, 12-1 p.m. (PST). Register
- Open Office Hours-Online: December 17, 2026, 5-6 p.m. (PST). Register
- Open Office Hours-In-person: January 6, 2027, 11-1 p.m. (PST). Register
  New City Hall, 915 I Street, Sacramento, CA, 95816 1st floor.

Language assistance and other accommodation are provided upon request. Email accommodation requests to artgrants@cityofsacramento.org.

Contact Us
For questions about the Small Organization Sustainability Fund guidelines and application process or to request special accommodation, please reach out to OAC staff. Staff are typically available Monday through Friday from 8:30 a.m. to 5:00 p.m. Please Note: Emailed application questions may not be answered if provided after 3:00 p.m. on January 8, 2027.

- Email: artgrants@cityofsacramento.org
- Phone: April Breis, Arts Program Coordinator, (916) 808-3977

Technical questions regarding the City of Sacramento's Grants Management System may be emailed to grants@cityofsacramento.gov.

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

- OAC website: arts.cityofsacramento.org
- Newsletter: Subscription link
- Social media: Facebook, Instagram, BlueSky, and LinkedIn.
- YouTube: YouTube Channel