



FY2023-25 Cultural Organization Assistance Grant Program

Application Portal Opens: Monday July 10, 2023, 10AM PST

Application Deadline: Thursday August 31, 2023 5PM PST

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If you, or someone you know, would benefit from these guidelines being translated to another language, please contact Raquel Iglesias in the Cultural Affairs Division at riglesias@oaklandca.gov.

PROGRAM DESCRIPTION

The Cultural Organization Assistance program (OA) is a two-year grant opportunity that supports Oakland-based 501(c)3 non-profit arts and culture organizations. Priority funding goes to groups deeply rooted in Oakland communities with general operating support up to \$35,000 for two years. Organizations must have received funding from the Cultural Funding Program for at least two of the last four years. Fiscally sponsored organizations are ineligible for this grant opportunity.

Cultural Organization Assistance grants are intended to support groups who:

- Present forms of artistic expression which enhance the understanding of and respect for Oakland's diverse cultural traditions and heritages;
- Foster collaboration between Oakland community groups, artists and organizations;
- Encourage the creative development and artistic education of Oaklanders;
- Work to advance cultural and racial equity in Oakland; AND
- Maintain a consistent presence and benefit for Oakland Communities

Renewed funding in year two of the grant period is contingent upon evaluation of the interim report. Recipients are required to submit a comprehensive interim report 60 days after the year-one grant period (July 1, 2023 – June 30, 2024) and a final report at the end of the two-year funding cycle (June 30, 2025). The interim report will give the recipient an opportunity to address changes in the organization and programs. If there are significant changes that impact the scope and/or the ability of the recipient organization to implement its goals, the organization may be reevaluated by the Funding Advisory Committee.

For more information on the City of Oakland's Cultural Plan, visit: <https://www.oaklandca.gov/resources/cultural-plan>

IMPORTANT:

Applications which do not meet all organization eligibility, request requirements, and application requirements detailed below will be deemed ineligible. Applications deemed ineligible or incomplete cannot Appeal.

ORGANIZATION ELIGIBILITY

Organizations must be an Oakland-based arts focused 501c3 non-profit who meets the following criteria
(Please note: Individual artists and fiscally sponsored projects are ineligible for this grant opportunity):

1. **Cultural Funding Program Funding History:** Organization must have received funding from the Cultural Funding Program for at least two of the last four years.
2. **Board of Directors:** Applicants must have a functioning Board of Directors.
3. **Arts and Culture Focused:**
 - a) Demonstrates active arts/cultural programming in Oakland for no less than five years;
 - b) Annually conduct a season of Oakland performances, classes, and/or other arts programs that serve the citizens of Oakland;
 - c) Organization must be primary arts/culture provider as evidenced by its mission and programs
4. **Proof of Residency:** Applicant organizations must be based in Oakland at the time of the application and maintain Oakland residency throughout the grant period. Applicants must submit proof of organization's residency by submitting a copy of one of the following: utility bill (landline phone, PG&E, water, or cable bill), rental lease, or mortgage documentation. P.O. Box is not acceptable.
5. **Registered Non-Profit & Good Standing with State Agencies:** Applicant must be a registered nonprofit IRS 501c3 status with a street address in Oakland. In addition, the legal name of the organization must match the name provided in the [California Secretary of State website](#) and be listed as "active." In addition, the organization must be in good standing with the Office of the Attorney General's [Registry of Charitable Trusts](#).
6. **Federal Regulation Compliance:** Applicants must comply with all federal regulations pertaining to federal grant recipients by meeting the provisions of Section 504 of the Rehabilitation Act of 1963; Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Americans with Disabilities Act and Age Discrimination Act of 1975.
7. **Evidence of Insurance:** Once the grant is awarded, organizations must show evidence of:
 1. General Commercial Liability insurance, \$2M per occurrence (\$1M reduction request available);
 - o Workers Compensation insurance, \$1M per occurrence (if organization has employees);

- Auto insurance, \$1M per occurrence (if applicable); and
8. **Abuse and Sexual Molestation Insurance**, \$1M per occurrence (if working with vulnerable populations, which include but are not limited to: youth under the age of 18, the unhoused community, people with developmental disabilities, Alzheimer’s, Dementia)

REQUEST AMOUNT

The maximum grant request amount for a Cultural Organization Assistance grant is \$35,000 based on current budget availability and organization’s budget size. The organization's cash revenue should be reflected in the last completed fiscal year’s Profit and Loss Statements and Balance Sheets.

Operating Revenue (cash only)	Eligible Request Amount
\$1 million and up	\$35,000
\$500,000 - \$999,999	\$26,000 to \$30,000
\$300,000 - \$499,999	\$16,000 to \$25,000
\$35,000 - \$299,999	\$5,250 to \$15,000
\$0 - \$34,999	\$5,000

- The Organizational Assistance grant can support only a portion of an organization's general operating budget.
- Organizations are required to match the City's grant on a cash basis at a minimum of 4:1 (i.e., for every dollar of the City's award, the recipient organization must secure an additional four dollars). Please note that we require documentation of matching funds.
- Other Cultural Funding Program grant funds may not be used to meet the match, nor may in-kind contributions.
- Only one application to the Organizational Assistance category is allowed annually per organization.

Funds from the Organizational Assistance grant program must be used in accordance with the following guidelines:

Eligible Expenses:

- Artistic and administrative personnel salaries, wages, and/or fees
- Office, rehearsal or necessary rental space
- General office supplies
- Marketing, outreach and publicity expenses
- Production Expenses

Ineligible Expenses:

- Activities occurring outside of Oakland
- Out-of-state travel

- Capital construction and/or acquisitions
- Activities with a political purpose; such activities include, but are not limited to: sponsoring or conducting candidate's meetings, engaging in voter registration activity, publicity or propaganda purposes designed to support or defeat legislation pending before federal, state or local government
- Activities with a religious purpose; such activities include, but are not limited to: religious worship, instruction, or proselytizing of religious tenets

INFORMATIONAL WEBINAR

To answer our community's questions about this grant opportunity, we will be holding an informational webinar via Zoom.

- **Tuesday July 25, 2023, 12:00PM- 1:00PM PST**

To receive zoom information, please RSVP for the Webinar here: <https://forms.gle/QzkbTymecVp4a4Za7>

**A recording of the webinar will be made available after July 25th.

PROGRAM TIMELINE

Application Portal Opens: Monday July 10, 2023, 10:00AM

Application Informational Sessions via Zoom: July 25, 2023

Applications Due: Thursday August 31, 2023 5PM PST

Public Panel Deliberations: Thursday October 26, 2023

Funding Advisory Committee Review: Wednesday November 1, 2023 (tentative)

Life Enrichment Committee Review: December 11, 2023 (tentative)

City Council Approval & Review: December 18, 2023 (tentative)

Grant Agreements Sent to Grantee for Completion: January 2024 (tentative)

Grant Checks Processed: March 2024 *(TBD: 6+ weeks after completed grant agreement is received)*

APPLICATION PREPARATION & DEADLINE

IMPORTANT NOTICE:

Electronic application through the Screendoor web platform is Mandatory

Deadline is Thursday August 31, 2023 5:00PM (PST)

The system will not allow any applications to be submitted after the deadline time, and it is Division policy to not accept late applications.

Applicants are strongly encouraged to submit their applications early, give themselves ample time to resolve any unexpected issues.

You take a significant risk by waiting until the day of the deadline to submit.

After reviewing the guidelines, begin your application by clicking the “Submit Response” button at the top right. Don’t panic: This will NOT SUBMIT your application, but will allow you to begin filling out the fields and reading the application questions. The application is formatted in web-based forms, and as you input your work it will be auto-saved by the Screendoor system.

We strongly recommend you have your answers to the narrative questions prepared in a separate document prior to submitting your application in Screendoor in the small chance a technical difficulty prevents your work from being saved.

A complete online application consists of the following components in Screendoor:

1. Applicant Registry Profile
2. Reach: Number of events/activities and participant & artist information
3. Narrative
4. Work Samples
5. Attachments

When you complete your application (filling out the form and attaching the required documents), you will see a button at the bottom of the page. This will submit your final application. Please note that no edits will be allowed after your application is submitted.

PLEASE NOTE: By submitting a grant application to the City of Oakland Cultural Funding Program through this website, you acknowledge and accept that your application materials will become a public record of the City of Oakland.

NARRATIVE QUESTIONS (100-400 words/per question)

1. **Core Programs and Services:** Please describe your core programmatic activities and services in Oakland
2. **Community Engagement:**

1. Who are the intended audiences and communities being directly served by your organization?
2. How are these intended communities being reached? Please include outreach and marketing efforts.
3. In what ways does your organization contribute to belonging to strengthen Oakland?
3. **Racial Equity:**
 1. Please define racial equity and describe how it is operationalized at your organization.
 2. How are your organization's programs and services rooted in communities of color and geographically underserved areas of Oakland?
4. **Partners and Collaborators:**
 1. Give a brief description of the expected key community partners involved in your organizations FY23-24 programmatic activities.
 2. Why was each community partner chosen and what is their role?
5. **Organizational Planning:**
 1. What are your organization's goals for the next two years? Please include both operational and programmatic objectives.
 2. Please describe your organization's biggest challenges and how these unrestricted funds will support your organization in addressing them.
6. **Financial Management:** Describe who is engaged in fiscal oversight and reporting, and the process for how your organization develops its annual budget.

ATTACHMENTS

- **Work Sample (1):** Video (up to 5 minutes in length) , Audio sample (up to 5 minutes in length), Literary Sample of 10 pages or less, OR Image files
- **Attachment A: Brief bios of Core Staff** and include relevant community-based experience and professional qualifications. Please combine these into one document.
- **Attachment B: Board of Directors List**, including role on the board, their areas of expertise, and community affiliation.
- **Attachment C: List of Past Art Activities** that you produced over the past year, including the name of the activity, location, title of each activity, and community partners (if applicable)
- **Attachment D: List of Projected Art Activities for FY23-24**, please include projected dates, address, council district, title for each activity and community partners (if applicable)
- **Attachment E: FY23-24 or FY2023 Organizational Budget and Budget Notes**
- **Attachment F: Financial Statements** - Profit & Loss Statement and Balance Sheet for the last completed fiscal or calendar year
- **Attachment G: Proof of Oakland Residency** recent Utility Bill, Bank Statement, or Rental Agreement

IMPORTANT:

Applications which do not meet all organization eligibility, request requirements, and application requirements detailed above will be deemed ineligible. Applications deemed ineligible or incomplete cannot Appeal.

EVALUATION & SCORING FOR ORGANIZATION ASSISTANCE

Public Grant Review Panel will be held **Thursday October 26, 2023, 9AM-5PM**

A qualified, review panel will evaluate applications based on the criteria listed below:

1. Arts and Cultural Programming (25%)

- Programming is consistent with the organization's mission and demonstrates a commitment to centering community engagement to support racial equity, artistic expressions, and belonging in Oakland
- Key artistic/cultural and organizational personnel are experienced and skilled in the artistic/cultural focus of programming
- Key artistic/cultural and organizational personnel demonstrate the ability to reach programmatic and operational goals through a proven track record and past experience

2. Cultural and Racial Equity (25%)

- Organization and its programming includes groups and communities impacted by racial and economic disparities
- Organization demonstrates a history of directly engaging with communities impacted by racial and economic disparities in Oakland
- Organization leverages cultural opportunities and increases access for communities impacted by racial and economic disparities

3. Community Engagement (25%)

- Organization honors and builds deep partnerships through collaboration with Oakland organizations, networks, and neighborhood residents
- Organization conducts direct outreach in Oakland neighborhoods and develops community engagement strategies for identified audiences
- Key artistic/cultural and organizational personnel are rooted and knowledgeable of the Oakland cultural ecosystem, and communities being served

4. Operational Effectiveness (25%)

- Indication of strategic planning from organization staff and leadership to support their mission and communities served
- Organization demonstrates a process of financial planning and monitoring
- Organization Budget, Budget Notes and Financial Statements are clear and complete
- Board of directors demonstrate relevant skills/experience in governing organization, as well as reflect the communities being served

SCORING

Grant Review Panelists use the following scale in assessing how well the applicant meets the review criteria. Numerical values are then translated to the appropriate weight for each criteria.

5	Exceptional	Meets review criteria to the highest degree
4	Strong	Strongly meets review criteria
3	Good	Satisfactorily or successfully meets review criteria; average
2	Fair	Moderately meets some of the review criteria; needs some improvement
1	Underdeveloped	Minimally meets the review criteria; greatly needs improvement
0	Weak	Does not meet any elements of the review criteria

APPLICATION REVIEW PROCESS

Eligibility Screening

Cultural Funding Program (CFP) staff will review each submitted application for completeness and eligibility. Applications that pass this initial review will then be evaluated for their strengths by the Grant Review Panel, which will rely on the application and materials submitted by applicants.

Grant Public Review Panel

The Cultural Funding Program facilitates a public review process where applicants and members of the public are invited to observe (currently over zoom). Each application will have a 10 minute review window. A lead Panelist is assigned to each application, and that person will read staff's prepared summary of your application, and is responsible for beginning the discussion of your application, and the other panelists will add to this discussion. After 7 minutes of discussion, each applicant will then have 3 minutes to address the panelists questions and comments. Please note this is not a dialogue, but an opportunity for the applicant to provide more information.

Panelists

CFP staff strive to have a diverse team of panelists, representing various ages, backgrounds, races, ethnicities, sexual orientations, and professions to help us evaluate each grant category. The grant review panelists have been selected for their expertise relevant to each grant category. Applicants will receive the biographies of each panelist the day prior to the Public Review Panels. *Applicants are prohibited from contacting the panelists in regards to their application during this review period.*

Applicant's Three-Minute Address

Applicants are invited to address the panelists for three minutes during their Public Review Panel. This is not a question & answer session, but a time for the applicant to address the panelists and respond to any question heard during the discussion. Applicants may also clarify any points that may be unclear, or questions posed by the panelists. Attendance is not required for this portion, but strongly recommended. Applicants are not penalized for not attending Public Review Panels.

Ranking and Allocation

After the applicant has completed their three minute address, panelists will submit their final scores. At the end of the panel day, scores will be ranked from highest to lowest. Scores will also be emailed to all applicants the day after the Public Panels. Scores below 75% will not be eligible for funding.

Funding Advisory Committee (FAC) Review

The Funding Advisory Committee ("FAC" or the "Committee") of the City of Oakland's Cultural Funding Program (CFP) is a volunteer body implemented to assist CFP staff in matters relating to CFP policies, procedures, and the award of grants to Oakland-based artists, cultural organizations, and schools to support arts and cultural activities that reflect the diversity of the city. After the Public Review Panel, ranked scores will be presented to the Funding Advisory Committee for comment. This is a public meeting and the public is welcome to speak.

Life Enrichment Committee (LEC) and City Council Approval

After staff grantee recommendations are reviewed by the Funding Advisory Committee, the recommendations are sent to the Life Enrichment Committee (LEC). The LEC is a committee of 3-4 members of the City Council, who vote and recommend policy and council action for matters that involve the “quality of life” for Oakland’s citizens. After LEC review, the committee will send the list of grant recommendation to City Council for the final approval. These are all public meetings, and the public is invited to speak.

APPEALS

The Cultural Affairs Division established a process whereby an applicant may receive an appeal hearing based solely on the following established criteria:

1. Materials/information from the Cultural Funding Program to the applicants and/or panelists (as documented) was incomplete or incorrect. *Please note: The Cultural Funding Program is not responsible for inaccurate or incomplete applications and/or application support material submitted by applicant.*
2. The applicant has sufficient evidence (as determined by the Cultural Funding Staff) that a conflict of interest existed on the panel that caused an unfair evaluation of its proposal to occur.

PLEASE NOTE:

- Incomplete applications, and applications deemed ineligible based on the requirements detailed in these guidelines are not eligible for appeal.
- Dissatisfaction with award denial or award amount is not grounds for appeal.
- Appeals may not be based solely on the panelists’ comments or scores.

Requests to appeal will be reviewed by staff to determine if appeal meets the criteria established by the Funding Advisory Committee. It may be forwarded to the Funding Advisory Committee (FAC) for consideration, and, if accepted by the FAC as an eligible appeal, will be reviewed in more detail later for funding consideration. Appellants will be notified of the appeal hearing date and time. Grant recommendations will be forwarded to the Life Enrichment Committee and the City Council for review and final approval. All funding recommendations will be adjusted to accommodate any successful appeals.

GRANTEE CONTRACTURAL REQUIREMENTS

After selected grantees are approved by City Council for funding, they will receive a grant agreement and accompanying contract documentation. CFP staff will conduct contracting workshops to assist grantees with preparing their contract documents for submission.

Contract requirements include, but are not limited to:

- **Signed Grant Agreement**, outlining City of Oakland legal requirements and compliance
- **Insurance Requirements:**

- General Commercial Liability insurance, \$2M per occurrence (\$1M insurance reduction request available if needed);
- Workers Compensation insurance, \$1M per occurrence (if organization has employees);
- Auto insurance, \$1M per occurrence (if applicable); and
- Abuse and Sexual Molestation insurance, \$1M per occurrence (if working with vulnerable populations, which include but are not limited to: youth under the age of 18, the unhoused community, people with developmental disabilities, Alzheimer’s, Dementia).
- **CA Secretary of State & Attorney General Registry of Charitable Trust Status:** The legal name of the organization must match the name provided in the [California Secretary of State website](#) and be listed as “active.” In addition, the organization must be in good standing with the Office of the Attorney General’s [Registry of Charitable Trusts](#).
- **Current City of Oakland Business License / Tax Certificate** (<https://www.oaklandca.gov/services/business-tax-applications-1>)
- **Acknowledging City Support:** Grant recipients must acknowledge the City’s financial support in all appropriate materials and media. The words “City of Oakland, Cultural Funding Program” must be explicitly stated in all pieces of publicity, including but not limited to flyers, press releases, posters, brochures, public service announcements, interviews, newspaper articles and general social media messaging. Grantee should also display the City of Oakland logo on all print materials regarding this program and in a manner consistent with the presentation of logos from other sponsors.
- **Uses of Work:** Grantee authorizes the City to make, and to authorize the making of, photographic, digital, and other reproductions of any work created or prepared pursuant to the Agreement for educational, public relations, or other non-commercial purposes as City deems desirable.
- **Final Report:** Grantees must submit a completed Final Evaluation Report to the Cultural Funding Program 60 days following the completion of the Grant Agreement. Grantees with outstanding Final Evaluation Reports will remain ineligible for the disbursement of future funds unless and until the reporting is submitted.

GLOSSARY

Belonging: Within the civic realm, belonging is tied to people’s ability to lead meaningful lives, to be connected to the place they live in and the people they live among, and to feel a part of something larger than themselves. We believe to cultivate belonging, there must be more equitable racial, cultural, and socioeconomic conditions for self-expression, mutual respect, empathy, and acceptance. These conditions cannot be fulfilled without an understanding of the breadth of cultural diversity in Oakland and how different forms of expression have different needs. (Definition from the City of Oakland’s [cultural plan](#))

BIPOC: BIPOC is an abbreviation for Black/Indigenous/People of Color, and highlights the legacies of enslavement and colonization in the U.S. People of Color refers to people who do not identify as white and are not exclusively of European heritage.

Community Builder: An individual, group, or organization that creates vibrancy and cohesion within their surrounding community through partnership.

Community Cultural Development: Community Cultural Development describes the range of initiatives undertaken by artists in collaboration with other community members to express identity, concerns, and aspirations through the arts and communications media, while building cultural capacity and contributing to social change (from Rockefeller Report “Creative Community: The Art of Cultural Development,” page 107)

Community Engagement: The process of working collaboratively with groups of people who are affiliated by geographic proximity, special interests, or similar situations with respect to issues affecting their wellbeing.

Cultural Practitioners: CFP uses the term cultural practitioners to include not only artists, but artist-activists, traditional culture bearers/keepers, griots/storytellers, craftspeople, creative placemakers and—keepers, cultural strategists, community historians/elders, or other visionaries.

Fiscal Sponsor: A nonprofit 501(c)(3) organization that is willing and able to assume the legal responsibility to receive and administer grant funds in compliance with requirements.

Racial Equity: A process of eliminating racial disparities and improving outcomes for everyone. It is the intentional and continual practice of changing policies, practices, systems, and structures by prioritizing measurable just change in the lives of people of color. ([Race Forward](#)) The City of Oakland defines equity as fairness. It means that identity—such as race, ethnicity, gender, age, disability, sexual orientation or expression—has no detrimental effect on the distribution of resources, opportunities and outcomes for our City’s residents.

Underserved: refers to people and places that historically and currently have not had equitable resources or access to infrastructure, healthy environments, housing choice, etc. Disparities may be recognized in both services and in outcomes.

RESOURCES

Arts Loan Fund

The Arts Loan Fund (ALF), a program of Northern California Grantmakers, offers quick-turnaround, low-interest loans of up to \$50,000 specifically for nonprofit arts organizations. The ALF also offers loans for facility renovation and capital purchases that support new revenue generation or cost saving initiatives. The interest rate is typically 1% below prime. www.artsloanfund.org

Grant Opportunities:

Alameda County Arts Commission: <https://www.acgov.org/arts/html/home.html>

California Arts Council: <https://arts.ca.gov/>

Akonadi Foundation: <https://akonadi.org/>

East Bay Community Foundation - East Bay Fund for Artists: <https://www.ebcf.org/program-strategies/arts-and-culture/>

Hewlett Foundation: <https://hewlett.org/>

Kenneth Rainin Foundation: <https://krfoundation.org/arts/grants/>

CONTACT

For all questions and technical assistance regarding this grant opportunity, or the Cultural Funding Program, please contact:

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510-238-2212

Cultural Affairs Division | Economic & Workforce Development
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