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**REQUEST FOR PROPOSALS (RFP)**

**2020/2021 City of Vallejo Commission on Culture and the Arts**

**Grant Program Guidelines**

**NOTICE IS HEREBY GIVEN** that the City of Vallejo is soliciting proposals from arts organizations and individuals for arts projects which promote arts and cultural activities within the City of Vallejo.

**GENERAL INFORMATION**

Recognizing the importance of the arts to a community’s livability and economic health, the City of Vallejo created the Commission on Culture and the Arts. The Commission’s mission is to serve and collaborate with Vallejo’s many cultural arts organizations and its many artists in all mediums, and to act as a catalyst in further developing a vibrant and cohesive arts community, strengthening arts education, enhancing cultural tourism and economic development.

**EXPECTATIONS**

1. A report on how funds were spent will be due at the completion of the project.

2. Acknowledgement of the City of Vallejo Commission on Culture and the Arts must be prominently displayed in all materials and announcements for your funded project.

**OBJECTIVE**

Arts and culture programs and services play an important role in the community’s social, emotional, and economic well-being. Activities in this diverse service area include public festivals, events and celebrations, films, lectures, exhibitions, arts education in the schools and adult learning, visual and performing arts, public art, among others. Such endeavors form the essence of how a community remembers and celebrates its past, expresses itself through diverse mediums, and how its citizens connect to their community socially, culturally, spiritually, and emotionally.

**ELIGIBILITY**

* Any Vallejo resident or community organization may apply. Applicants do not need to be a 501(c)3 nonprofit organization
* Proposals must provide a clear public benefit for Vallejo residents and result in some kind of tangible creative or cultural activity or public art that is free and accessible to the public-at-large. Projects cannot exclusively benefit a closed membership group
* Applicants must have a physical address and presence in the City of Vallejo
* Be in compliance with all City codes, laws and ordinances at the time of award

Please note: Proposal submissions may not necessarily result in a gift of public funds. Employees, officers, volunteers or board members associated with community organizations that apply may not receive any personal financial benefit, direct or indirect, from grant funds.

**APPLICATION OPTIONS AND RESTRICTIONS**

Applicant must designate which specific area they are applying for on the proposal application: Performing Arts, Visual arts, or Cultural Activities and Events.

Project must be completed within six months of grant award by May 31, 2021.

Proposals must be submitted by Vallejo-based artists or community organizations.

Proposals may not require City resources or staffing in order to successfully implement (with the exception of any required permitting and project monitoring and evaluation).

Proposals may not obligate the City or Commission to ongoing funding beyond the single grant application.

Proposals may not require or recommend any change in City policy.

Proposals may not promote religious views or beliefs.

Applicants must be residents or organizations based in Vallejo

**CENTRAL CRITERIA FOR AWARDING THE GRANTS**

* Impact and benefit of the proposed activity or activities for the residents of Vallejo including number of people reached and quality of that interaction.
* Ability of applicant to successfully complete project.
* Feasibility of budget relative to project including consideration of other resources.
* Grantees will receive 50% of grant upon signing of award contract and 50% of grant upon completion.
* A final project invoice must be provided to the Vallejo Community Arts Foundation to receive final funding.
* Grantees must inform the commission of project date and make a final presentation to the commission upon completion.

Attention to detail is important in the grant application. When calculating your expenses for your project, please consider all costs you may possibly incur including City of Vallejo business licenses, permits, insurance, Covid-19 precautions, or other fees. You may want to attend the free informational workshop on how to fill out this grant application where topics of one-day insurance coverage, what constitutes a free event, and other information regarding grant applications will be covered.

**The *Vallejo Commission on Culture and the Arts* conceived and developed this grant program along with the guidelines and criteria.**

$80,000 will be awarded in $10,000, $5,000 and $2,500 amounts. A minimum of one grant will be awarded in each category. The grant program is being administered by the Vallejo Community Arts Foundation (VCAF). For more information or questions please email [renayconlin@vallejoarts.org](mailto:renayconlin@vallejoarts.org) or call 707-346-7328.

**GRANT APPLICATION**

**GENERAL INFORMATION AND INSTRUCTIONS**

There are three categories in which to apply: Performing Arts, Visual Arts and Cultural Events. Please select one of the categories and enter it below and enter the amount you are requesting. At least one award will be given in each category. There are 2 $10,000 grants, 5 $5,000 grants and 12 $2,500 which will be awarded. Applicants may be awarded the full amount requested or a lesser amount.

Grants to organizations will be awarded to groups that provide our community with access to high quality artistic experiences, build audiences and provide opportunities for greater understanding and appreciation of the arts. Grants for artists will be given to allow artists to explore and create, help to build audiences, and provide support to assist in career development.

Once your proposal is submitted, a selection committee will review all the grants applications and make decisions about awardees. The deadline for submission is Tuesday, November 17 at 6:00pm.

**CITY OF VALLEJO COMMUNITY ARTS AND CULTURAL GRANT APPLICATION**

**Organizational Information or Applying Individual’s Name**

|  |  |  |
| --- | --- | --- |
| Organization Name or Individual's Name |  | EIN/Tax Identification # (if applicable) |
|  |  |  |
| Web Site |  | Telephone Number |
|  |  | (   )   - |
| Organization or Individual's Email |  |  |
|  |  |  |
| Address |  |  |
|  |  |  |
| City |  | State |
|  |  |  |
| Postal Code |  |  |
|  |  |  |
| Primary Contact Name |  | Contact Email |
|  |  |  |
| Contact Phone |  |  |
| (   )   - |  |  |
| Category |  | Requested Amount |
|  |  | $ |
| Total Overall Budget |  |  |
| $ |  |  |

In a brief statement, please provide a description and overarching goal of the program

or initiative for which you are requesting support.

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Describe the primary objectives of the program or initiative, including intended outputs and outcomes. Please include timeframe (when will you begin and when you will complete the project.)

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Provide a brief description of the benefits to the Vallejo community that will be addressed by this program or initiative.

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Please specify the primary audience of the grant and an estimate of audience size.

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Describe the evaluation methodology that will be used to determine whether the program or initiative reached its stated goals.

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Will there be other supporters of this program?

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If known, please list the other potential supporters.

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If you do not receive funding, how will you proceed with this project?

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**Staff and Organizational Information**

Include the staff qualifications, certifications, and skills. Describe the organization and include information indicating the organization’s capacity to implement and sustain the program.

**PROJECT BUDGET**

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| --- | --- | --- |
| Organization Name: |  |  |
| Project Name: |  |  |

\*\*\* Please use this form. If you need additional space please attach it on the link below. Fill in only applicable budget items that apply to your project. If you are an organization, please include a copy of your latest 990 or a copy of the organization’s most current internal financial statements.

|  |  |  |
| --- | --- | --- |
| PROJECTED EXPENSES |  |  |
|  | Amount | Notes |
| Supplies and materials | $ |  |
| Staff and contractors | $ |  |
| Rent | $ |  |
| Marketing and Promotion Costs | $ |  |
| Administrative/overhead  Insurance  Permit or city fees | $ |  |
| $ |  |
| $ |  |
| Other Costs | $ |  |
| **Total Expenses** | $ |  |
|  |  |  |
| TOTAL INCOME (IF PROJECT EXPENSES EXCEED GRANT AMOUNT) | $ |  |
| Individual donations | $ |  |
| This grant  Other grants | $ |  |
| $ |  |
| Earned Income | $ |  |
| In-kind support | $ |  |
| **Total Income** | $ |  |

Please email your completed proposal to [RenayConlin@vallejoarts.org](mailto:RenayConlin@vallejoarts.org) or mail to: Renay Conlin, PO Box 4099, Vallejo, CA 94590. If you have questions, please call 707-346-7328.