



2025 Neighborhood Voices for Festivals Grant Program

For Festivals that will take place between January 1, 2025 – December 31, 2025

Application Portal Opens: Monday July 8, 2024 10AM PST

Application Deadline: Thursday August 22, 2024 5PM PST

TABLE OF CONTENTS

PROGRAM DESCRIPTION	2
ORGANIZATION ELIGIBILITY	3
FESTIVAL REQUIREMENTS.....	4
REQUEST AMOUNT.....	5
INFORMATIONAL WEBINARS	6
PROGRAM TIMELINE.....	6
APPLICATION PREPARATION & DEADLINE	6
EVALUATION & SCORING FOR FESTIVALS	8
APPLICATION REVIEW PROCESS.....	9
APPEALS	10
GRANTEE CONTRACTURAL REQUIREMENTS.....	10
GLOSSERY	12
RESOURCES.....	13
CONTACT	13
EXAMPLE BUDGET.....	14

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

Neighborhood Voices for Festivals builds belonging in City of Oakland neighborhoods through culturally-engaged festival culture. This grant opportunity amplifies the cultural expressions, stories, and heritage found within Oakland's neighborhoods and their community members who historically have not received equitable investments of resources or recognition.

Festivals supported by this grant opportunity must be in-person Oakland arts and cultural activities that are free and open to the public. This grant is for festivals that are one- or multi-day events, that generally occur one time per year, and is not intended to fund ongoing programming. If you are conducting a single standing event, such as a performance or concert, this would not qualify as a festival.

Applications from the following are encouraged:

- Festivals that lift-up the cultural identity of a people or the historical significance of a neighborhood;
- Racial/ethnic-specific communities or other types of communities that are under-recognized or lack visibility in Oakland;
- Festivals in neighborhoods with few formal cultural resources (such as, cultural centers, performance venues, art galleries, cultural education programs, etc.); and
- Partners who are deeply grounded and engaged in the neighborhood where the festival is based.

Organizations that are not primarily arts and/or cultural providers are eligible only if this will be an arts and cultural festival. Individuals, Sporting events, Conferences, Symposiums and Summits are not eligible for this grant opportunity.

The following changes are being implemented for 2025:

- Festivals must take place within the calendar year of 2025, between January 1, 2025 and December 31, 2025
- Applicants may request up to 50% of the projected expenses for the festival, not to exceed \$14,000 (max amount may increase depending on City budget outcomes)

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, festival requirements, request requirements, and application requirements detailed below will be deemed ineligible. Applications deemed ineligible or incomplete cannot Appeal.

ORGANIZATION ELIGIBILITY

Please Note: Individuals, and Organization Assistance applicants are ineligible for this grant category. Sporting events, Conferences, Symposiums and Summits are also not eligible for this grant opportunity.

Only one application to this category is allowed per fiscal year, per organization and per festival. Festival Producers, Lead Organizers and Artists cannot apply through different organizations to receive multiple grants through this funding opportunity. If you are a first-time applicant or have questions regarding eligibility, please contact Raquel Iglesias at riglesias@oaklandca.gov

1. **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 recent 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.
2. **Registered Non-Profit & Good Standing with State Agencies:**
 - CA Secretary of State Business Search: Applicant or their Fiscal Sponsor 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.”
 - Attorney General Registry of Charitable Trust: Applicant or their Fiscal Sponsor must be in “Current” standing with the Office of the Attorney General’s [Registry of Charitable Trusts](#).
3. **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.
4. **Evidence of Insurance:** Once the grant is awarded, organizations must show evidence of:
 - General Commercial Liability insurance, \$2M per occurrence (\$1M reduction request available);
 - Workers Compensation insurance, \$1M per occurrence (if organization has employees);
 - Auto insurance, \$1M per occurrence (if applicable); and
5. **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)
6. **Arts & Culture Focus:** Organizations that are not primarily arts and/or cultural providers are eligible only if this will be an arts and cultural festival. Sporting events, Conferences, Symposiums and Summits are not eligible for this grant opportunity.

Using a Fiscal Sponsor

Unincorporated, Oakland-based organizations applying under a fiscal sponsor must meet the following requirements:

2. **Non-Profit Organization Eligibility:** The Fiscal Sponsor must be California-based non-profit organizations and meet the eligibility requirements stipulated for incorporated organizations applying for this grant program as detailed on page 3.
3. **Insurance Requirements:** Fiscal Sponsors must meet City of Oakland Insurance Requirements and cover the applying organizations activities. Once the grant is awarded, the fiscal sponsor must show evidence of:
 - General Commercial Liability insurance by project, \$2M per occurrence (\$1M reduction request available);
 - 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).
4. **Fiscal Sponsorship Agreement:** A comprehensive, written agreement from the fiscal sponsor must accompany the application and include the following: (1) Description of the exact nature of the services to be provided by this fiscal sponsor in terms of financial arrangement, application preparation and reporting/grant compliance; (2) The fiscal sponsorship fee; and (3) Qualifications/resume and contact information of the fiscal sponsor's staff person who will serve as the primary liaison with the non-501c3 organization's lead person.

Please Note: If awarded, the grant documents will be emailed to the Fiscal Sponsor and must be completed by and reflective of the Fiscal Sponsor. These documents include the Grant Agreement, Schedule documents, Insurance, and Financial and Tax Information.

FESTIVAL REQUIREMENTS

Festivals eligible for this grant opportunity must follow the requirements below:

- Festivals must take place between **January 1 – December 31, 2025**
- All Festival activities supported by this grant must be in Oakland
- Festivals must be free and open to the public
- Festivals must be in-person
- Festivals are one-day or multi-day events, occurring within a consecutive time period generally once per year
- Festivals must be arts and culture focused. Sporting events, Conferences, Symposiums and Summits are not eligible for this grant opportunity.
- Festivals supported include various activities the general public can engage in, including but not limited to community resources, vendors, performances, art making activities, etc. If you are

conducting a single standing event, such as a performance or concert, this would not qualify as a festival.

This grant program will support one festival only. If you have a festival series, you will need to indicate in your application which festival of the series you are applying to receive support for. This grant opportunity will not cover multiple festivals, or an organizations ongoing programming.

REQUEST AMOUNT

Neighborhood Voices for Festivals grants can support only a portion of an organization's festival budget. Request amounts for Festival Grants are based on the following:

- **Applicants may request up to 50% of the projected expenses for the festival, not to exceed \$14,000.**
- Festivals are required to match the City's grant at a minimum of 1:1. (i.e., for every dollar of the City's award, the recipient organization must secure an additional dollar). In-kind contributions may be counted toward this match.
- Other Cultural Funding Program grant funds may not be used to meet the match.
- Requests must be based on the budget of the festival only, not the organization's entire budget.
- Festivals must be free and open to the general public
- All festivals activities supported by this grant must be in Oakland

Eligible Expenses:

- Artistic and administrative personnel salaries, wages, and/or fees
- Office, rehearsal or necessary rental space
- General office supplies related to the project
- Marketing, promotion and publicity expenses
- Equipment Rental
- City Permit Costs

Ineligible Expenses:

- Activities occurring outside of Oakland
- Fundraising events
- Food and beverages that comprise over 50% of the festival budget
- Out-of-state travel
- Major equipment purchases (\$750 and above)
- 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 WEBINARS

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

- **Thursday July 18, 2024, 1:00PM-2:00PM PST**
- **Tuesday August 6, 2024, 1:00PM-2:00PM PST**

To receive zoom information, please RSVP for the Webinar here:
<https://us.openforms.com/Form/3c24aff1-036b-4311-be6c-e1e11ac28f47>

A recording of the webinar will be posted on the City's website the day after the live webinar. You can find the recording here:

PROGRAM TIMELINE

Application Portal Opens: Monday July 8, 2024, 10:00AM

Application Informational Sessions via Zoom: July 18 & August 6, 2024

Applications Due: Thursday August 22, 2024 5PM PST

Public Panel Deliberations: Tuesday October 15, 2024

Life Enrichment Committee Review: November 19, 2024 (tentative)

City Council Approval & Review: November 26, 2024 (tentative)

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

Grant Checks Processed: March 2025 (*TBD: 12+ 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 22, 2024 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. Brief Summary of Festival
3. Reach of Festival: Number of events/activities and participant & artist information
4. Event Locations
5. Narrative
6. Festival Budget
7. 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 (100-300 words/per question)

1. Description: Describe the festival for which funds are being requested.
2. Rationale: How will this festival affirm the expression, recognition, and understanding of the array of diverse communities that make Oakland unique, vibrant, and resilient? In what ways does this festival contribute to belonging to strengthen your neighborhood?
3. Implementation: Describe the planning process, marketing and outreach for this Festival.
4. Target Audience/Participants: Who will be reached, and how will they be involved?
5. Festival Partners: Give a brief description of each Festival partner, why each was chosen and their role in the festival.
6. Key Personnel: Provide an overview of the lead organization and key team members for this festival. How do they demonstrate their knowledge of the neighborhood & community being served?

FESTIVAL BUDGET

The Festival budget form is built into the Screendoor platform, and outlines:

- Income: Contributed Income and Earned Income
- Expenses: Personnel Expenses and Production Expenses

The submitted budget should reflect the Festival budget only, not the entire organization budget. Applicants are required to outline how the City of Oakland grant is being allocated, in the “City Funds” column under Expenses.

For an example budget, please last pages of this document.

ATTACHMENTS

1. One Cultural Work Sample: video, images, OR event program
2. Attachment A: Supplemental Materials - *Optional* (brochures, news articles, etc.)
3. Attachment B: Proof of Organization’s Oakland Residency
4. Attachment C: Memorandum of Understanding (for fiscally-sponsored festivals)

IMPORTANT:

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

EVALUATION & SCORING FOR FESTIVALS

Public Grant Review Panel will be held **Tuesday October 15, 2024 , 9AM-5PM**

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

1. FESTIVAL PROGRAMMING (30%)

- Programming and activities are appropriate for communities served and enhance understanding of and respect for cultural practices and heritages
- Key personnel are rooted and knowledgeable of the Oakland neighborhood(s)/community(s) being served
- High potential for festival to empower and celebrate the neighborhood(s)/community(s) addressed

2. CULTURAL & RACIAL EQUITY (30%)

- Festival leverages cultural opportunities and increases access for communities impacted by racial disparities
- Programming is led by and includes groups and communities impacted by racial disparities
- Partnership's display ability and commitment to engaging historically under-served communities

4. COMMUNITY ENGAGEMENT (30%)

- Festival organizers conduct direct outreach to Oakland neighborhood(s)/community(s) and develop community engagement strategies for identified audiences
- Festival shows evidence of community support (volunteers, donations)
- Partners are deeply grounded and engaged in the neighborhood where the festival is based

5. FINANCE AND MANAGEMENT (10%)

- Festival budget is clear and appropriate
- Partner roles and responsibilities are clear and appropriate
- Participating artists are compensated for their participation

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.

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 appeal criteria. It may be forwarded to the Cultural Affairs Commission for consideration, and, if accepted by the Commission 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 "Current" 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 30 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:

Raquel Iglesias

riglesias@oaklandca.gov

510-238-2212

Cultural Affairs Division | Economic & Workforce Development
City of Oakland

EXAMPLE BUDGET: 2025 FESTIVAL GRANT

I. 2025 FESTIVAL INCOME

CONTRIBUTED INCOME

LINE	CONTRIBUTED INCOME	STATUS	TOTAL FUNDS	BUDGET NOTES
Line 1	Festival Grant Request	Pending	\$14,000.00	
Line 2	Federal Government			
Line 3	State Government			
Line 4	Local/Municipal Government	Pending	\$5,000.00	California Arts Council Grant
Line 5	Individuals (self included)	Pending	\$2,000.00	Includes suggested donations collected during festival
Line 6	Corporate Contributions			
Line 7	Foundations	Secured	\$28,500.00	Smith Foundation \$20,000 Plant Foundation \$8,500
Line 8	In-Kind Contributions	Secured	\$5,000.00	Volunteer Support & Food Donations
Line 9 (other)				
Line 10 (other)				
Line 11	Subtotal		\$54,500.00	

Iglesias, Raquel:
The budget notes column should be used to highlight details about each line item.

Iglesias, Raquel:
Lines 9 & 10 can be used to input contributed income not listed in the previous lines.

EARNED INCOME

LINE	EARNED INCOME	STATUS	TOTAL FUNDS	BUDGET NOTES
Line 12	Product Sales/Concessions	Pending	\$500.00	Book Sales at Festival
Line 13 (other)				
Line 14 (other)				
Line 15	Subtotal		\$500.00	
Line 16	TOTAL INCOME (Line 11 + 15)		\$55,000.00	

Iglesias, Raquel:
The Total Income Line should reflect the total income expected for your festival, including this grant request.

II. 2025 FESTIVAL EXPENSES

PERSONNEL EXPENSES

LINE	PERSONNEL	# OF PERSONS	CITY FUNDS	TOTAL FUNDS	BUDGET NOTES
Line 17	Artistic	10	\$10,000.00	\$10,000.00	Includes 15 musicians and 2 teaching artists
Line 18	Administrative	15		\$10,000.00	
Line 19	Technical Production	6		\$7,000.00	
20 (other)					
21 (other)					
Line 22	Subtotal		\$10,000.00	\$27,000.00	

Iglesias, Raquel:
IMPORTANT: The Total Funds Column should reflect your total festival budget, including the Festival Grant being applied for.

Iglesias, Raquel:
IMPORTANT: The City Funds Column should reflect how the applicant plans to allocate the Festival grant.

PRODUCTION EXPENSES

LINE	PRODUCTION EXPENSES	CITY FUNDS	TOTAL FUNDS	BUDGET NOTES
Line 23	Facility Expenses/Space Rental		\$1,000.00	
Line 24	Outreach/Marketing		\$1,000.00	
Line 25	Production	\$4,000.00	\$19,000.00	Sound Equipment, Stage, Tents, Garbage, etc.
Line 26	Insurance		\$5,000.00	
Line 27 (other)	Permits		\$1,000.00	
Line 28 (other)	Food & Bev		\$1,000.00	
Line 29	Subtotal	\$4,000.00	\$28,000.00	
Line 30	TOTAL EXPENSES (Line 21 + 27)	\$14,000.00	\$55,000.00	

SURPLUS (DEFICIT) AT YEAR END: (Line 17 minus Line 30)

\$0