



FY2022-23 Neighborhood Voices for Organization Programs Grant Program

*For Re-Occurring Arts & Culture Programs that will take place between
January 1, 2023 and August 31, 2023*

Application Portal Opens: Thursday December 1, 2022, 10:00AM

Application Deadline: Thursday January 12, 2023, 5:00PM

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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.*

PURPOSE

The **Neighborhood Voices** grantmaking initiative builds belonging within the dynamic neighborhoods of the City of Oakland by supporting culturally-engaging efforts to bring our city's community members together to foster social cohesion. Composed of three funds, including Festivals, Organization Programs and Individual Artist Projects, this grantmaking initiative seeks to affirm the expression, recognition, and understanding of the array of diverse communities that make Oakland unique, vibrant, and resilient.

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

Program Description

Neighborhood Voices for Organization Programs is a fund that amplifies the cultural expressions, stories, histories, and heritage found within Oakland's neighborhoods-particularly neighborhoods and their community members who historically have not received equitable investments of resources or recognition.

This grant opportunity encourages applications from Oakland-based cultural community builders that are focused on enhancing neighborhood vibrancy and community belonging. Applications must be for re-occurring arts and culture programs that have been in place for 2 years at the applying organization. Programs may include, but are not limited to: Cultural heritage practices, performance programs in dance, music or theater, visual art and public arts programs, classes, workshops, exhibitions, and literary activities that are rooted in a sense of place.

Applications that incorporate the following are encouraged:

- Programs 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;
- Neighborhoods with few formal cultural resources (such as, cultural centers, performance venues, art galleries, cultural education programs, etc.);
- Programming that fosters inter-generational activities that create together for a broader audience and community;
- Partners who are deeply grounded and engaged in the neighborhood where the program is based.

ELIGIBILITY

Please Note: Individuals, Festivals, as well as FY22-23 Festival and Org Assistance Grantees are ineligible for this grant category. *One-time events, Festivals, Sporting events, Conferences, Symposiums and Summits are also not eligible for this grant 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:** Applicant must be a registered nonprofit in good standing with the State of California and have IRS 501c3 status with a street address in Oakland.
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 program. Applicants must submit a list of prior program activities for the past 2 years.

***One-time events, Festivals, 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:

1. **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.
2. **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:
 - o General Commercial Liability insurance by project, \$2M per occurrence (\$1M reduction request available);
 - o Workers Compensation insurance, \$1M per occurrence (if organization has employees);
 - o Auto insurance, \$1M per occurrence (if applicable); and
 - o 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).
3. **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 sent 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.

REQUEST AMOUNT

\$20,000 per applicant

Only one application to this category is allowed annually per organization and per program

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 program 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 December 8, 2022, 4:00PM- 5:00PM PST**
- **Tuesday December 13, 2022, 12:00PM - 1:00PM PST**

To receive zoom information, please RSVP for the Webinar here: <https://forms.gle/CFNUPiFn2h2NXPjx6>

PROGRAM TIMELINE

Application Portal Opens: Thursday December 1, 2022, 10:00AM PST

Application Informational Sessions via Zoom: December 8, 2022 & December 13, 2022* (see details above)

Applications Due: Thursday January 12, 2023, 5PM PST

Public Panel Deliberations: Thursday March 9, 2023

Funding Advisory Committee Review: Wednesday March 15, 2023 (tentative)

Life Enrichment Committee Review: April 24, 2023 (tentative)

City Council Approval & Review: May 2, 2023 (tentative)

Grant Agreements Sent to Grantee for Completion: May 9, 2023 (tentative)

Grant Checks Processed: July 2023 (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 January 12, 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.

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.

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 Program
3. Reach of Program: Number of events/activities and participant & artist information
4. Program Locations/Events
5. Narrative
6. Program 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.

NARRATIVE QUESTIONS (100-300 words/per question)

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

PROGRAM BUDGET

The Program 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 program 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 see pages 13-14 of this document.

ATTACHMENTS

1. One Cultural Work Sample: video, audio, images, OR literary work sample
2. Attachment A: List of prior program activities for the past 2 years
3. Attachment B: Supplemental Materials - brochures, news articles, event program, etc. (optional)
4. Attachment C: Proof of Organization Residency
5. Attachment D: Memorandum of Understanding (for fiscally-sponsored programs)

EVALUATION AND SCORING

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

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

1. CLARITY OF PROGRAM AND PURPOSE (20 points maximum)
 - Clear articulation of program goals and implementation
 - Strength and purpose of partnership(s)

- Potential of program to empower the neighborhood(s)/community(s) addressed

2. PROGRAMMATIC IMPACT (25 points maximum)

- Understanding of and history with the neighborhood(s)/community(s) addressed
- Quality and appropriateness of activities (Do they enhance understanding of and respect for cultural practices and heritages?)
- Key artistic/cultural personnel are rooted and knowledgeable of the Oakland neighborhood & community being served

3. RACIAL EQUITY (25 points maximum)

- Leverages cultural opportunities for communities impacted by racial disparities to reimagine pathways for a racially equitable society
- Animates public space through cultural exchange to support and affirm belonging in Oakland
- Programming is led by and includes groups and communities impacted by racial disparities
- Partnership's ability and commitment to engaging historically under-served communities

4. COMMUNITY ENGAGEMENT (20 points maximum)

- Ability to foster community engagement and civic well-being
- Evidence of community support (volunteers, donations)
- Fosters intergenerational activities, bringing together elder and young people

5. FINANCE AND MANAGEMENT (10 points maximum)

- Clarity and appropriateness of program budget
- Clarity and purpose of partner roles and responsibilities
- Qualifications of key administrative personnel
- Participating artists are compensated for their participation

IMPORTANT:

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

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 CONTRACTUAL 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 Status:** The legal name of the organization must match the name provided in the California Secretary of State website and be listed as "active" (<https://businesssearch.sos.ca.gov/>).
- **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.

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: PROGRAM GRANT

I. FY22-23 INCOME

CONTRIBUTED INCOME

LINE	CONTRIBUTED INCOME	STATUS	TOTAL FUNDS	BUDGET NOTES
Line 1	Grant Request	Pending	\$20,000.00	
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)			
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		\$58,500.00	

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	Art Book Sales
Line 13 (other)				
Line 14 (other)				
Line 15	Subtotal		\$500.00	
Line 16	TOTAL INCOME (Line 11 + 15)		\$59,000.00	

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

II. FY22-23 EXPENSES

PERSONNEL EXPENSES

LINE	PERSONNEL	# OF PERSONS	CITY FUNDS	TOTAL FUNDS	BUDGET NOTES
Line 17	Artistic	10	\$10,000.00	\$10,000.00	10 Teaching Artists
Line 18	Administrative	15		\$15,000.00	
Line 19	Technical Production	6		\$7,000.00	
20 (other)					
21 (other)					
Line 22	Subtotal		\$10,000.00	\$32,000.00	

Iglesias, Raquel:

IMPORTANT: The Total Funds Column should reflect your total program budget, including the Grant being applied for.

Iglesias, Raquel:

IMPORTANT: The City Funds Column should reflect how the applicant plans to allocate the CFP Program grant.

PRODUCTION EXPENSES

LINE	PRODUCTION EXPENSES	CITY FUNDS	TOTAL FUNDS	BUDGET NOTES
Line 23	Facility Expenses/Space Rental	\$5,000.00	\$10,000.00	Space Rental
Line 24	Outreach/Marketing		\$5,000.00	
Line 25	Production	\$5,000.00	\$6,000.00	Supplies, Equipment
Line 26	Insurance		\$5,000.00	
Line 27 (other)	Food & Bev		\$1,000.00	
Line 28 (other)				
Line 29	Subtotal	\$10,000.00	\$27,000.00	
Line 30	TOTAL EXPENSES (Line 21 + 27)	\$20,000.00	\$59,000.00	

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

\$0