



## Networks of Care: Teaching Artist Support Grants

**Application Portal Opens:** Wednesday January 17, 2024, 10AM PST

**Application Deadline:** Thursday February 22, 2024 5PM PST

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*If you, or someone you know, would benefit from these guidelines being translated to another language, please contact Cultural Funding Coordinator Raquel Iglesias at [riglesias@oaklandca.gov](mailto:riglesias@oaklandca.gov).*

## PURPOSE

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*The Networks of Care: Teaching Artist Support* grant opportunity will provide organizations funding for Teaching Artists conducting arts instruction for Oakland youth. The program will award grants of \$10,000 to Oakland-based non-profit organizations to supplement current teaching artist salaries, and/or provide them with professional development opportunities to advance how we care for ourselves, and one another.

## PROGRAM DESCRIPTION

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Teaching artists play an essential role in the fabric of our cultural community - fostering and exposing Oaklanders of all ages and backgrounds to the power of art. And in our current climate, Teaching Artists support the healing, safety and development of our young people – many of whom are continuing to struggle with the effects and collective trauma inflicted by the pandemic.

In alignment with the City of Oakland’s Cultural Plan “Belonging in Oakland: A Cultural Development Plan,” and the City’s Cultural Funding Program, this grant program will provide limited resources to supplement current Teaching Artists salaries and/or professional development opportunities to non-profit organizations conducting arts instruction for Oakland youth.

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

## ORGANIZATION ELIGIBILITY

**Please note: Individual artists, for-profit entities, and fiscally sponsored projects are ineligible for this grant opportunity.**

1. **Proof of Residency:** Applicants 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:** 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 “current” 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:
  - o General Commercial Liability insurance: \$2M per occurrence, \$4M aggregate (\$1M reduction request available);
  - o Workers Compensation insurance: \$1M per occurrence (if organization has employees);
  - o Auto insurance, \$1M per occurrence (if applicable); and
5. **Abuse and Sexual Molestation Insurance (Required for this Grant):** \$1M per occurrence (when 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 they are conducting arts education programming

## REQUEST REQUIREMENTS

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We recognize that the financial needs of our cultural community far outweigh the available funds that will be awarded through this program. With these constraints in mind, this grant program shall fund the following expenses only:

- Salary support for Teaching Artists conducting arts instruction for Oakland youth
- Professional development opportunities for Teaching Artists conducting arts instruction for Oakland youth

In Addition:

- Matching funds (cost share) are not required
- Grantee funding is limited to one request per organization
- Grants will be awarded in the amount of \$10,000

### Ineligible Expenses:

- Activities not occurring in Oakland
- Social functions, parties, receptions and/or fundraising events
- Food and beverages
- Out-of-state travel
- Operating expenses for commercial facilities
- Major equipment purchases (\$750 and above)
- Capital construction and/or acquisitions
- Activities with a political or religious purpose

**Please note: Individual artists, for-profit entities, and fiscally sponsored projects are ineligible for this grant opportunity.**

## INFORMATIONAL WEBINARS

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

- Wednesday January 31, 2024, 4:00PM- 5:00PM PST
- Tuesday February 6, 2024, 12:00PM - 1:00PM PST

To receive zoom information, please RSVP for the Webinar here:

<https://us.openforms.com/Form/3c24aff1-036b-4311-be6c-e1e11ac28f47>

## PROGRAM TIMELINE

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- Application Portal Opens:** Wednesday January 17, 2024, 10:00AM
- Application Informational Sessions via Zoom:** January 31 & February 6, 2024
- Applications Due:** Thursday February 22, 2024 5PM PST
- Public Panel Deliberations:** Thursday March 28, 2024
- Life Enrichment Committee Review:** May 14, 2024 (tentative)
- City Council Approval & Review:** May 21, 2024 (tentative)
- Grant Agreements Sent to Grantee for Completion:** June 2024 (tentative)
- Grant Checks Processed:** August 2024 (*TBD: 6+ weeks after completed grant agreement is received*)

## APPLICATION PREPARATION & DEADLINE

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### **IMPORTANT NOTICE:**

Electronic application through the Screendoor web platform is Mandatory

### **Deadline is Thursday February 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.*

*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
  - a. Address
  - b. Website
  - c. Contact Name and Email
  - d. Council District
  - e. Arts Discipline(s) that best describe the work your organization instructs, produces, and/or presents
  - f. Mission Statement
  - g. Total Organization Budget for Current Fiscal Year
  - h. Teaching Artist Hourly Salary

2. Reach of Programming
  - a. Total number of Teaching Artists conducting arts instruction for Oakland youth
  - b. Total number of art instruction classes per week for Oakland youth
  - c. Total number of Oakland youth to be directly engaged in creative expression and/or direct learning through these classes
3. Programming Locations
4. Narrative
5. Programming Budget
6. Work Sample
7. Attachments

### NARRATIVE QUESTIONS (100-500 words/per question)

1. Describe the arts instruction for Oakland youth being conducted by your organizations Teaching Artists. Please include your arts education goals and desired outcomes, as well as programming length and frequency.
2. Who are the students you seek to serve and why? How does your organization and its Teaching Artists demonstrate their knowledge of the community being served?
3. Describe how this limited funding will be used, and how your organizations Teaching Artists build social connection, care, and civic well-being through arts learning.

### PROGRAM BUDGET

The submitted budget should reflect the arts education budget only, not the entire organization 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

Applicants are required to outline how the City of Oakland grant is being allocated, in the “City Funds” column under Expenses.

### WORK SAMPLE

To give our selection committee a sense of the arts instruction for youth conducted by your organization in Oakland, please include one work sample type - ONE video or THREE images.

### ATTACHMENTS

1. Attachment A: Sample Arts Education Curriculum or Work plan
2. Attachment B: Brief biographies and community affiliation of key personnel and Teaching Artists

3. Attachment C: Proof of residency document (scanned utility bill, bank statement or rental agreement of applying Organization)

**IMPORTANT:**

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

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, you acknowledge and accept that your application materials will become a public record of the City of Oakland.

## EVALUATION & SCORING

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Public Grant Review Panel will be held **Thursday March 28, 2024, 9AM-5PM**

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

### 1. PROGRAMMATIC IMPACT (40%)

- Goals and relevance of arts instruction for community being served are clearly articulated
- Organization has a comprehensive curriculum and demonstrates ability to provide in-depth arts education and engagement
- Organization demonstrates high potential for programming and Teaching Artists to build social connection, care, and civic well-being through arts learning

### 2. CULTURAL & RACIAL EQUITY (40%)

- Organization increases access to arts learning for those impacted by racial and cultural inequities
- Programming is led by and includes groups and communities impacted by racial disparities
- Organization demonstrates deep understanding of and history with the community(s) engaged

### 3. FINANCE AND MANAGEMENT (20%)

- Budget is clear and appropriate
- Teaching Artists are fairly compensated
- Strong qualifications and experience of key personnel and Teaching Artists who will provide arts instruction

## 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

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### 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

Grant recommendations are sent to the Life Enrichment Committee (LEC) for review. 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

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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

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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

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**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

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### 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](http://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

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

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Cultural Affairs Division | Economic & Workforce Development  
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