



***CREATIVE ECONOMIES OF BELONGING: JOBS, NETWORKS, CATALYSTS  
GRANT OPPORTUNITY***

For activities that will take place between July 1, 2022 and June 30, 2023

**Application Portal Opens:** Monday July 25, 2022 10:00 AM PST

**Application Deadline:** Thursday September 22, 2022 5:00 PM 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](mailto:riglesias@oaklandca.gov).*

## PURPOSE

*The Creative Economies of Belonging: Jobs, Networks, Catalysts* grant opportunity will provide funding support for teaching artist positions that were furloughed or eliminated due to the COVID-19 pandemic. The program will award grants in set amounts of \$20,000 to Oakland-based non-profit organizations to re-hire and rebuild jobs for teaching artists that foster social cohesion and civic belonging.

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

## Program Description

The Federal Government's American Rescue Plan Act (ARP) is designed to fuel the nation's recovery from the devastating economic, cultural and health effects of the COVID-19 pandemic. The pandemic did not just hurt sales at local businesses and cancel cultural events; it kept Oaklanders away from each other and from the community-building connections and daily interactions that are essential to a vibrant, healthy City. Culturally, the weakened social networks that make a city livable and sustainable need repair.

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. 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 one-time regranting program will provide limited resources to re-hire and rebuild jobs for teaching artists that foster social cohesion and civic belonging.

Due to past program cuts, this grant opportunity will focus on Oakland based non-profits who employ teaching artists. Specifically, grant funds are intended to support existing teaching artist positions, or to restore teaching artist positions that were furloughed or eliminated due to the COVID-19 pandemic. Funding for this one-time "pass-through" program comes from the federal government via the National Endowment for the Arts.

## ORGANIZATION ELIGIBILITY

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

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 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. Proof of Residency must be in applying organizations name.
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. **Board of Directors:** Applicants must have a functioning Board of Directors.
4. **Arts and Culture Focus:** Applicants must be able to demonstrate active arts/cultural programming in Oakland for no less than five years.
5. **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.
6. **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. **SAM.GOV Registration:** Federal regulations require that all grantees, at the time of contracting, must register with SAM.gov using a valid Unique Entity Identifier (UEI). On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). Funded grantees will receive instructions on how to obtain an UEI.

## REQUEST AMOUNT & 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, the Creative Economies of Belonging grant program shall fund the following expenses only:

- Salary support, full or partial, for one or more teaching artists
- Funds should be used to support existing teaching artist positions, or to re-hire teaching artist positions that were furloughed or eliminated due to the COVID-19 pandemic. *This grant opportunity will not support new positions that were not in place prior to March 2020.*
- Teaching Artist positions supported by this grant opportunity must be focused on activities within the City of Oakland and be spent prior to June 30, 2023.

In Addition:

- Matching funds (cost share) are not required.
- Grantee funding will be awarded in the amount of \$20,000 (limit one request per organization).

**Please note: Individual artists, schools, 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.

- Thursday, August 18, 2022, 12:00PM - 1:00PM
- Tuesday, August 23, 2022, 4:00PM - 5:00PM

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

<https://forms.gle/sxmmeYW96CDebRU78>

## PROGRAM TIMELINE

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**Application Portal Opens:** Monday July 25, 2022, 10:00AM

**Application Informational Sessions via Zoom:** August 18, 2022 & August 23, 2022

**Applications Due:** Thursday, September 22, 2022, 5PM

**Public Panel Deliberations:** Thursday, November 17, 2022

**Funding Advisory Committee Review:** December 7, 2022 (tentative)

**Life Enrichment Committee Review:** January 23, 2023 (tentative)

**City Council Approval & Review:** February 7, 2023 (tentative)

**Grant Agreements Sent to Grantee for Completion:** February, 2023 (tentative)

**Grant Checks Processed:** March 2023 *(TBD: 6+ weeks after completed grant agreement is received)*

## APPLICATION REQUIREMENTS, PREPARATION & DEADLINE

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### **IMPORTANT NOTICE:**

Electronic application through the Screendoor web platform is Mandatory

**Deadline is Thursday September 22, 2022, 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.

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 – all required)**

1. Provide a brief mission statement and organizational history.
2. Describe the positions you are looking to fund and how these jobs build social connection via art education activities in face of the COVID-19 pandemic.
3. Describe your organization's ability and commitment to promoting cultural and racial equity for Oakland and its residents.
4. Describe your arts education goals and rubrics. How does your program engage the goal of community belonging and participation?

### **ATTACHMENTS (All required unless otherwise noted)**

- A. Attachment A: Biographies of key personnel (combined into one document, two pages limit)
- B. Attachment B: List of art and culture activities for past two years
- C. Attachment C: Job description(s) for position(s) to retain, re-hire or rebuild
- D. Attachment D: Supplemental materials (brochures, news articles, etc., combined into one document, four page limit) - Optional
- E. Attachment E: Proof of residency document (scanned utility bill, bank statement or rental agreement of Applying Organization)
- F. Attachment F: Recent financial statements (Profit & Loss and Balance Sheet for last completed year)

#### **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.

## EVALUATION AND SCORING

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Public Grant Review Panel will be held **Thursday, November 17, 2022, 9AM-5PM**

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

### **1. Community Belonging and Engagement (25 points)**

- Potential for funded positions to re-build social connection post-COVID
- Impact of teaching artists on programming
- Potential for funded positions to foster community engagement and civic well being

### **2. Racial and Cultural Equity (25 points)**

- Increases access to arts education activities for those impacted by racial and cultural inequities in a demonstrable way
- Programming is led by and includes groups and communities impacted by racial disparities
- Encourages recruitment and hiring of teaching artist positions from communities impacted by racial and cultural inequities

### **3. Programmatic Quality and Artistic Merit (25 points)**

- Clearly articulated goals and relevance of program
- Understanding of and history with the community(s) engaged
- Strength of programming and ability to provide high quality arts education and engagement
- Evidence of community partnerships and/or professional development and training

### **4. Finance and Management (25 points)**

- Evidence of sound fiscal management and strategic planning
- Qualifications of leadership team and teaching artists
- Clarity and appropriateness of teaching artist position and responsibilities
- Ability to continue funding creative jobs and financial sustainability

## 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

This grant 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

The grant review panelists have been selected for their expertise related each specific grant program. 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. 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 anything heard during the discussion. Applicants may also clarify any points that may be unclear, or answer 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. Staff will post the total average score on a scoresheet. At several times during the day, staff will post the scoresheet for the public to see. 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.



### 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. The Council sets goals and priorities for the City. The council approves the City budget, adopts ordinances to help the City serve its community members, and appoints members to various boards and commissions. 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 to the applicants and/or panelists (as documented) was incomplete or incorrect. *Please note: The Cultural Affairs Division 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:

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

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

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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 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.
- **SAM.GOV Registration:** Federal regulations require that all grantees, at the time of contracting, must register with SAM.gov using a valid Unique Entity Identifier (UEI). On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). Funded grantees will receive instructions on how to obtain an UEI.
- **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.

## CONTACT

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For all questions and technical assistance regarding this program, please contact:

Raquel Iglesias

[riglesias@oaklandca.gov](mailto:riglesias@oaklandca.gov)

510-238-2212

Cultural Affairs Division | Economic & Workforce Development  
City of Oakland