



FY2022-23 Neighborhood Voices for Individual Artist Projects Grant Program

For Projects 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 or format, please contact Raquel Iglesias 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, Organizational 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 Individual Artist Projects 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 seeks applications from individual artists and cultural workers focused on building neighborhood vibrancy and community belonging. Projects may include, but are not limited to: Cultural heritage practices, performance programs in dance, music or theater, visual art and public arts projects, classes, workshops, exhibitions, and literary activities that are rooted in a sense of place.

Projects that incorporate the following are encouraged:

- Projects 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 carefully review the following eligibility requirements. 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 must be based in Oakland at the time of the application and maintain Oakland residency throughout the grant period. Applicants must submit proof of 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. **Evidence of Insurance:** Once the grant is awarded, the applicant must show evidence of
 - o Workers Compensation insurance, \$1M per occurrence (if applicant has employees);
 - o Auto insurance, \$1M per occurrence (applicable when using a vehicle is a part of the project, ex: shuttling participants from one part of the City to another)
3. **Current Oakland Business License/Tax Certificate:** Once the grant is awarded, the applicant must provide a current City of Oakland Business License / Tax Certificate with Oakland address.

REQUEST AMOUNT

\$10,000 per applicant. No matching funds are required.

1. Only one application to this category is allowed annually per individual and per project.
2. Grant awards are taxable income. If the grant is awarded, grantees will receive a 1099 tax form from the City of 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 project 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.

- **Wednesday December 14, 2022, 4:00PM-5:00PM PST**
- **Friday December 16, 2022, 12:00PM-1:00PM PST**

To receive zoom information, please RSVP for the Webinar here: <https://forms.gle/gXTTq6DAoLsUci4U9>

PROGRAM TIMELINE

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

Application Informational Sessions via Zoom: December 14, 2022 & December 16, 2022* (see details above)

Applications Due: Thursday January 12, 2023 – 5:00PM PST

Public Panel Deliberations: Wednesday March 8, 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, you acknowledge and accept that your application materials will become a public record of the City of Oakland.

Upon entering the Screendoor portal and reviewing the grant 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 Project
3. Reach of Project: Number of events/activities and participant & artist information
4. Project Locations
5. Narrative
6. Project 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 project for which funds are being requested, including the project goals.
2. Rationale: How will this project affirm the expression, recognition, and understanding of the array of diverse communities that make Oakland unique, vibrant, and resilient? In what ways does this project contribute to belonging to strengthen your neighborhood?
3. Implementation: Describe the planning process, marketing and outreach for this project.
4. Target Audience/Participants: Who will be reached, and how will they be involved?
5. Project Partners: Give a brief description of each project partner, why each was chosen and their role in the project.
6. Key Personnel: Provide an overview of the lead artist and/or key team members for this project. How do they demonstrate their knowledge of the neighborhood & community being served?

PROJECT BUDGET

The 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. *For an example budget, please see pages 11-12 of this document.*

ATTACHMENTS

- One Cultural Work Sample: video, audio, images, OR literary sample
- Attachment A: Work Biographies of key artistic and administrative project personnel
- Attachment B: List of prior arts activities produced by applicant artist during the last fiscal or calendar year, including name and location of activity
- Attachment C: Supplemental Materials that support applicant artist’s professional work and profile (Up to four (4) pages, combined into one document)
- Attachment D: Proof of Oakland Residency

IMPORTANT:

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

EVALUATION AND SCORING

Public Grant Review Panel will be held **Wednesday March 8, 2023 - 9AM-5PM PST**

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

1. CLARITY OF PROJECT AND PURPOSE (20 points maximum)
 - Clear articulation of project goals and implementation
 - Strength and purpose of the partnership(s)
 - Potential of project 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?)
 - Applying artist and collaborators 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 project budget
 - Clarity and purpose of partner roles and responsibilities
 - Qualifications of key personnel

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. Individual Artist Contract requirements include, but are not limited to:

- **Signed Grant Agreement**, outlining City of Oakland legal requirements and compliance
- **Insurance Requirements:**

- Workers Compensation insurance, \$1M per occurrence (if grantee has employees);
- Auto insurance, \$1M per occurrence (if applicable)
- **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

Grant Opportunities:

Alameda County Arts Commission: <https://www.acgov.org/arts/html/home.html>

California Arts Council: <https://arts.ca.gov/>

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: Individual Artist Grant

I. FY22-23 INCOME

CONTRIBUTED INCOME

LINE	CONTRIBUTED INCOME	STATUS	TOTAL FUNDS	BUDGET NOTES
Line 1	Grant Request	Pending	\$10,000.00	
Line 2	Federal Government			
Line 3	State Government			
Line 4	Local/Municipal Government	Pending	\$2,000.00	California Arts Council Grant
Line 5	Individuals (self included)			
Line 6	Corporate Contributions			
Line 7	Foundations			
Line 8	In-Kind Contributions	Secured	\$5,000.00	Volunteer Support & Food Donations
Line 9 (other)				
Line 10 (other)				
Line 11	Subtotal		\$17,000.00	

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	Print sales
Line 13 (other)				
Line 14 (other)				
Line 15	Subtotal		\$500.00	
Line 16	TOTAL INCOME (Line 11 + 15)		\$17,500.00	

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	2	\$5,000.00	\$5,000.00	2 Teaching Artists
Line 18	Administrative	1		\$1,000.00	
Line 19	Technical Production				
20 (other)					
21 (other)					
Line 22	Subtotal		\$5,000.00	\$6,000.00	

Iglesias, Raquel:

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

Iglesias, Raquel:

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

PRODUCTION EXPENSES

LINE	PRODUCTION EXPENSES	CITY FUNDS	TOTAL FUNDS	BUDGET NOTES
Line 23	Facility Expenses/Space Rental	\$2,500.00	\$5,000.00	Space Rental
Line 24	Outreach/Marketing		\$2,000.00	
Line 25	Production	\$2,500.00	\$3,500.00	Supplies, Equipment
Line 26	Insurance			
Line 27 (other)	Food & Bev		\$1,000.00	
Line 28 (other)				
Line 29	Subtotal	\$5,000.00	\$11,500.00	
Line 30	TOTAL EXPENSES (Line 21 + 27)	\$10,000.00	\$17,500.00	

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

\$0