



ARTS COMMISSION

Agenda

Arts Commission Meeting

Thursday, May 7, 2020 at 9:00 A.M.

Per State of California Executive Order N-29-20 in the interest of public health and safety, we are temporarily taking actions to prevent and mitigate the effects of the COVID-19 pandemic by holding Arts Commission meetings electronically or by teleconferencing. The Arts Commission meeting can be watched via livestream or replayed on the city website at <http://www.carlsbadca.gov>. You can participate in the meeting by emailing your comments to the Minutes Clerk at ARTS@carlsbadca.gov prior to commencement of the agenda item. Your comment will be transmitted to the Arts Commission at the start of the agenda item. If you desire to have your comment read into the record at the Arts Commission meeting, please indicate so in the first line of your e-mail and limit your e-mail to 500 words or less.

1. **Call to order**
2. **Roll call**
3. **Approval of the minutes of the March 5, 2020 Arts Commission regular meeting**
4. **Public comments**
5. **Welcome new Arts Commission appointees**
6. **Introduction of the Public Art Coordinator**
7. **Community Arts Grants Update**
8. **Chair report**
9. **Cultural Arts Manager Report**
10. **Commission comments**
11. **Adjournment**

NOTICE TO THE PUBLIC 1. The Arts Commission will adjourn its meeting no later than 12:15 pm. 2. When you are called to speak, please state your name and address. PUBLIC COMMENT: If you desire to speak about an item not listed on the agenda, a "Time Reservation Request" form should be filed with the Secretary. A total of 15 minutes is provided for the Public Comment portion of the Agenda. Speakers are limited to three (3) minutes each. In conformance with the Brown Act, no action can occur on items presented during Public Comment. ALL OTHER CATEGORIES: For all other agenda items, a "Request to Speak" form must be filed with the Secretary before the item is announced. There is a five (5) minute time limit for individual speakers.



ARTS COMMISSION

Minutes

MEETING OF: CARLSBAD ARTS COMMISSION MEETING
DATE OF MEETING: Thursday, May 7, 2020
PLACE OF MEETING: City Council Chamber
1200 Carlsbad Village Drive, Carlsbad, CA 92008

CALL TO ORDER: Chair Laurenn Barker called the meeting to order at 9:00 a.m.

ROLL CALL: Commissioners Barker, Chamberlain, Jadhav, Markovits, Schmidt, Snyder, and White.

STAFF PRESENT: Richard Schultz, Cultural Arts Manager
Karen McGuire, Curator
Nicole Bagley, Curatorial Assistant
Laurette Garner, Community Arts Coordinator
Megan Gilby, Community Arts Coordinator
Jennifer Davidson, Senior Office Specialist
Daisy Hernandez, Senior Office Specialist
Mimi Kim, Administrative Assistant

APPROVAL OF MINUTES:

Minutes of the Art Commission meeting of Mar. 5, 2020
Approved, 6/0/0/1 (Jadhav-abstain)

PUBLIC COMMENT: None.

RECOGNITION OF COMMISSIONER JOAN MARKOVITS: Commissioner Barker reviewed Commissioner Markovits' numerous achievements during her eight years on the Arts Commission. Commissioners shared their memories with Commissioner Markovits. Richard Schultz thanked Commissioner Markovits on behalf of the Cultural Arts staff. Commissioner Markovits thanked everyone and spoke about her years of service.

COMMUNITY ARTS GRANTS FY2020-2021 CYCLE: Richard reviewed the new Community Arts Grants timeline for FY 2020-2021 and informed the commissioners the guidelines will be posted to the city website. A brief discussion ensued regarding efficiencies of the funding plan approval process.

CITY BUDGET CYCLE UPDATE: Richard reviewed the city budget timeline with the commissioners and suggested waiting to discuss the budget requests until the May meeting since three commissioners' terms end in March.

CHAIR REPORT: Chair Barker encouraged commissioners and staff to participate in all free Cultural Arts events.

CULTURAL ARTS OFFICE REPORT: Manager Schultz presented the commissioners with a Spring Scene brochure covering all events until June. He briefed the commissioners on the upcoming Edges Frayed workshops and the extension for the call to artists for Veteran’s Memorial Park.

COMMISSIONER COMMENTS/ANNOUNCEMENTS: Commissioners shared the highlights of their participation and attendance at local arts events and programs.

ADJOURNMENT: Vice-chair Snyder made a motion to adjourn the meeting at 9:53 a.m.

Daisy Hernandez
Senior Office Specialist



ARTS COMMISSION

Staff Report

Meeting Date:	May 7, 2020
To:	Carlsbad Arts Commission
From:	Richard Schultz, Cultural Arts Manager richard.schultz@carlsbadca.gov or 760-602-2086
Subject:	Community Arts Grants Update 2020 & 2020/2021

Recommended Action

Approve staff recommendations.

Executive Summary

This report will review suggested changes and updates to the 2020 and 2020/2021 Community Arts Grants cycles. In response to the COVID-19 crisis, staff believes that building greater flexibility into the guidelines and timeline will allow arts organizations and schools to proceed with arts projects and capacity building plans in the midst of significant challenges.

Discussion

Community Arts Coordinator Megan Gilby will provide an overview of the recommended changes that were presented and approved by the grants subcommittee on Wednesday, April 22. Commissioners Barker, Chamberlain and Schmidt were in attendance and reviewed the staff's recommendations. The attached document details the proposed changes and timelines. The goal of the changes is to provide arts organizations and schools with alternatives to utilize grant funding to navigate this unprecedented time. For example, extending the current project period through the end of 2020 will offer grantees the flexibility to redesign or postpone their programs in a timeline that works best for each grantee. Also, the 2020/2021 timeline offers three rolling deadlines, allowing current grantees to apply after they have completed their 2020 project with an extended deadline. Also, the utilization of new grant management software will provide greater resource to applicants, panelists, arts commissioners and staff.

Fiscal Analysis

No additional city funding is being requested at this time.

Next Steps

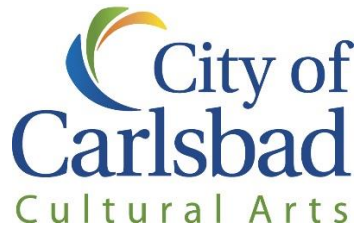
Approve the 2020 and 2020/2021 Community arts cycles and receive quarterly updates from staff.

Public Notification

This document was noticed in accordance with the Ralph M. Brown Act (California Government Code Section 54950 et. Seq.), published and distributed at least 72 hours prior to the meeting date and time.

Exhibits

- 1 - Community Arts Grants: COVID-19 Related Program Changes
- 2 – FY2020-2021 Community Arts Grants Guidelines (original without proposed updates)



Community Arts Grants: COVID-19 Related Program Changes

Presented to the Carlsbad Arts Commission 05.07.20

Background:

- As COVID-19 has affected almost every aspect of our lives, it has also taken a severe toll on the arts industry. With an uncertain future, grantors across the country are rallying to help support artists and arts organizations through this crisis.
- Based on a survey of arts organizations, Americans for the Arts (AFTA) reports that the estimated national impact as of April 7, 2020 was \$4.5 billion, with a median per-organization impact of \$38,000. California alone has seen 96% of arts organizations cancelling events, with a total financial impact of \$11.9 million.

Community Arts Grants Update Goal:

- To support and providing funding to artists and arts organizations in Carlsbad and surrounding areas in this time of crisis

Recommendation of Arts Commission Grants Subcommittee:

- April 22, 2020: To support Cultural Arts Office staff in decision-making for updating grants program to better serve local arts organizations, schools and artists in this time of crisis.

Updates to current CAG 2020 cycle for grantees:

All current grantees who were not able to complete their programs prior to County-directed closures will have three options:

1. Update any Arts Projects or Capacity Building projects to reflect changes due to COVID-19
2. Convert any Arts Projects to Capacity Building projects, or vice versa
3. If programs are not able to continue in any capacity, or no current needs qualify for either project category, the grantee and the city will mutually cancel the grant and any received funds will be returned

Updates to current CAG 2020 Guidelines:

- CAG 2020 Guidelines will stay intact unless directly addressed in these updates
- Funding period for any CAG 2020 updated project will be extended one additional year, until June 30, 2021
- Temporary expanding of Arts Projects and Capacity Building funding to be more inclusive, including virtual events and operating costs
- All updated projects will require an updated project form and amendment to standing agreement
- Any organization who received both Arts Projects and Capacity Building funds will be able to update their projects in either or both categories as they feel the funding would best support their organization

4/29/2020

- Funding caps for Capacity Building and Arts Projects will be temporarily removed to allow organizations to choose from above three options (no additional funds are available)

Updates to upcoming CAG 2020/2021 Grant Cycle:

- Adoption of new Grants Software, pending successful contract
- Rolling deadlines until funds are depleted
 - Designed to accommodate CAG 2020 grantees with extended deadline

COVID Updated Schedule	Funding Cycle	Round	Task
Monday, March 9, 2020	CAG 20/21		Application Opening
Monday, May 18, 2020	CAG 20/21	Round 1	Application Due
Thursday, August 6, 2020	CAG 20/21	Round 1	Arts Commission review and approval
Monday, August 17, 2020	CAG 20/21	Round 2	Application Due
Tuesday, September 1, 2020	CAG 20/21	Round 1	Projects Commence (when agreement executed)
Thursday, November 5, 2020	CAG 20/21	Round 2	Arts Commission review and approval
Monday, November 16, 2020	CAG 20/21	Round 3	Application Due
Wednesday, December 9, 2020	CAG 20/21	Round 2	Projects Commence (when agreement executed)
Monday, February 1, 2021	CAG 21/22		Finalize Schedule for CAG 2021/2022, begin planning
Thursday, March 4, 2021	CAG 20/21	Round 3	Arts Commission review and approval
Tuesday, March 30, 2021	CAG 20/21	Round 3	CAG 2020 funded projects must be completed
Thursday, April 8, 2021	CAG 20/21	Round 3	Projects Commence (when agreement executed)
Wednesday, June 30, 2021	CAG 2020		CAG 2020 funded projects must be completed
Thursday, August 5, 2021	CAG 21/22		Arts Commission review and approval
Tuesday, August 31, 2021	CAG 20/21		Projects Completed
Wednesday, September 1, 2021	CAG 21/22		Projects Commence (when agreement executed)
Thursday, September 30, 2021	CAG 20/21		All Final Reports Due
Monday, August 1, 2022	CAG 21/22		Projects Completed
Monday, May 17, 2021	CAG 21/22		Application Deadline

Proposed dates for the subsequent CAG 2021/2022 cycle:

- Application Deadline: May 17, 2021
- Arts Commission Review: August 5, 2021
- Projects take place September 1, 2021 through August 31, 2022

COMMUNITY ARTS GRANTS GUIDELINES – 2020/2021

WELCOME

The City of Carlsbad Cultural Arts Office serves to encourage, develop and facilitate an enriched environment of artistic, creative and cultural activity in the City of Carlsbad and the Northern San Diego County region. The Cultural Arts Office manages funding programs to provide financial support to organizations, schools and individuals for various projects through a competitive application and review process. These projects benefit the community through an array of activities for schools, artists and organizations. The Community Arts Grants program was identified for continued and increasing support by the Carlsbad City Council through the updated 2018 Arts & Culture Master Plan.

The Community Arts Grants program supports activities that provide and support quality arts and cultural programming within Carlsbad. Our mission is to:

- Reinforce accessible arts and culture opportunities and experiences for Carlsbad students and residents;
- Provide arts education and lifelong learning opportunities for all ages;
- Support local and regional arts organizations as an important component of the economy and quality of life in Carlsbad and Northern San Diego County;
- Support arts education in schools and through affiliated organizations;
- Develop and support organizational strength and capacity of Carlsbad arts organizations;
- Encourage new and emerging arts programs and organizations in Carlsbad; and
- Celebrate Carlsbad as an exciting, vibrant and creative destination for our residents, students and visitors.

2020/2021 OVERVIEW

Deadline for regular 2020/2021 cycle grant applications is Monday, April 20, 2020 at 4 p.m.

Applications will only be accepted online at www.carlsbadca.gov/artsgrants

- Total funding available for the 2020/2021 cycle is \$96,800 pending City Council budget approval
- For funded applications: 80 percent of all awarded funds will be disbursed after agreements are executed; the final 20 percent once the final report and budget are submitted and approved

****Please note: due to the unusual circumstances surrounding COVID-19, some processes may change for the 2020/2021. All in-person meetings will be reformatted to phone meetings throughout the application period. After the application deadline, more information will be made available regarding panel sessions and Carlsbad Arts Commission meetings.****

ELIGIBILITY

- All programs must take place Sept. 1, 2020 – Aug. 30, 2021
- All funded activities must take place within the City of Carlsbad. The Cultural Arts Office reserves the right to negotiate the location of grant-funded activities
- All applicants, including fiscal agents, must be determined to be not-for-profit, tax-exempt organizations by either the Internal Revenue Service or the California State Franchise Tax Board
- If projects include partnerships, only one application may be submitted for that project involving all parties
 - If a school would like to partner with an arts organization, we encourage the arts organization to act as the applying party

GUIDELINES APPENDICES

- Appendix 1 – Community Arts Grants FAQs
- Appendix 2 – Ineligible Organizations and Activities
- Appendix 3 – Sample Budget
- Appendix 4 – Sample Community Arts Grants 2020/2021 Agreement

FUNDING CATEGORIES

Funding is structured by classification of each organization, then according to available categories:

- **Arts Organizations, including Fiscal Agents of Individual Artists**
 - Capacity Building - \$5,000 maximum award
 - Arts Projects - \$7,500 maximum award
- **Educational Institutions and Affiliated Groups**
 - Arts in Schools - \$2,500 maximum award

ARTS ORGANIZATIONS

- Arts Organizations must be registered 501(c)(3) nonprofit organizations
- Applicants may apply to one or both the Capacity Building and the Arts Projects categories
- No organizations may submit multiple applications in any one category per funding cycle

ARTS ORGANIZATIONS – CAPACITY BUILDING

- Capacity Building grants have a maximum award of \$5,000
- Capacity grants are designed to help an arts organization improve its effectiveness, strengthen organizational and/or financial stability, increase community impact and effectively support the nonprofit's mission
- Capacity Building grants will only be awarded to organizations based in Carlsbad
- Grants cannot be used for projects that fall under the Arts project category. Examples of potential projects include but are not limited to:
 - Professional development for staff and board members
 - Opportunities for peer learning, networking or leadership development
 - Creating or re-examining organizational plans
 - Initiating collaboration with other nonprofits
 - Developing new sources for earned income
 - Utilizing support for high-impact projects

ARTS ORGANIZATIONS – ARTS PROJECTS

- Arts Projects grants have a maximum award of \$7,500
- Arts Project requests are for specific activities such as but not limited to performances and exhibitions, residencies, assemblies, workshops or lectures that take place in Carlsbad
- Arts Project grants are not for general operating support
- Awards must be clearly shown to be used for specific project support
- Any partnership between an individual, educational institution or organization must include a letter of agreement from partnering entity

PROJECTS THROUGH FISCAL AGENT

- Individuals or organizations without non-profit status may apply through a fiscal agent
- Fiscal agents will be responsible for receiving awarded funds and dispersing them with a service fee no more than 10% of the amount awarded to the applicant
- Organizations that act as fiscal agents are still eligible to apply for a Community Arts Grants on their own
- Any individual artist receiving funding through a fiscal agent must be 18 years of age on or before April 20, 2020

EDUCATIONAL INSTITUTIONS AND AFFILIATED GROUPS

Requests are only available to Carlsbad nonprofit schools and authorized parent groups

EDUCATIONAL INSTITUTIONS AND AFFILIATED GROUPS – ARTS IN SCHOOLS

- Arts In Schools grants have a maximum award of \$2,500
- There is no limit to requests by school or district, though consideration will be given to projects of the same discipline from the same school site
- To be eligible for funding:
 - No in-school project funded through the Community Arts Grant may involve a full-time hourly or salaried employee in the school district in which they will be leading activities, performances or projects
 - Out-of-school programs may utilize teaching artists that are employed by any district
- All partnerships must include a signed letter of agreement
- Schools are encouraged whenever possible to provide art experiences that allow families or the greater public to participate

APPLICANT INFORMATION

PROGRAM SCHEDULE

****Please note: due to COVID-19 precautions, we will not be holding any in-person information sessions or one-on-one meetings. Staff will be available to help answer questions via email and phone meetings. More information regarding panel sessions will be made available after the application period closes.****

March 9, 2020	Application posted and available at www.carlsbadca.gov/artsgrants
March 16	Dates available for scheduling phone sessions with grant program staff through April 17
April 8	Application review submission deadline. All review feedback will be completed by April 15
April 20	Deadline: applications for the CAG 2020/2021 cycle must be submitted electronically by 4 p.m.
Week of June 22	Submitted materials are reviewed and scored by a peer panel consisting of local and regional artists and arts professionals. The panel will create a funding plan for review and final approval by the Carlsbad Arts Commission All applicants have the opportunity to participate in short question and answer sessions during panel week. More information on this opportunity will be sent to eligible organizations that submit completed applications.
Aug. 6	Funding plan presented to Arts Commission for review and approval
Week of Aug. 10	All applicants will receive notification. All awardees will receive agreement packets. Any awardee that receives less than half (50%) of requested amount will be required to complete a Revised Project Form
Sept. 2020	First 80 percent payments of awards are disbursed upon execution of agreements.
Sept. 2020 – Aug. 2021	Final Report is due within 30 days of program end date to receive the final payment of 20 percent.

INFORMATION SESSIONS, WORKSHOPS AND APPLICATION REVIEW

To continue to support our artists and organizations, the Cultural Arts Office staff is pleased to provide additional resources for applicants in the 2020/2021 cycle. These offerings are highly recommended for both new and returning applicants:

- **(Cancelled for CAG 2020/2021)** Information Sessions – general overview of the grant process, application and procedures
- **(Reformatted for phone meetings during CAG 2020/2021)** One-on-One Sessions – take advantage of the opportunity to schedule 30-minute sessions with grant program staff to help answer questions about the process, the application or other topics. Registration for one-on-one sessions is available at www.carlsbadca.gov/artsgrants
- Application Review – applications submitted by April 8 can receive general feedback from Cultural Arts Office staff prior to the panel sessions. All feedback will be returned before April 15 to allow time for editing by the deadline

- Staff will review applications for effective and impactful delivery of information, as well as to ensure completeness and clarity of application materials. Staff will not be providing feedback on content, programming or other project details.

PANEL REVIEW AND SCORING OF APPLICATIONS

GRANTEE Q&A DURING PANEL SESSIONS

****Please note: more information on panel processes during CAG 2020/2021 will be released after application deadline to adhere to public health guidelines at that time.****

- Applicants in all categories can provide up to two (2) representatives on their behalf to answer panelists' questions about their application materials
- While not required, it is strongly recommended that organizations take advantage of this opportunity to participate in the review process
- Question and answer sessions are not scored and are included as an opportunity to provide additional information and insight to organization and proposed project
- The date of the scoring panel will be set during the week of June 22. All applicants will receive information for how to schedule their question and answer session after submission deadline
- All applicants must be on site at least 20 minutes prior to scheduled time to allow for fluctuations in panel schedule. Any representative that is not present when the panel reviews their application forfeits their opportunity to participate, but the absence will not otherwise affect their application
- All time and representative count limits are strictly enforced. Staff reserves the right to make updates and final decisions regarding applicant presentations, before and during panel sessions
- Applicants will not be able to hand any materials to panelists during their presentation. All information must be included in the application. No new physical or digital materials may be introduced after submission.

SCORING RUBRIC

Application scores will be on the following criteria, with each category worth 10 points, with a maximum score of 30. For example:

- **Quality of Program(s)**
 - Reinforce accessible artistic and cultural opportunities for our residents
 - Provide arts education and lifelong learning opportunities for all ages
- **Community Impact**
 - Celebrate Carlsbad as an exciting, vibrant and creative destination for our residents, students and visitors
 - Support local and regional arts and cultural organizations as important components of the economy and quality of life in Carlsbad and Northern San Diego County
 - Accessibility of program for participants and audience members under the Americans with Disabilities Act
- **Management Capability**
 - Support and develop organizational strength and capacity of Carlsbad arts organizations
 - Encourage new and emerging arts programs and organizations in Carlsbad

OTHER REVIEW AND SCORING INFORMATION

- Program staff will review applications after the deadline to deem eligibility to be forwarded to the scoring panel. Cultural Arts Office staff will determine whether the financial health and sustainability of the organization is eligible
- Any application deemed eligible and forwarded to scoring panel will be reviewed within the context of the project or program outlined in the application
- Incomplete applications, or applications with incorrect information, will be deemed ineligible

AGREEMENT

All approved applications will receive an agreement packet, which will include instructions and agreement language. All agreements must be signed and submitted per instructions within 30 days of receipt. Failure to return signed agreement within this timeline may affect the current award cycle, or future application eligibility. Please see appendix 4 for a sample Community Arts Grants 2020/2021 agreement.

Required signatures:

- Arts Organizations (including fiscal agents): Board President and/or Executive Director (or equivalent) and project lead
- Educational Institutions: Principal or Vice Principal and project lead
- School-Affiliated Organizations: President and/or Chair and project lead

Any applicant that has received funds during a previous funding cycle will not receive their CAG 2020/2021 agreement until any and all previous agreement requirements are completed and approved by staff.

FINANCIAL MANAGEMENT

Grant recipients are required to maintain three (3) years of accounts, records and evidence pertaining to costs incurred and revenues acquired under the respective grant program. Grantees should be able to provide upon request:

- Accurate, current and complete disclosure of revenue and expenses for the project
- Records that adequately identify the sources and application of funds for grant sponsored activities
- Accounting records supported by source documentation – invoices, receipts, bank statements, etc.
- All awardees must provide documents within 30 days of receipt or notification. This includes, but is not limited to, agreements, revised project forms, final reports and financial accounting

PUBLIC ACKNOWLEDGEMENT

- Grant recipients must credit the Cultural Arts Office for its support of the project in printed, electronic and broadcast promotions
- The following acknowledgement along with a logo (provided with use guidelines) must appear on all printed and electronic materials:

“This program is funded in part by the City of Carlsbad’s Cultural Arts Office.”

- Grantees who fail to provide public acknowledgement may be denied future project funding

PROMOTION BY CITY

- Grantees are required to keep the Cultural Arts Office informed of all program dates and times
- If grantee wishes to participate in promotion through approved city channels, they may opt-in as part of the agreement. (See appendix 4 for an example agreement.) All participation in promotion through city channels is subject to review, edits and approval by program staff prior to promotion
- Grantees are encouraged and expected to:
 - Give notifications and invitations to the Cultural Arts Office in order to extend them to the Carlsbad Arts Commission at least two weeks in advance of program
 - Extensively promote funded events and projects.

SITE VISITS AND PROGRAM ATTENDANCE

The Cultural Arts Office staff may monitor grant projects during the course of the grant cycle, including potential site visits. Reports of these visits will be included in grant application files.

POLICIES

- Once submitted, applications may be moved into a different category at the discretion of the Cultural Arts Staff. Notification will be made to the applicant
- The City of Carlsbad reserves the right to limit funding amount to any applicant, regardless of eligibility or panel score based on funding limitations of goals of the program in a given year
- Cultural Arts Office staff actively review and evaluate all aspects of this program and processes. Updates may occur throughout the funding calendar. Cultural Arts Office staff will provide information on program updates to all grantees as they are adopted.
- Any proposed significant changes or amendments by grantee to approved projects must be submitted in writing to the Cultural Arts Office by the grantee before any grant funds are used, and before any execution of altered activity. This includes, but is not limited to, changes in purpose, scope, services, intended timeline, personnel, location, date, activities or budget.
- The Cultural Arts Office reserves the right to review, cancel or reallocate project funds that have been significantly altered or shifted from stated goals in the original approved application and/or revised project form. Cancelled funds must be returned to the Cultural Arts Office within 30 days of notification.
- No two entities (organization or school/affiliated groups) may apply for funding for the same project. Review appendix 2 for a list of projects and programs ineligible for funding.

OTHER INFORMATION

CARLSBAD ARTS COMMISSION MEETINGS:

- Carlsbad Arts Commission Meetings are public held throughout the year. For more information about the duties of the Carlsbad Arts Commission and its meetings, visit www.carlsbadca.gov.

HOW TO APPLY

APPLICATION

All applications must be submitted online. The application is comprised of five sections, some of which include long-answer sections and attachments. The application is available at www.carlsbadca.gov/artsgrants.

1. Contact Information
2. Funding Type and Category
3. Project Overview
4. Narrative
5. Budget (A sample budget form is included as Appendix 3)
6. Signature

ASSISTANCE

Cultural Arts Office staff are always available to assist applicants. Please contact Mimi Kim, Administrative Assistant, (760) 602-2082 or mimi.kim@carlsbadca.gov and Megan Gilby, Community Arts Coordinator, (760) 602-2081 or megan.gilby@carlsbadca.gov

APPENDIX 1: COMMUNITY ARTS GRANTS FAQs

- Are there any organizations ineligible to receive Community Arts Grant funding?
 - Yes. For-profit organizations are ineligible to receive funding through the Community Arts Grants program. This includes schools and businesses.
- Is there an age limit for individual artists?
 - Yes. Any individual artist applying or receiving funds through a fiscal agent must be 18 on or before April 20, 2020.
- How are final awards decided?
 - All award amount decisions take into account the total amount of funding available, scores from panelists and the request from the applying entity. The scoring panel creates a funding plan based on these factors, which is forwarded to the Arts Commission for final approval.
- What if I am receiving funding from City of Carlsbad through another department or division?
 - Any organization awarded a City of Carlsbad's Community Activity Grant through the Housing and Neighborhood Services Department are ineligible to receive funding through Community Arts Grants.
 - It is in organization's best interest to explore and apply for other grant opportunities, including the Carlsbad Library and Arts Foundation's Gartner Fund and the Carlsbad Tourism Business Improvement District grants through the City of Carlsbad. For more information, please contact our office.
- Can one school site apply for multiple Arts in Schools awards?
 - Yes. While there is no limit to applications from one school site, multiple applications from one site with projects in one artistic genre (i.e. music) will be taken into consideration.
- What kinds of projects are ineligible for funding?
 - Arts Projects requesting general operating costs
 - Projects should be one aspect of a larger event, or a project unto itself. Projects cannot encompass the entirety of your organization's programming (i.e. supporting an entire season of performances)
 - Examples: supporting new work as part of a larger season or specific series of concerts within the context of a larger festival
 - Capital improvements
 - Capital improvements are defined as significant equipment purchases or building improvement. Capital improvements have depreciation.
 - Examples can include: building a performance venue or remodeling an existing space (dressing rooms, practice rooms, etc.)
 - Examples of non-capital improvements: instruments, instrument cases, sheet music
- Is the applicant question and answer portion of the review session scored by the panel? Will we be penalized if we do not participate in the review session for our application?
 - Question and answer portions are not scored and are included strictly as an opportunity to provide additional information and insight to an organization and proposed project. No organization will be penalized for not participating in the review session.

The City of Carlsbad will NOT award grants to:

- Organizations receiving funding through City of Carlsbad Community Activity Grants
- Governmental agencies or public authorities
- Applicants that have a “delinquent” status with the Community Arts Grants Funding Programs
- Retroactive funding for completed activities
- Religious and/or sectarian programming or any programming and/or services that are solely for the promotion of or consumption by a specific religious order and/or sect
- Cash reserves or endowments of any kind. Awards are to be expended within the designated funding period
- Capital expenditures, including construction, renovation or purchase of real property
 - Purchases or repairs of arts-specific equipment with the capability of extended use over several years are permitted. Proposals requesting funds for such expenses should be discussed in advance with the Cultural Arts Office staff.
- Applications that do not support nonprofit, public art activities or projects that benefit a for-profit business or activity
- Sponsored projects that benefit the sponsoring organization or are an extension of the sponsoring organization’s programs or services
- Support groups and/or non-profit organizations supporting city departments or facilities
- General operating costs, including costs associated with the start-up of a new organization
- Applications to reduce existing deficits

Funding may NOT be used for:

- Fund-raising expenses
- Consultants who are members of an applicant’s staff or board
- Payments to students
- Scholarships, fellowships or tuition assistance
- Costs incurred before the start of the funded project or outside the funding period
- Any and all activities outside the City of Carlsbad limits
- Entry fees for competitions or sponsorship fees
- Pageants, fund-raising events or hospitality costs
- Publication of manuscripts or compositions not created as part of a grant-supported project
- Purchase of awards, cash prizes, contributions or donations
- Scholarly or academic research, tuition and activities which generate academic credit or formal study toward an academic or professional degree
- Creation of textbooks

Applicant:

COMMUNITY ARTS GRANTS 2020/2021 - PROJECT BUDGET INFORMATION

		PROJECTED - APPLICATION		ACTUALS - FINAL REPORT	
PROJECT INCOME		\$	Notes	\$	Notes
Earned Income	Admissions				
	Gifts/Merchandise/ Concessions				
	Advertising				
	Other				
<i>Subtotal Earned Income</i>		\$0		\$0	
		\$	Notes	\$	Notes
Unearned Income	Private				
	Individual				
	Public Support				
	Applicant Cash				
	CAG Request Amount		Amount requested through Community Arts Grants 2020/2021		Amount received through Community Arts Grants 2020/2021
	Other				
Other					
<i>Subtotal Unearned Income</i>		\$0		\$0	
INCOME TOTALS		\$0		\$0	

Applicant:

COMMUNITY ARTS GRANTS 2020/2021 - PROJECT BUDGET INFORMATION

PROJECT EXPENSES	PROJECTED - APPLICATION		ACTUALS - FINAL REPORT	
	Cash	Notes	Cash	Notes
Project Staff (non-artist)				
Project Artist(s) or Arts Instructor(s)				
Educational Materials/Printing				
Costumes/Props				
Sets				
Supplies				
Licensing/Royalties				
Rentals (space and/or other)				
Transportation				
Food & Beverage				
Marketing/Promotion/ Publicity				
Fiscal Agency Fee				
Other				
Other				
Other				

EXPENSES TOTALS \$0

\$0

Applicant:

COMMUNITY ARTS GRANTS 2020/2021 - PROJECT BUDGET INFORMATION

IN-KIND SUPPORT	PROJECTED - APPLICATION		ACTUALS - FINAL REPORT	
	Value	Notes	Value	Notes

IN-KIND TOTALS

Budget Instructions:

- For application, fill out only green. For final report, fill in blue.
- You will only be able to fill out the cells highlighted in green or blue.
- The application project budget must balance. Total income must equal total expenses. Final Report may c
- Round all budget figures to the nearest whole dollar.
- Enter a '0' in any cells that you don't have an amount to add.
- Please give detailed descriptions for each line item in the notes column. For example, if your total admissions is \$1,000, enter "4 shows, 50 attendees, \$5 each."
- Please insert your organization name in the top right header.

2020/2021 GRANT AGREEMENT FOR «Organization_Name»

This agreement, is made on the _____ day of _____, 20____, by **ORGANIZATION NAME (ORGANIZATION)**, hereinafter referred to as “Grantee,” and the **CITY OF CARLSBAD**, a municipal corporation, hereinafter referred to as “City” (the “Agreement.”) City, as Grantor, agrees to provide Grantee the Grant funds awarded to Grantee during the 2020/2021 Community Arts Grants Program in an amount not to exceed **AWARD AMOUNT** dollars (**\$AWARD AMOUNT**) (“Grant.”) The purpose of the Grant is to provide funds to Grantee for the project outlined in the Agreement Scope (“Agreement Scope”).

Project Title: **PROJECT TITLE**

The grant provided herein is comprised of public funds. Therefore, to ensure that the public funds are used for a public purpose, in accordance with the law, the City and Grantee hereby agree to the following terms.

TERMS AND CONDITIONS OF GRANT

1. TERM.

The term of this Agreement shall mean the period commencing on the effective date of this Agreement and expiring on **September 30, 2021**. The term of this Agreement may be extended by mutual written agreement of the parties. The parties will prepare a written amendment indicating the effective date and length of extended Agreement.

2. USE OF COMMUNITY ARTS GRANTS PROCEEDS.

- a. Grant funds are to be disbursed as outlined in this Agreement in consideration of and on condition that the sum be expended in carrying out the purpose as set forth in the Agreement Scope and under the terms and conditions set forth in this Agreement. Grantee agrees to assume any obligation to furnish any additional funds that may be necessary to complete the Agreement Scope.
- b. In accordance with the Agreement Scope and the Community Arts Grants 2020/2021 Guidelines, all grant funds are eligible to be used **September 1, 2020 through September 30, 2021**. Any extension of fund use must be requested in writing and approved in writing by City. Extension of Community Arts Grants 2020/2021 funds will render that organization ineligible to apply for or receive additional funds as part of the subsequent Community Arts Grants 2021/2022 cycle.
- c. All costs accrued for services and/or supplies prior to the execution of Agreement are not eligible for funding or reimbursement through the use of Grant proceeds.
- d. Eligible and ineligible costs include, but are not limited to, items detailed in the Community Arts Grants 2020/2021 Guidelines, in the section titled Eligible and Ineligible Costs, attached hereto as Exhibit A.

3. CONDITIONS OF FUNDING AND DISBURSEMENT.

City shall have no obligation to provide the Grant proceeds or to make any subsequent disbursement of Grant proceeds, and may seek reimbursement of Grant proceeds, if any of the following requirements are not fully satisfied:

- a. Grantee agrees to use grant funds to implement the Agreement Scope, including using the Grant funds to only cover expenditures for programs and services incurred during the Agreement Scope dates and under the terms and conditions of this Grant Agreement.
- b. Grantee shall certify that the Agreement Scope is within Carlsbad city limits or that the Grantee’s main address is within Carlsbad city limits.
- c. Grantee shall complete all work in accordance with Agreement Scope,

- d. As reasonably soon as possible, but in no case later than thirty (30) calendar days, Grantee shall notify the City of events or proposed changes that could affect the Agreement Scope.
- e. The Grantee shall be responsible for the performance of the work, as set forth herein, and for the preparation of reports required by this Agreement.
- f. Before Grantee makes any material changes to the Agreement Scope, Grantee agrees to submit to the City, in writing, a proposal requesting changes to the Agreement Scope. Grantee shall make no material changes to the Agreement Scope unless and until City formally approves the Grantee's request in writing.
- g. Grantee agrees to acknowledge the City's Grant consistent with the 2020/2021 Community Arts Grants Guidelines, attached hereto as Exhibit A.
- h. Grantee shall provide full and timely information to the City to update staff on programs, and include naming the City in any publications and/or social media, whether in digital or print format, as opportunities arise.
- i. Grantee shall retain all records and supporting documentation, including expenditure receipts, applicable to the Agreement Scope and this Agreement for a period of three (3) years, and make all records and supporting documentation readily available, upon request, for inspection and/or audit by representatives of the City.

4. EVENT/PROGRAM PROMOTIONAL OPPORTUNITIES.

Grantee has the option to supply event and/or program information including the date, location, time, admission, parking and related details for inclusion in Cultural Arts' communications such as e-newsletter, emails and website. At its discretion, the Cultural Arts Office will provide support in distributing the information through the city's established channels of communication. If grantee wishes to participate, the grantee needs to submit the information to the Cultural Arts Office at least 60 days prior to the event or program.

Please initial box to opt-in to promotional opportunities

5. RETURN OF GRANT FUNDS.

Any determination, by the City, of noncompliance with activities and expenditures outlined in the Agreement Scope without prior notice and express approval by the City, upon demand by the City, Grantee agrees to return to the City the amount requested by the City, up to and including an amount equivalent to the full Grant award. Failure of the Grantee to comply with the terms of this Agreement shall not be the cause for return of Grant funds if, in the judgement of the City, such failure was due to no fault of the Grantee. In such case, any amount required to settle, at minimum cost, any irrevocable obligations properly incurred shall be eligible to be paid by Grant funds.

6. REQUIRED REPORTS.

Failure to complete the following reports may render the recipient ineligible to receive the full and final payment of the Grant award.

- a. Submit a Revised Project Form, as required per the 2020/2021 Community Arts Grants Guidelines, attached hereto as Exhibit A, within thirty (30) days of Grant award notification.
- b. Submit a Final Report including all required attachments by completing the designated form to the City (30) calendar days after the Agreement Scope end date or, **September 30, 2021**, whichever is earlier.

Grantees in noncompliance with the above reporting requirements agree to return some or all of the initial Grant payment if requested by the City. Additionally, if Grantee is found to be in noncompliance, Grantee agrees that for the year immediately following a determination of noncompliance, Grantee shall be ineligible to receive any new grants from the City.

7. DISBURSEMENT OF GRANT FUNDS.

The Grant amount to be provided to the grantee, under this Agreement, may be disbursed as follows:

- a. First payment of 80 percent of Grant will be disbursed upon approval of Revised Project Form as applicable, and receipt of fully executed contract.
- b. Final payment of 20 percent of Grant will be disbursed upon receipt of Final Report and approval by City staff.
- c. Any payment of a Grant amount in excess of the final Project costs shall be returned to the City within sixty (60) days of completion of the Agreement Scope or the Project end date, whichever is earliest.

8. PROJECT CANCELLATION.

- a. If a Grantee wishes to cancel a Project at any time, Grantee shall notify the City in writing within fifteen (15) calendar days of the decision to cancel and Grantee, at the time it provides the City with notice of cancellation, shall return all Grant funds to the City.
- b. In the event an approved Agreement Scope cannot be completed for any reason, and if Grant funds were disbursed to Grantee, Grantee agrees to return all Grant funds to the City forthwith.

9. PROJECT MODIFICATION OR TERMINATION.

- a. Grantee may unilaterally rescind this Agreement at any time prior to the commencement of the Project, or prior to first disbursement of funds. After Project commencement, as outlined in the Agreement Scope, or disbursement of Grant funds, this Agreement may be rescinded, modified or amended only by mutual agreement, in writing, of both the City and Grantee.

10. LOSS OF GRANT.

At the discretion of the City, the following actions may result in a loss of all or in part of any Grant amount allocated to the Grantee:

- a. A Grantee fails to enter into a signed Agreement with the City within sixty (60) calendar days of receipt of the Agreement.
- b. Activities associated with Grantee occur that do not align with activities described in the Agreement Scope, including, but not limited to, reduction in services, significant alteration of Agreement Scope elements, such as performers, artists or attendees, or significant changes in budget income, expenses or line item designations from Grantee's budget, included in the Agreement Scope.
- c. A Grantee withdraws or terminates the Agreement Scope.
- d. A Grantee fails to complete the Agreement Scope and/or fails to submit all required reports and/or documentation before **September 30, 2021**.

11. COVENANT AGAINST DISCRIMINATION.

Grantee agrees that neither it nor its agents shall discriminate against any clients, prospective clients, employees, prospective employees, contractors, or prospective contractors on the basis of race, color, religion, sex, national origin, age, disability or familial status.

12. NOTICES.

- a. The names and addresses of the persons who are authorized to give written notices to receive written notice on behalf of City and on behalf of Grantee under this Agreement.
- b. Each party will notify the other immediately of any changes of address that would require any notice or delivery to be directed to another address.

For Grantee:

ORGANIZATION NAME
 Attn: **CONTACT NAME**
ADDRESS
CITY, STATE ZIP
 Email: **EMAIL**

For City:

City of Carlsbad
 Library & Cultural Arts Director
 1775 Dove Lane
 Carlsbad, CA 92011

13. INDEMNIFICATION.

Grantee hereby agrees to defend, indemnify, and hold free and harmless the City, its officers and employees, against any and all claims, damages, losses, costs (including but not limited to attorney's fees) and liabilities of any kind arising directly or indirectly out of, or related in any way whatsoever to the provision of Grant proceeds.

14. NO PARTNERSHIP OR JOINT VENTURE.

The relationship between City and Grantee is solely that of Grantor and Grantee. Under no circumstances shall City and Grantee be deemed to be partners or involved in a joint venture.

15. MODIFICATIONS.

This Agreement may not be modified or amended except by written document executed by a duly authorized representative of both the City and the Grantee.

16. GOVERNING LAW.

This Agreement shall be construed in accordance with and be governed by the laws of the State of California. Venue, in the event of a dispute, shall be in the North San Diego County Superior Court.

17. SEVERABILITY.

In the event that any provision or clause of this Agreement conflicts with applicable law, such conflict shall not affect other provisions of this Agreement, which can be given effect without the conflicting provision. To this end, the provisions of this Agreement are declared to be severable.

18. DRAFTING AMBIGUITIES.

Grantee understands that it is aware that it has the right to be advised by counsel with respect to the negotiations, terms and conditions of this Agreement, and that the decision of whether or not to seek advice of counsel with respect to this Agreement is a decision which is the sole responsibility of Grantee. This Agreement shall not be construed in favor of or against either Party by reason of the extent to which either Party participated in the drafting of this Agreement

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19. SIGNING AUTHORITY.

The representative for each Party signing on behalf of a corporation, partnership, joint venture or governmental entity hereby declares that authority has been obtained to sign on behalf of the corporation, partnership, joint venture, or entity and agrees to hold the other Party or Parties hereto harmless if it is later determined that such authority does not exist.

GRANTEE

CITY OF CARLSBAD, a municipal corporation of the State of California

*By: _____
(1st signature here)

By: _____
HEATHER PIZZUTO
Library & Cultural Arts Director

(Print name/Title)

(Email address)

(Date)

ATTEST:

BARBARA ENGLESON
City Clerk

**By: _____
(2nd signature here)

(Print name/Title)

(Email address)

(Date)

If required by City, proper notary acknowledgment of execution by contractor must be attached. If a Corporation, Agreement must be signed by one corporate officer from each of the following two groups.

- *Group A.**
- Chairman,
- President, **or**
- Vice-President

- **Group B.**
- Secretary,
- Assistant Secretary,
- CFO **or** Assistant Treasurer

Otherwise, the corporation **must** attach a resolution certified by the secretary or assistant secretary under corporate seal empowering the officer(s) signing to bind the corporation.

APPROVED AS TO FORM:

CELIA A. BREWER, City Attorney

By: _____
Assistant City Attorney

EXHIBIT "A"

SCOPE OF GRANT

Itemized list of what Grantee will complete to satisfy grant funding.

Items which may be included in this section:

1. Required – Completed Community Arts Grants 2020/2021 Application
2. Optional, as needed – Community Arts Grants 2020/2021 – Project Budget Information
3. Optional, as needed – Community Arts Grants 2020/2021 – Revised Project Form
4. Optional, as needed – Community Arts Grants 2020/2021 – Revised Project Budget Information
5. Required – Community Arts Grants Guidelines 2020/2021

SAMPLE