



City of San Marcos and San Marcos Community Foundation 2019 Art & Cultural Grant Program

Overview:

The City of San Marcos has available funding to eligible organizations to stage artistic and cultural events or activities that benefit the San Marcos community. The funding was established by a public art in-lieu fee in the Heart of the City Specific Plan; it was created to promote art and cultural initiatives that enrich the artistic and cultural vibe of San Marcos. The San Marcos City Council designated the San Marcos Community Foundation to award and monitor the grants.

Applicant organizations must offer art/cultural events that promote the City of San Marcos and benefit its residents. Applicant organizations must also have a history of producing art or cultural programming and have been in existence for at least one year.

Organizations requesting grant funds must be community-based, meaning at least 51% of the Board of Directors must be made up of San Marcos residents, San Marcos business owners, employees of San Marcos businesses or a combination thereof.

Application Period:

The application period is open and applications will be accepted until April 4, 2019 at 5:00 p.m. Applications received after the due date and time will not be accepted.

Please review funding criteria, procedures, and required documentation prior to submitting an application. Only complete applications will be eligible for review. Allocated funds are designated for events or programs taking place from June 2019 to June 2020.

Funding Availability:

A total of \$3,500 is available for this year's grant cycle. Funding for the art and cultural grant program is determined each year during the city's annual budgetary process.

The San Marcos Community Foundation is not obligated to award funding and may decide to set the funding level for each request based on a number of factors including, but not limited to:

- Capacity of applicant to provide the program/event
- Other funding sources available including, but not limited to, matching grants
- New and/or expanded services not being provided
- Programs targeted to underserved communities
- Past performance of applicant in staging cultural and promotional activities
- Ability to yield measurable benefit to the community at large

Funding may be used for artists' fees, legally required royalties, production expenses, event space rental, marketing costs, and other expenses related to the event or activity.

Funding may not be used for prizes, awards, scholarships, permanent equipment, travel, staff expenses including salaries, stipends or any other form of compensation, overhead expenses of the group such as office rental or utility costs, refreshments or debts incurred by past events.

Awards:

Grants are awarded annually. Grantees may be eligible to apply for the same event or program for up to 5 years, subject to available funding and approval of the Foundation. Applications must be submitted each year by the grantees.

Public Access:

Applicants are required to provide for open public access to performances, events, or exhibits and ensure accessibility to all individuals.

Compliance:

Organizations receiving funding assistance must comply with all Federal, State and local laws, ordinances and codes.

Organizations receiving funding assistance shall acknowledge the City in all publicity, press releases, and promotional material related to the activity(ies)/event(s), as delineated in any funding agreement between the applicant and the City.

Application Submission and Review Process

Application Submission:

A complete application consists of all documents listed on the application check list. Submittals shall consist of one complete copy with no binding, staples or paper clips, etc. Applications must be received by the deadline listed on the application check list.

Applications may be submitted via email in a PDF format to Julie Magee at jmagee@san-marcos.net. Questions can also be directed to Julie Magee at (760) 744-1050, ext. 3137 or by email.

All organizations receiving funding are required to enter into a funding agreement prior to funding being released. A sample agreement is available upon request.

Evaluation Criteria:

Applications are evaluated on a competitive basis. Applicants will be evaluated as to how they enrich the artistic and cultural vibe of San Marcos.

Receipt of grant application will be confirmed by City staff, and staff may follow up with questions if justification is needed. Applications are ranked by the following standards; applicant's qualities,

effectiveness, past performance, promotional value, outreach capabilities, along with compatibility of the City's image. Applicants are encouraged to address these standards in the application.

Review Process:

San Marcos Community Foundation members will notify each applicant of the meeting date of the application review. Applicants are not permitted to give an oral presentation; however, they are encouraged to attend the application review to respond to inquiries, if requested.

Once a funding decision has been determined, applicants will be notified by electronic mail, as well as US mail. Funding agreements will be mailed with notifications. Payments will be made upon execution of original agreements and receipt of all required documents.

Funding Decision:

The San Marcos Community Foundation's decision is final and no appeal is provided. If a funding request isn't approved this doesn't prevent an eligible applicant from re-applying in for future grants.

Document Checklist

Please print legibly in approximately 11 point font or larger.

- ✓ Application form
 - Project Budget
 - Non-Profit Certification
- ✓ Submit list of Board of Directors and information demonstrating compliance with the community-based requirement that 51% of the Board be comprised of San Marcos residents, San Marcos business owners, employees of San Marcos businesses or a combination thereof.
- ✓ Submit IRS letter stating tax-exempt status
- ✓ **Application Deadline: Thursday, April 4, 2019 by 5:00 p.m.**

City of San Marcos
Art and Cultural Grant Application Form 2018

Grant request: \$ _____

Total Program Budget: \$ _____

Name of Organization: _____

Contact Person _____ Title _____

Organization Address _____

Phone: _____ Fax: _____

Email: _____ Web address: _____

Number Paid staff _____ Number volunteer staff _____

Geographic Area Served: _____

Describe your organization in the space below):

Describe the project seeking grant funding: *(Please use font size 11 point or larger)*
[Discuss its goals, your plan to carry out the project, project timeline and readiness, proposed venue and target audience, and whether this is a paid or free event. Please include how this event will promote San Marcos.]

Community Support:

[Please describe actions that indicate community support for this event. Describe additional funding sources for the event if applicable. Provide details of in-kind or cash contributions. Describe any steps taken to get additional funds or in-kind support for this event.]

Project Budget

Project Income:

Donated Income:

Individual contributions	_____
Business/Corporate Contributions	_____
Other Government grants	_____
Foundation Grants	_____
Other grants	_____

Earned Income:

Admission/Ticket Sales	_____
Other	_____

In-kind contributions _____

San Marcos Art and Cultural Grant request _____

TOTAL INCOME: _____

Project Expenses:

Administrative Personnel	_____
Artistic Personnel	_____
Program/Production/Exhibition Cost	_____
Facility Rental	_____
Artist Fees	_____
Promotion/Marketing Costs	_____
Office Supplies and Materials	_____
Other	_____

Total Project expenses: _____

Favorable consideration will be given to those applicants having matching funds.

Non-Profit Certification

Is your organization incorporated as a non-profit organization? _____

If "YES"

Date of incorporation as a non-profit: _____

Federal Tax ID#: _____

If "NO"

Name of sponsoring organization: _____

Its Federal Tax ID#: _____

We certify that the information contained in this application, and its attachments, is true and correct to the best of our knowledge. We also hereby certify that our organization is in compliance with all state, federal and local laws regarding licensing and employment practices.

Signature and title of individual preparing the application form Print Name

AND

Signature and title of President or authorized officer Print Name

Return Application by email to: jimagee@san-marcos.net

Or by mail to:

San Marcos Community Foundation
City of San Marcos
1 Civic Center Drive
San Marcos, CA 92069-2987

Due Date: THURSDAY, APRIL 4, 2019 BY 5:00 P.M.

Applications received after the due date and time will not be accepted.