

**Redwood City
Civic Cultural Commission
Funding Guidelines and Procedures**

The Redwood City Civic Cultural Commission adopted these Funding Guidelines and Procedures to facilitate the process of supporting cultural programming via grants. As is provided in the Council's charge, the Commission wishes to encourage programs, events, and activities that enhance Redwood City's current cultural base. In addition to providing funding, the Commission also gives consideration for administrative and volunteer support whenever possible. All on-going cultural events funded by the Civic Cultural Commission are subject to review, evaluation, and re-application on a yearly basis. All grant applicants are also invited to participate in any event sponsored by the Civic Cultural Commission. For information on upcoming events, please contact the Redwood City Parks, Recreation and Community Services Department at (650) 780-7250.

In March 2005, our Commission adopted a Strategic Plan which identified the following priority areas:

- the development of **downtown as the City's cultural center**
- the **arts both at the elementary and secondary school levels**
- **community building events** that celebrate the diversity of our community and **support local arts organizations**
- programs that focus on a senior audience
- increased **investment in public art**
- **alternative funding sources** for the arts

The Civic Cultural Commission is funded by the Redwood City - City Council on a yearly basis with the fiscal year beginning on July 1 and ending on June 30. The Commission has established that the total amount of funding provided by the Council will be distributed as follows:

Grant Category	Description	% of Total Funds
Large Grants	\$1,001 or more	75%
Small Grants	\$1,000 or less	11%
Commission Sponsored	Amounts may vary	11%
Contingency	Amounts may vary	3%
Total		100%

Large Grant Requests

The Commission has established that all large grant applications be reviewed at one time during the year. A schedule will be established on an annual basis for the large grant application process. The schedule, these guidelines, and application will be sent to local arts organizations, former applicants and recipients and other groups.

Requests for Small Grants

All requests for small grants (\$1,000 or less) must be submitted at least two weeks prior to the date of the Commission meeting where action is requested. Grants at this level will be considered throughout the year as funds are available. Up to two small grants can be considered during one fiscal year. Applicants for small grants should take this into consideration when preparing their applications as all available funding can be distributed prior to the end of the fiscal year.

All applications for funding by the Redwood City Civic Cultural Commission must meet the following criteria:

Application Evaluation:

1. Applicants must be based in Redwood City or be requesting funds for a performance in Redwood City.
2. Applicants requesting funds must be non-profit and demonstrate financial stability. The Commission may request copies of past financial statements (e.g., copies of budgets from previous cultural events).
3. Funding requested must represent no more than 20% of an applicant's total annual budget.
4. A complete and accurate application detailing the proposed project along with attainable goals, objectives, time frames, and a self evaluation procedure must be submitted by the established due dates. Please answer all questions in the order given.
5. All grant applications must be completed and presented to the Commission by an official representative of the requesting organization. The Commission reserves the right to request specific representation during the review/interview process.
6. The applicant must first obtain permission for the use and coordinate the time, date, and specific requirements for the event with the facility owners prior to applying for Commission funding.

If funded by the Commission:

7. The organization must complete a results-oriented success document in return for the funding granted by the Civic Cultural Commission. A financial report of the event including printed and published items such as flyers, programs, news releases, and articles should also be included.
8. The Civic Cultural Commission strongly suggests that the applicants promote their event to the best of their ability. All grant recipients are expected to acknowledge the Redwood City Civic Cultural Commission as a sponsor in all forms of publicity.
9. Liability insurance may be required depending upon the event and the location. Proof of this must also be provided to the Commission.
10. Funds shall be used only for the specific purpose stated in the application.
11. All grant recipients must offer passes to the Civic Cultural Commission to attend the funded event for review and evaluation purposes.

The Civic Cultural Commission reserves the right to deny funding of any event that does not adhere to the above criteria. Exceptions to the above criteria are strictly at the discretion of the Commission.

For further information concerning these funding guidelines and procedures, please contact the Redwood City Parks, Recreation and Community Services Department at (650) 780-7250.

Revised 3-8-04