

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

This document outlines the Redwood City Civic Cultural Commission's grant guidelines and procedures.

The Redwood City Civic Cultural Commission, on behalf of the City Council, provides grants to encourage programs, events, art and activities that enhance Redwood City's culture. The Commission operates on a yearly budget that begins on July 1. The Civic Cultural Commission's funding is distributed as follows:

Grant Category	Description	% of Total Funds	Grant Distributions
Large Grants	\$1,001 or more	54%	Annually at July Commission meeting
Small Grants	\$1,000 or less	10%	Year round as funds permit
Public Art Grants	Amounts may vary	7%	Year round
Commission Sponsored Events	Amounts may vary	26%	Year round
Contingency	Amounts may vary	3%	Year round
Total		100%	

As per the Civic Cultural Commission's strategic plan, the Commission considers the following priorities in making its funding decisions:

- Development of the downtown area as the City's cultural center
- Events that celebrate diversity
- Art for youth and programs that focus on a senior audience
- Public Art and support local arts organizations
- Alternative funding sources for the arts

All ongoing cultural events funded by the Civic Cultural commission are subject to review, evaluation and re-application on a yearly basis.

Large Grant Requests

Requests for large grants (\$1,001 or more) are reviewed in June and funded in July of each year. Applications for large grants are available on the Redwood City website (www.redwoodcity.org/government/bcc/cultural), or at the Community Activities Building at 1400 Roosevelt Avenue. Applicants may also email Denise Monroe at dmonroe@redwoodcity.org for an application. All large grant applications must be submitted by 5:00 p.m. on the first Friday in May to be considered.

Requests for Small Grants

Requests for small grants (\$1,000 or less) are accepted year round. Applications must be submitted at least two weeks prior to the date of the Commission meeting where action is requested. Up to two small grants from the same organization can be considered during one fiscal year.

Requests for Public Art Grants

Requests for public art grants are accepted year round and can be for any amount. Applications must be submitted at least two weeks prior to the date of the Commission meeting where action is requested.

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.
7. The Commission will give additional consideration to a grant request if the requesting organization has applied for matching funds; the grant provides increased support of new programs with diminishing funding for ongoing programs; there is an emphasis on benefiting a large amount of people for a reasonable cost; and seeing benefits that come back to Redwood City, such as providing outreach to Redwood City residents.

If funded by the Commission:

8. The organization must complete a results-oriented final 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. If an organization does not provide a final report to the Commission by the end of the fiscal year, the Commission may decide not to approve any future grants to this organization.
9. 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.
10. Liability insurance may be required depending upon the event and the location. Proof of this must also be provided to the Commission.
11. Funds shall be used only for the specific purpose stated in the application. Unused funds must be returned to the Civic Cultural Commission.
12. 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 3-12-09