



March 17, 2017

Dear Potential Applicant:

This letter is to advise you of the Civic Cultural Commission grant process and timeline for Fiscal Year 2017-2018 (July 1, 2017 to June 30, 2018).

Funding Process

The process is agreed to by the Commission and provides that the total amount of grant funds, allocated by Council for fiscal year 2017-2018, be divided into the categories covered in the bullet points below. **The Commission also established that they would not entertain new funding requests without receipt of a final report for a prior grant. Final reports are due within 90 days of completion of an event or project funded by the Commission.**

The Civic Cultural Commission has set-up guidelines to allocate funds for Fiscal Year 2017-2018 as follows:

- Large Grants (\$1,001 or more, all applicants reviewed once per year) = \$40,000
- Small Grants (\$1,000 or less, up to twice per fiscal year) = \$9,000
- Commission Events (Amounts may vary) = \$9,896
- **Total Budget = \$58,896**

Large Grants (\$1,001 or more)

The Commission reviews all Large Grant requests at one time during the year. Please note that all large grant applications are due by **5:00 p.m. on Friday, May 5, and that all applicants must be present at the Commission's June 1st meeting to make a short five minute presentation and answer questions on their grant request.** The Civic Cultural Commission will then make the determination on proposed funding allocations based on criteria review. Finally, the Commission will present their allocation decisions to the City Council by report at their June meeting for the Council's final approval. The schedule for this process is shown in the following table:

Date	Action
March 17, 2017, Friday	Call for large grant applications sent to all former applicants, recipients and other local arts organizations
May 5, 2017, Friday	PLEASE NOTE: Deadline for Large Grant Applications for Fiscal Year 2017-2018 must be received by 5:00pm on this date.
May 11, 2017, Thursday	Packet of all applications mailed to Commissioners
June 2, 2017, Thursday	Commission meeting devoted to presentations from applicants for large grants, followed by Commission decision on proposed funding allocations
June 26, 2017, Monday	Proposed funding agreements presented to City Council by report.
July 7, 2017, Friday	Grantees will be notified of approved awards & contracts sent out.

Small Grants (\$1,000 or less)

Requests for Small Grants can be submitted throughout the year, but must be received at least two weeks before the Commission meeting date where action is requested. To confirm our meeting dates, please refer to the City Calendar at: <http://www.redwoodcity.org/calendar/>. Please note that the Commission will consider up to two small grant requests per organization in a given fiscal year.

We are sending the Grant Funding Application Packet along with this cover letter to your email address. If we do not have an email address for you, the packet is available on the City's website at www.redwoodcity.org/government/bcc/cultural. If you would like a hard copy of the funding packet, please call (650) 780-7252 and one will be mailed to you.

Our Administrative Assistant, Joanna Barrett is available to answer any questions you have about the application process at (650) 780-7252. The Commission looks forward to reviewing your proposals that support civic cultural activities, arts, and programs.

Sincerely,

Jeff Norris
Chairperson
Redwood City Civic Cultural Commission