

Parks, Recreation and  
Community Services  
Department



CIVIC  
CULTURAL  
COMMISSION

1400 Roosevelt Avenue  
Redwood City, California 94061  
Phone (650) 780-7250  
FAX (650) 368-5087  
www.redwoodcity.org

April 8th, 2019

Dear Applicant:

This letter is to advise you of the Civic Cultural Commission grant process and timeline for the Fiscal Year 2019-2020 (July 1, 2019 to June 30, 2020).

### **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 2019-2020, be divided into the categories covered in the bullet points below. **The Commission also established that they would not accept 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 grant funds for Fiscal Year 2019-2020 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

### **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 Wednesday, May 22, 2019 and that all applicants must be present at the Commission's June 6, 2019 meeting to make a no-more-than three minute presentation and subsequently answer questions on their grant request.** The Civic Cultural Commission will then make the determination on proposed funding allocations based on criteria review at a subsequent meeting. 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
April 8, 2019 Monday	Call for large grant applications sent to all former applicants, recipients and other local arts organizations
May 22, 2019, Wednesday	PLEASE NOTE: <b>Deadline for Large Grant Applications for Fiscal Year 2019-2020 must be received by 5:00pm on this date.</b>
May 23, 2019, Thursday	Packet of all applications received by Commissioners
June 6, 2019, Thursday	Commission meeting devoted to presentations from applicants for Large Grants, funding allocations <b>will not</b> be decided this night.
June 24, 2019, Monday	Proposed funding agreements presented to City Council by report.
July 5, 2019, 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 for separate projects in a given fiscal year.

We are sending the Grant Funding Application Packet along with this cover letter to your email address. If you did not receive the packet, it is available on the City's website at [www.redwoodcity.org/government/bcc/cultural](http://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 or [jbarrett@redwoodcity.org](mailto:jbarrett@redwoodcity.org). The Commission looks forward to reviewing your proposals that support civic cultural activities, arts, and programs.

Sincerely,

The Civic Cultural Commission