

## ***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 connect our community through 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 has set-up guidelines to allocate grant funds 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

The Commission considers the following priorities in making its funding decisions in 2019:

- Development of the downtown area as the City's cultural center
- Events that celebrate diversity
- Development of new cultural projects

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

### **Requests for Large Grants**

Requests for large grants (\$1,001 or more) are reviewed in June and funded in July each year. Applications for large grants are available on the Redwood City website ([www.redwoodcity.org/government/bcc/cultural](http://www.redwoodcity.org/government/bcc/cultural)), or at the Community Activities Building at 1400 Roosevelt Avenue. Applicants may also email Joanna Barrett at [jbarrett@redwoodcity.org](mailto:jbarrett@redwoodcity.org) for an application. All large grant applications must be submitted by 5:00 p.m. on May 22, 2019 to be considered. **NO EXCEPTIONS.**

### **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. Each organization can apply for up to two small grants for separate projects during the same fiscal year.

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

### **Application Evaluation**

1. Applicant must be requesting funds for a performance or project based in Redwood City.
2. Applicants requesting funds must be non-profit and be in good financial standing. The Commission may request copies of past financial statements (e.g. copies of budgets from previous cultural events).
3. Funding requests must represent no more than 20% of an applicant's operating income. The Commission does not fund staff salaries.
4. A complete and accurate application detailing the proposed project along with attainable goals, objectives, time frames, and an evaluation procedure must be submitted by all established due dates. Please answer all questions in the order given. Failure to answer all of the questions could result in the Commission denying your application.
5. All grant applications must be completed and presented to the Commission by an official representative of the requesting organization. The Commission requires specific representation during the review/interview process.

6. The applicant must first obtain permission for the use of the facility and coordinate the time, date and specific requirements for the event or project 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/projects 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.

**If funded by the Commission**

8. The organization must complete a final report within 90 days of the event or project completion in return for the funding granted by the Civic Cultural Commission. The final report must include attendance figures and a financial report of the event/project, including a sampling of printed and published items such as photos, flyers, programs, news releases, and articles. **If an organization does not provide a complete final report to the Commission within the 90-day period, the Commission may rescind the grant funding.**
9. The Civic Cultural Commission strongly recommends that the applicants promote their event/project 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. Funds shall be used only for the specific purpose stated in the application. Unused funds must be returned to the Civic Cultural Commission.
11. Passes to the funded event should be made available to the Commission for the purpose of review and evaluation upon request.

**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) 780-7252 or email Joanna Barrett at [jbarrett@redwoodcity.org](mailto:jbarrett@redwoodcity.org).