



City of
SANTA CLARITA

ARTS GRANT PROGRAM

2027 Information Packet



ARTS GRANT INFORMATION PACKET

PURPOSE

The Arts Grant Program is designed to assist and support community-based, nonprofit organizations in providing community art activities, programs, and events for Santa Clarita residents. The program provides funding assistance primarily for services to, or directly benefiting, residents living in the City of Santa Clarita.

Arts Grant applications must support the arts in the City of Santa Clarita.

PROGRAM TIMELINE

- Public Information Meeting: Friday, September 18, 10:00 a.m.
- Grant Application Deadline: Friday, October 23, 5:00 p.m.
- Grant Awardee Recommendations Presented to the Arts Commission: Thursday, December 10, 6:00 p.m.
- Grant Awardee Recommendations Presented to the City Council: Tuesday, January 26, 6:00 p.m.
- Grant Awardees Notified: Wednesday, January 27, 2027

ELIGIBILITY

Organizations must be an incorporated, tax-exempt nonprofit, recognized by the IRS and must provide proof of their 501(c)3 status. Organizations applying for an **Art Capacity** grant must be an arts nonprofit agency.

GRANT CATEGORIES

The Arts Grant Program has two grant categories: **Community Art** and **Art Capacity** grants. Organizations may apply for one or both categories.

Community Art Grants (\$5,000-\$7,500)

Eligible **Community Art** grant projects must primarily focus on arts projects, programs, and/or performances that benefit City of Santa Clarita residents.

Examples of eligible projects include:

- One-time projects or programs
- Program enhancements
- Pilot programs
- Capital expenditures
- Rental fees
- Special supplies

Ineligible expenses include:

- Personnel costs
- Self-labor expenses
- Programs that have previously been funded by this grant program
- Scholarships or other direct support to individuals or families
- Fundraising sponsorships or prizes for events

Organizations can apply for up to \$5,000 for eligible projects. If a performance is being held at the College of the Canyons Performing Arts Center (PAC) main stage, the organization may apply for an additional \$2,500, bringing the total grant to \$7,500.

Art Capacity Grants (\$5,000)

Eligible **Art Capacity** grants support either existing artistic and/or administrative projects that help sustain the mission and goals of the arts organizations or fund new projects that will increase the organizational capacity and infrastructure of organizations located within the City of Santa Clarita. Only arts nonprofit agencies can apply to this category.

Arts Capacity Funding Examples:

- Development and implementation of new plans or strategies, such as marketing and public relations, business planning, or board development.
- Support for ongoing costs for production, supplies, equipment, or rent.
- Continuing support for marketing, governance, or fund development activities.
- Support for technology needs, such as computer upgrades, software and website improvements.
- Identification and implementation of opportunities to create new income streams, such as concessions or rental activities.

Ineligible expenses include:

- Personnel costs
- Self-labor expenses
- Scholarships or other direct support to individuals or families
- Fundraising sponsorships or prizes for events

Organizations can apply for up to \$5,000 for eligible projects.

APPLICATION REQUIREMENTS

Applicants must submit the following documents in their application. Failure to submit any verification documents may result in disqualification.

Proposal Documents

- Grant Application Form
 - This is an online form where all other documents are uploaded.

- Project Proposal Narrative
 - Shall not exceed three pages and must include the following information, in alignment with scoring criteria:
 - Organization's Experience and Track Record (25 points)
 - Describe the organization's mission statement.
 - Describe past experience and success, as they pertain to administering similar projects.
 - Proposed Project and Goals/Objectives (25 points)
 - Provide a detailed description of the proposed project – include production titles and details if applicable.
 - Outline the goals and objectives to be achieved through this grant request and how the organization will accomplish those goals and objectives.
 - Provide information describing what is unique and innovative about the proposed project.
 - City of Santa Clarita Community Impact (20 points)
 - Describe the community need for the proposed project and include any data that identifies and supports the need for the project.
 - Identify what the benefit of the proposed project will be to the community and how the community will be made aware of the project.
 - Identify the target population who will receive the proposed program's services and how this population will be selected.
 - Evaluation Method (10 points)
 - Clearly identify how and what method the organization will use to measure the success of the program as it relates to its quality and overall impact on the community.
 - Project Timeline Identifying Key Activities (10 points)
 - Outline the proposed timeframe in which the project will be performed. Include specific program benchmarks to be achieved.
 - The timeframes should list chronologically all activities necessary to complete the project, and include the start and end dates for each activity.
- Line Item Budget (10 points)
 - Attach a separate page with a line item budget for the proposed project/program that details how the grant funds will be spent.
 - A template is provided for reference.

Verification Documents

- 501(c)3 verification
- Federal Form 990, 990-EZ, or 990-N for the most recent tax year
- Organizational budget or SMU DataArts profile
 - See attached instructions
- Board of Directors list

Optional Document

- Promotional Attachment

Applicants may receive feedback regarding their proposed program or the prior year's submission from the City grant coordinator. The coordinator does not rate the applications or influence funding recommendations.

CONDITIONS OF FUNDING

- Failure to follow the directions as outlined in this information packet and all associated application materials may result in grant submittal being rejected.
- The City may request additional information on the proposed project and organization.
- The City may recommend funding levels below the amounts requested by the organization, either due to the merit of the application or the available budget. This is a competitive process and there may be projects that are not funded.
- Organizations approved to receive funds must enter into a Grant Agreement with the City.
- The City has the option to require insurance certificates with endorsements to complete the Grant Agreement and release the funds. If insurance certificates are required, they must be provided by March 31.
- Successful grant recipients must expend the funds within the awarded calendar year. Any un-expended funds must be returned to the City.
- Organizations are required to submit a Final Report within three months of implementing or completing the project.
 - The Final Report must contain narrative and quantitative information and documentation of grant expenditures, including all receipts or invoices. All documented expenditures must align with the approved line item detail budget.
 - Failure to submit a Final Report will result in the City requiring reimbursement of grant funds and will result in automatic disqualification from applying for any City grant programs in future years.
- The City has the right to conduct a program/fiscal site visit before and/or after award of grant, review all organization records related to the grant, and interview program staff, volunteers, and clients served by the organization.

ADDITIONAL QUESTIONS

Please contact McKenzie Bright, Management Analyst, at (661) 255-4359 or mbright@santaclarita.gov, or visit santaclarita.gov/grants

SMU DATAARTS / ORGANIZATIONAL BUDGET

SMU DataArts collects financial and programmatic data from nonprofit arts, culture, and humanities organizations so they can apply for grants, gather insights, and contribute to nationwide research. You can create a Budget Report at www.culturaldata.org/services/cultural-data-profile/.

If this is your first time creating a report, you will need the following documents for the past two fiscal years on-hand:

- 990 tax form
- Financial audit or Board-approved internal finance records
- Itemized list of all donations
- Attendance statistics
- Website statistics

Select “Get Started” and create an account. After your account is created, click “Start and Survey” and enter the information requested. There is no time limit to enter the information – you can save and come back at any time.

You will need to fill out a new Data Profile once per year, after your annual audit, review, or internal financial records are final and board-approved.

Once you have finished entering data, you will select “Check and Submit,” and your application will be reviewed by SMU DataArts staff. After review is complete, visit www.da.culturaldata.org/find-grants and search for “City of Santa Clarita Arts and Events Office.” Select “City of Santa Clarita Arts Grants Program,” then “Generate Report,” and the system will create the Funder Report, which you can download and attach to your document.

Applicants unable to provide SMU DataArts information must provide an organizational budget document. The document should be Board-approved and show, at a minimum, total revenues and expenditures budget for the current and actuals for one prior fiscal year.