

## Sample form, not for offline completion.

Visit <https://acac.grantplatform.com> to apply.

# 2024 ARTSFUND Grants

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## 1 - Start Here

### ALAMEDA COUNTY ARTS COMMISSION

**2024 ARTSFUND Grants Program Application Deadline: Thursday, Feb. 15, 2024 at 5:00pm**

## TO START AN APPLICATION

1. Click the Category Box and select a Grant Program
2. Input the Name of the Applicant Organization
3. Select "Save + next" at the bottom of page
4. Click on each Tab to read and complete the required information
5. At the bottom of each page select "Save + next"
6. Information added to application will also be automatically saved
7. Once all information is completed select "Submit Application"
8. View your application while in progress or after submission on the "My Applications" page
9. Reconnect to this online application system by logging in with your User Name and Password

Name of Applicant Organization (this can be changed later)

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## 2 - Guidelines and Eligibility

### 2024 ARTSFUND

#### Guidelines and Eligibility Requirements

**All applicants must read the Guidelines and respond to the following statement.**

#### **[Link to 2024 ARTSFUND Guidelines - PDF Version](#)**

- REQUIRED - Check this Box to Confirm: I have read the Guidelines for the ARTSFUND Grant Program and confirm to the best of my knowledge that my organization is eligible to apply to this grant program.**

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### 3 - General Information

Applicant Organization's Legal Name

Applicant Organization's Common Name (the name you do business by if different than the Legal Name provided above) (optional)

If using a Fiscal Sponsor, add Fiscal Sponsor Organization's Legal Name. If you are not using a Fiscal Sponsor, add "NA"

**Applicant's Permanent Mailing Address. This address will be used by the County to send Applicant any official correspondence. This address can be a P.O. Box.**

**If using a Fiscal Sponsor, do not put their address here. Add it to Fiscal Sponsor information.**

Street Address (Permanent Mailing Address)

City (Permanent Mailing Address)

State - Add "CA" (Permanent Mailing Address)

Zip Code (Permanent Mailing Address)

Is this location in an Unincorporated Area of Alameda County? If so, please describe location. If not, add "NA"

**Applicant's Headquarters / Main Organization Location (if different than Mailing Address)**

Street Address (Headquarters/Main Organization Location, if different than Mailing Address) (optional)

City (Headquarters/Main Organization Location, if different than Mailing Address) (optional)

State - Add "CA" (Headquarters/Main Organization Location, if different than Mailing Address) (optional)

Zip Code (Headquarters/Main Organization Location, if different than Mailing Address) (optional)

Is this location in an Unincorporated Area of Alameda County? If so, please describe location. If not, add "NA"

Organization's Telephone Number

Organization's General Administration Email Address (optional)

Organization's Website URL

**Person to contact about this application.**

Name of Contact Person

Title of Contact Person

Mobile Phone Number of Contact Person

Email Address of Contact Person

**Staff Member in main Leadership Position such as the organization's Executive Director.**

**If organization has no staff members, please list the Board Member in the main Leadership Position.**

Name of Person in Leadership Position

Title of Person in Leadership Position

Mobile Phone Number of Person in Leadership Position

Email Address of Person in Leadership Position

### Overview of Employees

Information about Applicant Organization - Number of Full-Time Employees who work Year Round

Information about Applicant Organization - Number of Part-Time and/or Seasonal Employees.

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## 4 - Nonprofit Status

Date Applicant Organization was established (example: Jan. 1, 1995)

Applicant Organization is a 501(c)(3) or Using a Fiscal Sponsor (select one option)

	▼
501(c)(3)	
Using a Fiscal Sponsor	

Upload a PDF version of Federal Tax I.D. Status Letter of Applicant Organization or Fiscal Sponsor.

Upload a PDF file. Maximum file size is 5MB per piece.



**Applicant must submit a NEW W9 Form. Form must be signed and dated in 2024.**

**Read the W9 instructions. See link below.**

**Complete the form using the Applicant Organization's Legal Business Name and Federal Nonprofit Tax I.D. number.**

**Or, if using a Fiscal Sponsor, applicant must collect and submit the Sponsor's completed W9 Form.**

**[Link to Instructions Sheet for W9 Form](#)**

**Please Read this Complete Instructions Sheet Before Filling Out the W9.**

**[Link to W9 Form](#)**

**REQUIREMENTS - This W9 form version must be used. Do not use another version of this form. Form must be signed and dated in the year 2024.**

Complete information, print out form, sign the form with a pen with an original signature, add date in the year 2024, scan or take a picture of the signed form, upload the digital PDF or JPG version of the W9 to this online application.

Note - Sometimes users save the form to their computer, but this can cause the form to become blank.

Upload Completed W9 Form here. Upload a PDF or JPEG file. Maximum file size is 5MB per piece.



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## 5 - Financial Information

Date the Applicant Organization was established.

Eligible applicants must be in operation for at least one year prior to the application deadline of Feb. 15, 2024.

Applicant organization's fiscal year that ended prior to application deadline.

July 1, 2022 - June 30, 2023

January 1 - Dec. 31, 2023

Other - Add fiscal year start and end date below

**Applicant must include information about Total Annual Operating Expenses for years below.**

**Provide information about the most recently completed fiscal year or calendar year (July 1, 2022 - June 30, 2023 or Jan. 1 - Dec. 31, 2023) and estimated information for the current fiscal year or calendar year (July 1, 2023- June 30, 2024 or Jan. 1 - Dec. 31, 2024).**

**Applicants that are fiscally sponsored must provide their own information about their Annual Operating Expenses as well as their own Income and Expense Statement and Balance Sheet; this information must not be about the fiscal sponsor organization.**

Total Operating Expenses for fiscal year 2022-2023 or 2023. When entering amount, round up to whole dollars.

Estimated Total Operating Expenses for fiscal year 2023-2024 or 2024. When entering amount, round up to whole dollars.

Upload a PDF version of Income and Expense Statement (Profit and Loss Statement) for the last completed fiscal year 2022-2023 or 2023. If not available, submit information for previous year.



Upload a PDF version of Balance Sheet (assets, liabilities, equity) for the last completed the fiscal year 2022-2023 or 2023. If not available, submit information for previous year.



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## 6 - Organization Location

**Answer the following questions about the location and service area of your organization as it relates to the Districts of the Alameda County Board of Supervisors.**

To determine the County's Supervisorial Districts, you may do one of the following:

Visit [Alameda County's District "Look Up" System](#)

Enter your address. In the results, the Alameda County Supervisorial information you need is listed on the right side under "Current Districts," and 4th line down from the top named "Supervisorial District." This section will include the District number.

Or, you may visit the following Alameda County websites with detailed County maps:

[Alameda County Map](#)

[District 1](#)

[District 2](#)

[District 3](#)

[District 4](#)

[District 5](#)

**Please Refer to Information Above.**

Alameda County Supervisorial District where your organization's headquarters are located?

- Alameda County Supervisorial District 1
- Alameda County Supervisorial District 2
- Alameda County Supervisorial District 3
- Alameda County Supervisorial District 4
- Alameda County Supervisorial District 5

In which Alameda County Supervisorial District do you conduct the majority (51% or more) of your arts and cultural programs and activities such as performances, exhibits, events, educational workshops?

- Alameda County Supervisorial District 1
- Alameda County Supervisorial District 2
- Alameda County Supervisorial District 3
- Alameda County Supervisorial District 4
- Alameda County Supervisorial District 5

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## 7 - Organization Overview

Applicant organization must be a nonprofit arts or cultural organization whose primary mission is artistic and/or cultural in nature.

Select one of the following to best describe the applicant organization's primary arts and cultural program and/or service.

- Visual Arts
- Dance
- Theater
- Music
- Literature
- Poetry
- Cultural Traditions
- Digital Media Arts
- Film and Video

Optional - Add a short description if your organization's arts and/or cultural focus and primary programs are not listed above. (optional) 10 words

**Are arts and cultural programs the complete focus of the applicant organization?**

- Yes, arts and cultural programs are the complete focus of my organization.
- No, arts and cultural programs are one aspect of my organization.

If the applicant answered the question with "No, arts and cultural programs are one aspect of my organization," (optional) applicant to describe how their arts and cultural programs are an essential and indispensable aspect of the organization. Include what percentage of programs are arts and cultural programs and what percentage are non-arts and cultural programs.

Programs Presented to Alameda County Community Members.

The County of Alameda has a goal of reinvesting public funds into Alameda County businesses serving the Alameda County community. Applicant must confirm that it is an Alameda County-based nonprofit organization that provides arts and cultural programs to the public in various ways such as in-person, online and/or virtual, with the intended majority of program participants being Alameda County community members. Note - To be eligible for this grant program, applicants must answer "Yes."

- Yes, the applicant organization confirms it provides arts and cultural programs to the public with the intended majority of program participants being Alameda County community members.
- No, the applicant organization does not confirm it provides arts and cultural programs to the public with the intended majority of program participants being Alameda County community members.

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## 8 - Programs

Provide an overview about the organization including mission statement, overall goals and programs. 3000 characters

Provide a brief narrative about your arts and culture programs from January 1, 2023 through June 30, 2024. Include the program goals and characteristics, and general schedule. 2000 characters

Provide a brief narrative about future arts and culture programs for July 1, 2024 through June 30, 2026 during the grant period. Include the overall program goals and general potential plans. 2000 characters

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## 9 - Demographics and Populations Served

### **New Section -**

The Arts Commission receives funding from the California Arts Council (CAC). As a CAC grantee, the Arts Commission is asked to gather and report data to the CAC about the Arts Commission's grantee organizations and the populations they serve.

**The information collected on this application tab and whole section is for informational purposes only; ARTSFUND**



# eligibility and grant award levels will not be based on the responses to these questions.

Thank you in advance for providing this information.

Provide information about the Organization's Staff Leadership. This information can be about the organization's Executive Director or this information can be about the two people who hold the top leadership positions. If your organization has no staff members, please provide responses regarding your Board President.

Race/Ethnicity of Person or People in Staff Leadership Position(s)

- African American or Black (>50%)
- American Indian or Alaskan Native (>50%)
- Asian (>50%)
- Caucasian (>50%)
- Filipino (>50%)
- Hispanic or Latino (>50%)
- Native Hawaiian or other Pacific Islander (>50%)
- Multi-ethnic minority (>50%)
- There is no one majority Ethnicity
- Decline to State

Gender Identity of Person or People in Staff Leadership Position(s)

- Female (>50%)
- Male (>50%)
- Trans and/or Non-Binary (>50%)
- There is no one majority Gender Identity
- Decline to State

Provide information about the Organization's Board of Directors.

If applicant is applying with a fiscal sponsor, the applicant organization must have an official Advisory Committee. In this case, provide information about the Organization's Advisory Committee.

Race/Ethnicity of the Members of the Board of Directors (or for fiscal sponsored organizations, provide information about Advisory Committee).

- African American or Black (>50%)
- American Indian or Alaskan Native (>50%)
- Asian (>50%)
- Caucasian (>50%)
- Filipino (>50%)
- Hispanic or Latino (>50%)
- Native Hawaiian or other Pacific Islander (>50%)
- Multi-ethnic minority (>50%)
- There is no one majority Ethnicity.
- Decline to State
- ...

Gender Identity of the Members of the Board of Directors (or for fiscal sponsored organizations, provide information about Advisory Committee).

- Female (>50%)
- Male (>50%)
- Trans and/or Non-Binary (>50%)
- There is no one majority Gender Identity.
- Decline to State
- My organization is applying with a Fiscal Sponsor and my organization does not have a Board of Directors

Please add any additional information about the ethnicity or gender identity of your organization's staff leadership (optional) and/or board members.

Thank you for providing information about the community members your organization serves and information about how your programs are related to people of color.

**Information collected on this whole tab and application page is for informational purposes and will not be used to determine grant funding levels.**

**This data is provided for your general information. You can reference this information in your response below if you would like to.**

Alameda County is home to a wide range of diverse individuals and communities including people who identify as Native American, Disabled, LGBTQ2S+, Immigrants, Refugees, Veterans, Justice Impacted, Unhoused, and others.

As per the US Census 2020, Alameda County is the 7th most diverse county in the U.S. There is no single racial/ethnic majority in Alameda County. 70% of residents are people of color. Estimates are 11% African-Am., 32% Asian, 1% Native Hawaiian or Pacific Islander, 22% Hispanics/Latino, 1% Native Am., 30% White, and 3% from two or more races.

More than 100 languages are spoken throughout Alameda County with the most common languages being (in descending order) English, Spanish, Chinese, Tagalog, Hindi, and Vietnamese.

Please provide information about any diverse communities served with estimated demographics.

1000 characters

Please provide information about if your organization has arts and cultural programs, presentations and/or performances focused on cultural traditions and/or contemporary concepts of or about communities of color or other diverse groups.

2000  
characters

Please provide information about the estimated total number of community members served each year.

1000 characters

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## 10 - Terms and Conditions

**Complete requested information in all tabs (above).**

### **Terms and Conditions of Award**

Applicant Organization's Legal Name

Applicant Organization's Common Name (the name you do business by if different than the Legal Name provided above) (optional)

## To Read and Download -Click [Link to PDF Version](#)

### Terms and Conditions of Award

By signing and submitting the application for the ARTSFUND Grant Program, Applicant agrees to the following Terms and Conditions. If Applicant is awarded funds from the ARTSFUND Grant Program they are a Grantee. If a Grantee fails to comply in full with these Terms and Conditions, the Grantee could be required to return the grant funds in part or in full, and/or could be disqualified from future funding.

1. The ARTSFUND provides general operating support grants intended to assist the overall mission and on-going activities of the Grantee. Grantee may use the general operating support grant for expenses related to programs, general administration, and operating expenses as described on the Grantee's ARTSFUND application.
2. When acknowledging funders, Grantee will acknowledge the Alameda County Arts Commission ARTSFUND through the use of the Arts Commission's logo and/or through the listing of the name "Alameda County Arts Commission ARTSFUND". The Alameda County Arts Commission's logo can be downloaded at the website [arts.acgov.org](https://arts.acgov.org) click on ARTSFUND and then Arts Commission Logo.
3. All grant funds will be used within the grant period of July 1, 2024 to June 30, 2026.
4. At the end of the grant period, a Final Report is not required if the Grantee followed the requirement that all grant funds are used to support the overall mission and on-going activities of the grantee organization. If the Grantee did not follow this requirement, the Grantee must promptly notify the Arts Commission.
5. Grantee agrees the email addresses in the application will be added to the contact lists for newsletters and other communications distributed by the Arts Commission and its parent agency the Alameda County Auditor-Controller/Clerk-Recorder Agency.
6. Grantee is responsible to promptly notify the Arts Commission of any change of organization's contact information, mailing address, and tax-exempt status.
7. Grantee gives permission to the County, including the Arts Commission, to use information contained in Grantee's application for documentary and educational purposes.
8. Grantee is not required to obtain funds from another source to match the ARTSFUND grant award.
9. Grantee agrees to provide reasonable access to Grantee's programs that are being supported, in part or fully, by this grant to designated Arts Commission representative(s) for the purpose of observation, monitoring and reporting.
10. For the purposes of this Grant Application and any award, including all Terms and Conditions, where the grant application was made under the sponsorship of a Fiscal Sponsor, the term "Grantee" applies to both the Fiscal Sponsor organization AND to the organization, persons and activities being sponsored by the Fiscal Sponsor organization.
11. Grantee shall maintain accounts, records, and other appropriate documentation regarding costs and revenues pertaining to Grantee's programs and operations for a period of at least three years after the end of the grant period. The system of accounting employed by Grantee shall be in accordance with generally accepted accounting principles and shall be applied in a consistent manner so that the program, service and activity expenditures can be clearly identified. Grantee's financial management system shall provide for effective control over, and accountability for, all funds, property and other assets; the Grantee shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes. Arts Commission, or other County of Alameda, representatives may inspect and audit Grantee's financial accounts and records, or may designate a qualified person to do so on behalf of the County, at any time during business hours and with such frequency as may be deemed necessary.
12. Grantee agrees to observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies including all the Civil Rights Act of 1964, the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation and the American With Disabilities Act of 1990. Grantee shall indemnify and hold County harmless from any and all liability, fines, penalties and consequences from any of Contractor's failures to comply with such laws, ordinances, codes and regulations.
13. If a court of competent jurisdiction holds any provision of this application, including these Terms and Conditions, to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose would be defeated by the loss of the illegal, unenforceable, or invalid provision.
14. Grantee understands and agrees that by applying to this grant program, the applicant is not in any way guaranteed to receive award funds. Dependent on qualifying applicant pool and available funds, the County may alter the amounts of

the awards than reported in the program guidelines. The County of Alameda, through the Office of the Alameda County Arts Commission, reserves the right to alter any aspect of this process or overall program in any way for its own convenience at any time.

By submitting a Grant Application, submitter warrants and represents that they have executed the Application in their authorized capacity and that by their submission of the Application, the entity upon behalf of which they acted, executed it. By submitting this Application, the submitter warrants and represents all Terms and Conditions of Award are accepted, that the information contained in this Application and in all attachments is true and correct, and that they are legally authorized to represent the organization.

**Name and Title of Executive Director, Board Chair or other Legally Authorized Representative of Applicant Organization**

**REQUIRED-** By checking this box and submitting this application to the Alameda County Arts, the Applicant agrees to the requirements and information stated in the Program Guidelines, Online Application, and the Terms and Conditions.

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## 11 - Submission ARTSFUND

### ALAMEDA COUNTY ARTS COMMISSION

#### 2024 ARTSFUND

##### Final Submission Information

**Application Submission Deadline: February 15, 5:00pm.**

Please complete the information required within all tabs. You can return to your account to view this application.

**When you have completed your application form, please select the "Submit Application" button.**

After you submit your application, you can return to your "My Applications" page and view, print and download a copy of your completed application.

Applicants can update the information in the application form until the submission deadline. If you update the information, it will automatically be saved. There is not an option to "Re-Submit" the form. To see your updated information, return to the "My Applications" page and view updated PDF.

If you have any questions about this program and the application process, please contact the Alameda County Arts Commission at email address [artscommission@acgov.org](mailto:artscommission@acgov.org)

You can also contact Rachel Osajima, Director of the Arts Commission, at email address [rachel.osajima@acgov.org](mailto:rachel.osajima@acgov.org)

ALAMEDA COUNTY ARTS COMMISSION

A Division of the County of Alameda

1106 Madison Street, Suite 336, Oakland, CA 94607

General Phone Number 510-208-9646

[Arts Commission Website](#)