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**Community Access & Participation (CAP)  
2024-25 Grant  
Application Assistance Workshop**



## Cultural Affairs

### **ABOUT CAP:**

*It provides grants to City-based nonprofit arts and culture organizations; so they can provide Santa Monica residents and visitors with increased access to high-quality arts and culture programs.*

*(Project Specific small grants)*

- **Application Deadline: Wednesday, October 16, 2024, 11:59pm**
- **Project Term: January 1, 2025, through June 30, 2025**



## Cultural Affairs

### WHAT'S NEW

- **Application & requirements shortened & simplified**, simple online application form!
- Current or last cycle (2023-24) OSP and CAP grantees are **not required to submit supplemental financial materials** as part of the CAP application.
- **New Orgs**, or not funded in the last CAP or OSP grant cycle (2023-24) you **must submit both: SMU DataArts Funder Report *and* a 990.**
- Organizations may only submit **one application** per CAP application cycle.
- **Grant award amounts will range between \$3,000 - \$6,000.**
- Applications will be **internally reviewed** by City of Santa Monica Arts Commission staff.
- **CAP Project categories updated** to reflect the City of Santa Monica's 2023-25 Strategic Priorities.



## Cultural Affairs

# ELIGIBILITY REQUIREMENTS

### CAP Applicants must:

- be a “resident Santa Monica arts or cultural organization” w/ a primary administrative office within Santa Monica city limits.
- Applicants must maintain 501(c) 3 tax-exempt status w/ the IRS.

### CAP Projects must:

- Take place between January 1, 2025 - June 30, 2025. (note reporting & final invoicing happens before that!)
- Provide Santa Monica residents and visitors with increased access to high-quality arts and cultural activities.
- Take place within the City of Santa Monica and be offered to City residents.



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### **NOT ELIGIBLE**

- Any **city agency** or other **governmental body**
- Any agency that currently **receives more than 25% of its total funding** (including in-kind services) **from the City of Santa Monica**
- **Capital improvement projects** or **equipment purchases**
- **Deficit programs**
- **Fundraisers** or **events** that are **not open to the public**



## Cultural Affairs

### **HOW TO APPLY**

- **APPLICATION DEADLINE:** October 16, 2024, 11:59pm
- **Draft your application first!** Sample application linked in guidelines.
- **New, simplified application:**

# Community Access & Participation (CAP) Grant 2024-25 Application

\* Required

1. Legal Organization Name \*

Enter your answer

2. Organization Address, City and Zipcode \*

Applicants must be "resident Santa Monica arts or cultural organizations." A "resident organization" is defined as one whose primary administrative office is within Santa Monica city limits.

Enter your answer

3. Grant Contact: First Name and Last Name \*

The individual who can be reached for grant correspondence, questions, etc.

Enter your answer

4. Grant Contact: Email Address \*

Enter your answer

5. Grant Contact: Phone Number \*

Enter your answer

6. Grant Signatory: First Name and Last Name \*

The individual who has the authority to sign contracts on behalf of the organization (Executive Director, etc.)

Enter your answer

7. Grant Signatory: Email Address \*

Enter your answer

8. Enter your organizational mission statement. \*

This should be a brief paragraph.

Enter your answer



9. Enter your organization's budget size for the last completed fiscal year. \*

This figure should be consistent with the total revenue reported on your most recently submitted Federal Form 990 (line 12 for a tax year ending on or after December 31, 2022). Do not include in-kind support when calculating your organization's budget size.

Enter your answer

10. Provide a brief description of your proposed 2024-25 CAP funded program. \*

1-2 sentences. NOTE: Proposed programs must take place between January 1, 2025 through June 30, 2025.

Enter your answer

11. Detailed Proposed Program. \*

(a) Describe the proposed cultural program. Include dates, the program site (physical venue and the expected audience size).

(b) Briefly indicate the program's objectives and how they relate to the applicant's mission.

(c) Describe how the proposed program will provide Santa Monica residents and visitors increased access to high-quality arts and cultural activities.

1 paragraph per question.

Enter your answer

12. Zip Code: Proposed Program Site/Location \*

Indicate the zip code where your proposed CAP project will take place. NOTE: All programs for which funds are requested must take place within the City of Santa Monica and be offered to City residents.

13. Select which of the City of Santa Monica's current strategic priorities your proposed CAP program best aligns. \*

There is no limit on the number of priorities you may select, but please ensure your selection/s genuinely aligns with your program's goals.

- Economic Growth & Cultural Vitality** - Cultivating economic opportunity and recovery and investing in amenities and programs for all community members.
- Clean & Safe Santa Monica** - Commitment to maintaining and enhancing an atmosphere marked by clean and safe public spaces and neighborhoods.
- Justice, Equity & Diversity** - Advancing racial equity, justice and social diversity to improve the wellbeing of people who live, work, learn, play and do business here.
- Sustainable & Connected** - Enhancing our resources, preventing and remedying harm to the natural environment and human health, and benefiting the social and economic wellbeing of the community.
- Addressing Homelessness** - Preventing housed Santa Monicans from becoming homeless, increasing the supply of affordable housing and advocating for regional capacity to address homelessness.

14. In a brief statement, explain how your proposed CAP program aligns with the City of Santa Monica's strategic prioritie(s) you selected above. \*

Enter your answer

15. Is the applicant organization a current Organizational Support Program (OSP) grantee, or did it receive a Community Access & Participation (CAP) grant in 2023/24 cycle? \*

Please select at most 2 options.

YES - OSP

YES - CAP

NO

16. If you answered "No" to Question 15, your organization is not a current or 2023-24 OSP or CAP grantee, please check here to confirm you've emailed your required supplemental financial documentation (SMU DataArts Funder Report and 990 for their most recently completed fiscal year) to [artsgrants@santamonica.gov](mailto:artsgrants@santamonica.gov). See CAP Guidelines for more details.

Yes, I've emailed my 990 and SMU DataArts CAP Funder Report.

Submit



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### **PROGRAM TIMELINE**

- **Application Deadline:** Wednesday, October 16, 2024, 11:59pm
- **October – November:** Internal Staff Review
- **Arts Commission Approval:** Monday, November 18, 2024
- **Award Announcements:** December, 2024
- **Contracting:** December – January, 2024
- **CAP Project Term:** January 1, 2025, through June 30, 2025



## Cultural Affairs

### **TIPS & QUESTIONS:**

- Program info, application & guidelines link on our website:  
[santamonica.gov - Grants for Arts Organizations](http://santamonica.gov - Grants for Arts Organizations)
- **Read the guidelines** thoroughly!
- **Don't wait until the last minute**, I will be available to answer emails/questions until 3pm on the deadline, Oct 16.
- Schedule “office hours” **one-on-one appts** w/ me:  
<https://tinyurl.com/officehoursLDS>
- **QUESTIONS & THANK YOU FOR YOUR TIME!**