Community Access & Participation (CAP) 2024-25 Grant Guidelines

PROGRAM TIMELINE
Applications Open: Monday, September 23, 2024
Application Deadline: Wednesday, October 16, 2024, 11:59pm
Arts Commission Approval: Monday, November 18, 2024
Award Announcements: December, 2024
Project Term: January 1, 2025, through June 30, 2025

PROGRAM DESCRIPTION
The City of Santa Monica's Community Access & Participation (CAP) program provides grants to City-based nonprofit arts and culture organizations to provide Santa Monica residents and visitors increased access to high quality arts and culture programs.

WHAT'S NEW
We have updated the eligibility requirements, guidelines and application processes for the 2024-25 Community Access & Participation (CAP) program:

- The CAP application and process has been shortened, simplified and will be completed on a simple online application form.
- Current or last cycle (2023-24) grantees of The City of Santa Monica's OSP and CAP program are not required to submit supplemental financial materials as part of the CAP application. *(Please note, it is still required that organizations complete and maintain financial information annually, [SMU DataArts, 990s, etc.], but it is no longer a requirement to submit them as part of the CAP application.)*
- Organizations that are not funded currently through the OSP program, or were funded in the last CAP grant cycle (2023-24) must submit both an SMU DataArts Funder Report and 990 for their most recently completed fiscal year.
- Organizations may submit one application per CAP application cycle. Grant award amounts will range between $3,000 - $6,000, depending on the organization's budget size and total 2024-25 CAP funds available.
- Applications will be internally reviewed by City of Santa Monica Arts Commission staff and will not be subject to a panel review process. NOTE: OSP applications will still be reviewed by an external panel.
- CAP Project categories have been updated to reflect the City of Santa Monica's current Strategic Priorities.

ELIGIBILITY REQUIREMENTS

To be eligible, applicants must meet the following minimum requirements:
- 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.
- Applicants must maintain tax-exempt status under Section 501(c) 3 of the IRS]
- Applicants must comply with Fair Labor Standards and must be in compliance with Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968 (as amended), and the Americans with Disabilities Act (ADA) of 1990. Applicant may not discriminate in the hiring of staff or provision of services on the basis of race, religion, sex, age, national origin, disabilities, HIV status, political affiliation or beliefs, or sexual preference.

To be eligible, projects must meet the following minimum requirements:

- Proposed programs must take place between January 1, 2025, through June 30, 2025.
- Proposed programs must provide Santa Monica residents and visitors increased access to high-quality arts and cultural activities.
- All programs for which funds are requested must take place within the City of Santa Monica and be offered to City residents.

The following are not eligible for funding:

- 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

FINANCIAL REQUIREMENTS
- Organizations that *were not* funded through the CAP or OSP program last grant cycle (2023-24) must submit both an SMU DataArts Funder Report and 990 for their most recently completed fiscal year.
- Current or last cycle (2023-24) grantees of The City of Santa Monica's OSP and CAP program are not required to submit supplemental financial materials as part of the CAP application. (Please note, it is still required that organizations complete and maintain financial information annually, [SMU DataArts, 990s, etc.], but it is no longer a requirement to submit them as part of the CAP application.)
- The CAP program does not require a cash match.

REVIEW PROCESS
- All CAP applications are vetted by City staff for satisfaction of eligibility requirements,

- then reviewed by City staff to ensure they meet CAP's goal to provide Santa Monica residents and visitors increased access to high-quality arts and culture programs,
- then will be presented to the Santa Monica Arts Commission.

GRANTEE PROCEDURES AND REQUIREMENTS

The City will issue an agreement for each grant award upon final approval by the Arts Commission. Per the agreement, Grantees are obliged to:

- Submit backup documentation including:
  - o Insurance coverage that includes liability coverage with a separate additional insured endorsement, auto liability coverage, and worker's compensation coverage with a separate waiver of subordination endorsement.
  - o Proof of updated Santa Monica Business License
  - o Updated W-9 form
  - o Levine Act Form
  - o Oaks Initiative Form (Over $25,000)
  - o Living Wage Form (Over $54,200)
- Credit the City in promotion related to the program.
- In addition, Grantees will notify City Staff of their programs.
- Keep track of audience participation data for their funded programs.

Protection of minors: CAP-funded programs that involve direct contact with minors or direct supervision of minors must show that staff for the funded program meets SMMUSD's minimum requirements for (1) training in the identification and reporting of child abuse and neglect, (2) Live Scan and (3) tuberculosis screening. Grantees in this category will be required to provide proof to the City that these requirements have been met prior to performing any contracted services.

GRANTEE PAYMENT & REPORTING PROCESS & REQUIREMENTS

- Grantees may invoice for 50% of their award upon contract signing.
- Grantees must submit a final report at the close of their program to receive final payment.
- Grantees who do not submit their final report by the respective reporting deadline may be deemed ineligible to receive future funds.

HOW TO APPLY

- Applications must be [submitted online](#) by Oct 16, 2024, 11:59pm PT
- A sample application can be found [here](#). It is highly recommended you draft your application in a separate document and then copy and paste into the online form.
- Applicants are strongly encouraged to submit the application at least three days before the deadline. Staff can only assist in troubleshooting if an issue is brought to our attention early in the application process.

- Contact artsgrants@santamonica.gov if you have questions about the application or encounter submission issues. Staff will not be available to assist after 4:00pm on the application deadline.

APPLICATION DEADLINE
Applications must be submitted by October 16, 2024, 11:59pm PT.

APPLICATION TECHNICAL ASSISTANCE OPPORTUNITIES
- **Application Workshop: Tuesday, October 1, 1:00pm PT via Zoom:**
Meeting ID: 880 7370 6469; Passcode: 560015.
Cultural Affairs staff will host a 60-minute session to provide information and answer questions about the CAP application, guidelines and process.
- **Office Hours:** Book a 20-minute one-on-one online appointment with Cultural Affairs staff to discuss CAP application, guidelines and process.