



artsgrants@santamonica.gov | 310-905-0828

Organizational Support Program (OSP) & Community Access & Participation (CAP) 2025-27 Grant Guidelines

PROGRAM TIMELINE

Application Opens: January 28, 2025

Application Workshops & Staff Appointments Offered: February 2025

Application Deadline: February 28, 2025, at 11:59 PM (Pacific Time)

Staff Review: March 2025

Panel Review: April 2025

Arts Commission Review: May 2025

Award Notifications: June-July 2025

GRANT PERIODS

Year 1 OSP Grant Period: July 2025 – June 30, 2026

Year 2 OSP Grant Period: July 2026 – June 30, 2027

CAP Grant Period: July 2025 – June 30, 2026

PROGRAM DESCRIPTIONS

The Organizational Support Program (OSP) provides multiyear general operating grant funding to Santa Monica-based arts and culture nonprofit organizations, ensuring that residents have equitable access to diverse excellence in art, creativity, culture, and innovation through sustained investment in the city's cultural institutions.

The Community Access & Participation (CAP) program provides annual project-specific grant funding 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 following eligibility requirements, guidelines, and application processes for the 2025-27 OSP and CAP programs:

- This cycle, the OSP (Organizational Support Program) and CAP (Community Access & Participation) applications will be combined, meaning applicants will only need to submit one application to apply for both programs.
- The application has been revised and simplified and will be completed on our [new online application system Survey Monkey Apply](#).
- Applicants with annual budgets exceeding two million dollars are now required to complete and submit an annual financial audit (previously one million dollars) to align with the California Secretary of State's audit requirements for nonprofit organizations.
- We understand that the recent fires in LA County have deeply affected many in our community, including those who have lost their homes, businesses, schools, and more. If you are experiencing immediate hardship that could impact your ability to meet the

application deadline due to the fires, please don't hesitate to reach out to ArtsGrants@santamonica.gov. We are committed to supporting you during this difficult time and will do our best to provide accommodations on a case-by-case basis.

OSP & CAP ELIGIBILITY REQUIREMENTS

To be eligible, applicants for both grants must meet the following minimum requirements:

- Be a "resident Santa Monica arts or cultural organization" for a minimum of three years from the application deadline. A resident organization is defined as one whose primary administrative office is within Santa Monica city limits.
- Maintain tax-exempt status under Section 501(c)(3) of the IRS.
- Have completed and submitted a Form 990 for their most recently completed fiscal year.
- Have completed and submitted SMU DataArts funder reports for the most recent three fiscal years.
- If the annual organizational budget exceeds two million dollars, complete and submit an annual financial audit.
- Comply with the Fair Labor Standards and adhere to 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. Applicants may not discriminate in the hiring of staff or the provision of services based on race, religion, sex, age, national origin, disabilities, HIV status, political affiliation or beliefs, or sexual orientation.
- Comply with all previous City grant requirements, including final reporting.

Proposed CAP projects must also meet the following minimum criteria:

- Occur between July 1, 2025, and June 30, 2026.
- 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.

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

HOW TO APPLY

- Applications must be submitted online via [Survey Monkey Apply](#) by **February 28, 2025, at 11:59 PM (Pacific Time)**.
- Survey Monkey Apply FAQ's can be found [here](#).
- 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 TECHNICAL ASSISTANCE OPPORTUNITIES

- **Application Workshop: Monday, February 10, 1:00pm PT**

Cultural Affairs staff will host a 60-minute session to provide information and answer questions about the application, guidelines and process.

[Meeting Link via Microsoft Teams](#)

Meeting ID: 297 760 543 43

Passcode: EX68wH7P

Dial in by phone: 310-883-7522

Phone conference ID: 964 002 619#

- **Office Hours:** [Book a 20-minute one-on-one online appointment](#) with Cultural Affairs staff to discuss application, guidelines and process.

REVIEW PROCESS

Grant applications will be:

- reviewed for eligibility and completeness by staff
- reviewed and scored by an expert panel of arts professionals using the following review criteria, then
- presented to the Santa Monica Arts Commission.

REVIEW CRITERIA

- 1. Artistic, Cultural, and/or Historical Merit -- up to 40 points will be awarded for:**
 - Programs and organizations that reflect high cultural, historical, and/or artistic value and excellence as evidenced by work samples, organizational history and narrative statements.
- 2. Community Engagement -- up to 40 points will be awarded for:**
 - Clear evidence of meaningful community engagement and measurable impact.
 - Activities that uphold and demonstrate the values of diversity, equity, and inclusion.
 - Relevance and responsiveness to Santa Monica's diverse communities.
 - Dedication of programming and resources to underrepresented groups, including Santa Monica's BIPOC, LGBTQ+, senior, youth, and unhoused communities.
 - Demonstrated participation by Santa Monica residents and visitors.
- 3. Organizational and Fiscal Capacity -- up to 20 points will be awarded for:**
 - Strong fiscal health, supported by strategic planning and effective management.
 - Efforts to advance equity, diversity, and inclusion in board development and organizational practices.
 - Robust fundraising strategies and adherence to sound bookkeeping and employee supervision policies.
 - Absence of consecutive annual deficits.
 - Compensation of artists and administrators that aligns with industry standards for similar-sized professional organizations.

GRANT REQUESTS / AWARD AMOUNTS:

- OSP applicants are eligible to request up to 10% of their organization's annual revenue (excluding in-kind contributions), as reported on the 'Total Revenue' line of the Revenue

and Expense Summary in their most recent DataArts Funder Report. Note: Funding at the 10% level is unlikely and not guaranteed.

- CAP grant award amounts will vary up to \$6,000, depending on the organization's budget size and total CAP funds available.

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.

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:
 - 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 subrogation endorsement.
 - Proof of current Santa Monica Business License
 - Updated W-9 form
 - Levine Act Form
 - Oaks Initiative Form (Over \$25,000)
 - Living Wage Form (Over \$54,200)
- Credit the City in promotion related to the program.
- Notify City Staff in advance of their programs.
- Keep track of audience participation data for their funded programs.
- Protection of minors: grant-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.