



ORGANIZATIONAL SUPPORT PROGRAM (OSP) GRANT GUIDELINES 2023-25

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Program Description

The Organizational Support Program was created by the City of Santa Monica to provide sustained investment in the city's cultural institutions, with the goal of ensuring that Santa Monicans have equitable access to a diversity of excellence in art, creativity, culture, and innovation. The program meets this objective by offering multiyear discretionary funding to Santa Monica-based arts and heritage nonprofits.

Organizational Support Program grantees are expected to

- **Provide Santa Monica's diverse communities with opportunities for creativity, artistic participation, and a better understanding of cultural heritage.**
- **Increase and sustain world-class artistic productions and exhibitions in Santa Monica.**
- **Highlight the city as an international creative center.**
- **Open avenues of discourse to broad topics of human creativity and learning among the general public.**

Eligibility

To be eligible to apply, organizations must meet ALL of the following requirements:

- **Be a resident Santa Monica arts, heritage, or history organization, with tax-exempt status under IRS Section 501(c)(3), for a minimum of **three** years from the application deadline date. Resident organizations are defined as those whose primary administrative office is within Santa Monica city limits, and whose primary location of activities, i.e. at least 50% of programming, is in Santa Monica. (Exceptions apply for performing arts touring groups.)**
- **Have completed three years of DataArts CDP profiles for the most recent three fiscal years.**

- Have annual audits (for organizations with annual budgets greater than \$1 million).
- Have attended one of the required OSP Informational Sessions in January 2023.
- Have an annual budget in which no more than 25% of total cash funding or in-kind support is derived from the City of Santa Monica.
- Be compliant with Fair Labor Standards.
- 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. The applicant does 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.
- Be in compliance with all previous City grant requirements, such as final reporting.

Application Process

The deadline for submission of applications is 11:59 PM, January 31, 2023.

Applications will be available online in December 2022. Applicants are eligible to receive up to 10% of their organization's annual expenses (not including in-kind) as reported on the "Total Expense" line of the Revenue and Expense Summary of their most recent DataArts OSP Funder Report. Note: not all applicants may be funded at the 10% level.

Applications must be submitted online via the GO Smart system at <https://smcad.gosmart.org/>. The application process requires applicants to upload documents to the site and upload artistic samples to YouTube, Vimeo, or similar web platform. Applications for the 2023-25 grant period must be completed and submitted in their entirety, including all supplementary materials, no later than 11:59 pm, Tuesday, January 31, 2023. When an application is submitted correctly, the applicant will receive an automated email confirmation of submission from the GO Smart system.

Submission may take two or three attempts before it is successful. **Applicants are strongly advised to submit at least two days before the deadline to allow for any difficulties in receiving confirmation.** Contact nathan.birnbaum@santamonica.gov if you encounter submission issues or if you have not received a confirmation email. (You may have to check your junk folder for the confirmation email.) Note that staff must be contacted before 5:00 PM on the deadline date to receive assistance. Staff will not be available to assist after 5:00 PM January 31, 2023. If you have not received confirmation of submission by the deadline of 11:59 PM January 31, 2023, your application will not be eligible.

Funding Term and Payments

The grant period for this OSP cycle begins July 1, 2023 and ends June 30, 2025. Payments are issued in two installments each year of the two-year period. In the first year, seventy-five percent (75%) of the annual award amount will be issued upon execution of the grant contract. The remaining twenty-five percent (25%) will be available in June 2024 upon submission and acceptance of the grantee's annual report. At the start of the second year, seventy-five percent

(75%) of the annual award amount will again be issued, with the remaining twenty-five percent (25%) available in June 2025 upon submission and acceptance of the grantee's second and final annual report.

Informational Sessions

Every applicant is required to have a representative in attendance at one of the virtual Informational Sessions before submitting an application. Informational Sessions will be held on Zoom on the following dates:

- **Saturday, January 7, 2023 at 11:00 AM**
- **Wednesday, January 11, 2023 at 7:00 PM**

The sessions will not be recorded. A representative of the applicant's organization must attend one of the meetings. Email nathan.birnbaum@santamonica.gov to reserve a spot and receive the link to the virtual meeting.

Selection Criteria

Applications will be reviewed according to how well the applicant demonstrates effectiveness in meeting the following selection criteria:

Community Engagement [40 points]

Points will be awarded for:

- Evidence of community engagement and impact.
- Activities that demonstrate values of diversity, equity, and inclusion.
- Relevance to Santa Monica's communities.
- Dedication of a portion of programming and resources to Santa Monica's BIPOC, LGBTQ+, senior, youth, or unhoused communities.
- Evidence of participation by Santa Monicans in the audience, the board of directors, and/or the donor pool.

Artistic Achievement [40 points]

Points will be awarded for:

- Programs of high artistic and/or cultural value and excellence.

Managerial, Governance, and Fiscal Performance [20 points]

Points will be awarded for:

- Fiscal health; strategic planning; equity, diversity, and inclusion efforts with regard to board development; fundraising; policies and procedures for bookkeeping and the supervision of employees; absence of consecutive annual deficits.
- Compensation of artists and administrators in a manner consistent with the type and size of similar professional organizations.

Review Process

OSP applications are reviewed and scored by an expert panel of arts professionals. City staff reviews all applications for satisfaction of eligibility requirements in advance. Ineligible applications will not be forwarded to the panel. Panelists score proposals based on the selection criteria listed above. Funding recommendations are based on the panel's scores and the applicant's organizational size. Organizational size is defined in three categories, based on the "Total Expense not including in-kind" line of the Revenue and Expense Summary of the most recent DataArts OSP report:

- Small – \$0 to \$499,999
- Midsized – \$500,000-\$1,999,999
- Large – \$2,000,000+

Funding recommendations are not final until approved by Santa Monica City Council in June 2023.

Awards

Grant contracts may be awarded to agencies whose applications are favorably scored by the panel according to the above criteria. Awards are multi-year; grantees receive the same amount annually for two-years without having to re-apply, contingent upon the availability of City funds.

Use of funds

OSP funds may be used for salaries, programs, planning, operational costs, or capital projects. OSP funds may not be used for fundraising.

Grantee Requirements

Grantees must notify public officials of their programs, credit Santa Monica Cultural Affairs in all printed materials, and submit annual reports summarizing their cultural activities. Capturing geographic and/or zip code documentation of audiences or program participants is strongly encouraged to show evidence of direct service to Santa Monica communities.

Insurance Requirements

City policy requires that grantees maintain minimum insurance coverage. A list of required insurance is available on request from nathan.birnbaum@santamonica.gov. Proof of insurance must be provided at contract signing.

Notification

Successful applicants will be notified of their award no later than June 30, 2023.

Application Deadline

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