City of Pasadena
2022-2023 Annual Grants Program
FREQUENTLY ASKED QUESTIONS

Q: It has been many years since we updated our DataArts profile. Do we need to complete the last two years of financial information (2019-2020 and 2020-2021) for this grant application, or is it acceptable to just complete the 2029-2021 profile?
A: Please complete two full years if your organization has been in operation that long.

Q: For organizations with operating budgets $500,000 and above, the Guidelines state: *For Arts Culture Grant Category III applicants, five years or older, an independent financial audit, review or compilation no more than two years old is required.* **We have not done an audit in the last 2 years but file 990 tax forms every year and can provide unaudited financial statements. Would the City make an exception on this requirement?**
A: All applicants must comply with Guidelines requirements and so Art and Culture III applicants must submit an audited financial statement no more than 2 yrs old in order to be eligible for review/funding.

Q. I missed the mandatory technical assistance training can I still apply for funding?
A. If you are a new applicant and do not attend one of the online workshops held in March and April, you or your organization is not eligible to apply for funding. Organizations that have previously received funding do not need to attend a meeting. Attendance for all applicants is recommended.

Q. (a) What if we don't know firm dates right now due to COVID? Are approximate dates of programs ok? (b) We aren't able to get our venue to agree to a specific date because they cannot schedule until they know when they can open to the public, can I include a letter of interest or support with no specific date.
A. Yes, be sure to indicate the dates are approximate. Please also describe your plans for presenting your program or project if social distancing goes into effect during the next year.

Q. In light of COVID, are virtual events and virtual outreach ok?
A. Yes, we have seen more of this lately. If you have examples of online content you have produced so far, please include as artistic documentation. If you can plan your events/exhibitions later in the year, you will have a better chance of reaching more audiences.

Q. If we plan to provide arts education to PUSD students can we have a general letter of agreement from PUSD or do we need to have a letter of support from each school?
A. You must include a letter of support from the principal for each school you plan to work with per the Guidelines.

Q. Can individual artists who do not live or work in Pasadena but who plan to exhibit in Pasadena during the grant year apply for an Individual Artist grant?
A. From the Guidelines: "An artist not living in Pasadena must show proof of lease or ownership of a studio, or own other property in Pasadena, be locally employed, or be permanent teaching staff or guest lecturer employed during the application cycle at a Pasadena school (primary through university)." From the application: (for non-resident employment only). Please provide copy of pay stub or letter of verification from employer.

Our organization is located outside of Pasadena, but we plan to have our programming in Pasadena can we submit a grant application?
Please review the Guidelines for eligibility – only Pasadena-based organizations can apply for grant funding. If your organization is located outside the City, it must partner with a Pasadena-based organization to be eligible to apply.

Q. How can I find out if my organization is Pasadena-based?
A. Here is the website Cultural Affairs uses to determine whether an organization is on file with IRS with a Pasadena address. PO boxes are not allowed.
https://www.irs.gov/charities-non-profits/exempt-organizations-business-master-file-extract-eo-bmf