

ANNUAL GRANTS PROGRAM

2023/2024 APPLICATION INSTRUCTIONS FOR ALL CATEGORIES

DEADLINE: 11:59 pm May 8, 2023. ONLINE SUBMISSION

TECHNICAL ASSISTANCE WORKSHOP REQUIREMENT: in order to be eligible to apply, new applicants must attend a Cultural Affairs sponsored technical assistance workshop. It is recommended that all applicants attend a technical assistance workshop (see the Guidelines for dates and locations). There will be a separate Cultural Equity and Inclusion Statement Workshop for small organizations (<\$200,000 annual operating budget). See Guidelines for more information.

DATAARTS REQUIREMENT: Participation in DataArts (formerly Cultural Data Project) and a “City of Pasadena Funder Report” is required for all City of Pasadena Art & Culture, Art Education Partnership Organizations, Festival & Parade categories.

SUBMISSION:

- Submit one pdf of application including DataArts City of Pasadena Funder’s Report, financial documents artistic documentation (images). Video and audio files can be uploaded as separate files. See Guidelines for ONLINE SUBMISSION INSTRUCTIONS.
- Application should be 8.5 x 11" pages with 1" margins, no smaller than 11 pt font.
- Number each page of submission and indicate Applicant's name in the upper right of each page.

APPLICATION CHECKLIST – Complete and include with application original

Retain a copy of the grant application and supplemental materials for Applicant’s records.

APPLICATION SUMMARY

- Organization Name:** Provide the name of the organization, fictitious business name, assumed name, or DBA (doing business as) name used by the applicant.
- DUNS#:** As of FY “09-”10 DUNS numbers are required for all applicants except Individual artists and Individual Artists Educator AEP applicants. If you need to get a D-U-N-S number: you can do it by calling 888-814-1435 or 866-794-1577 online by logging on to <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>
- Mailing Address:** Physical address of facility or where to receive notification regarding this application.
- Contact Person (name and title):** Provide the name for the primary person who should be contacted regarding this grant application. Requests for additional materials may include explanations of submitted materials and award and decline letters. Please update Cultural Affairs with current contact information.
- Phone/Fax:** Provide phone contact for primary person who should be contacted with regard to this grant application. Requests for additional materials may include explanations of submitted materials and award and decline letters. Applicants are required to keep Cultural Affairs informed of current contact information.
- Email:** Provide email contact for primary person who should be contacted in regard to this grant application. Requests for additional materials may include explanations of submitted materials and award and decline letters. Applicants are required to keep Cultural Affairs informed of current contact information.
- Website:** Provide the URL for the website of the applicant.
- Partners School(s), Phone, Contact Name and Title: Art Ed Partnership Applicants** provide contacts at PUSD partnering school(s) if applicable.
- Project Summary:** Short summary of proposed project. This should be a brief overview of the project described in Section I, Part II (it is recommended that the applicant complete Section I, Part II prior to entering the Project Summary).
- Project Start Date/ Project End Date:** List start and end date of proposed project. Project must take place during granting period. (7/1/2023 to 6/30/2024)
- Grant request:** Enter amount requested from Pasadena Grant Program.
- Pasadena City Council District served:** Enter District number.
- Projected Project Budget (proposed):** only information for the projected year is required.
- Anticipated Expenses Budget (for proposed year):** Please estimate the Organizational Expense Budget for

proposed year which includes granting period.

- ❑ **Cultural Affairs Funding History:** If applicable, please list the sum total of any grants received each year from Pasadena Cultural Affairs for the project, if previously funded, and total funding amounts received by the organization from Pasadena Cultural Affairs for years indicated.
- ❑ **Certification:** By signing the application, the applicant assures and certifies that he/she has read and understands the program guidelines and public funding and information disclaimer, and that, to the best of his/her knowledge and belief, the applicant meets the applicable requirements and that the information contained in the application, including all attachments and supporting materials, is true and correct.
- ❑ **Name and Title:** Print or type the name and title of the person certifying the application.
- ❑ **Authorized Signature:** No Pasadena Cultural Affairs staff or active member of the Arts & Culture Commission shall sign a grant application.

(1) NARRATIVE INFORMATION

A partnership of the Pasadena Cultural Affairs Division, Arts Council for Long Beach, City of Los Angeles Department of Cultural Affairs, City of West Hollywood, Culver City Cultural Affairs Division, Los Angeles County Arts Commission, and Santa Monica Cultural Affairs Division has developed common questions intended to help nonprofit organizations in Los Angeles County save time in the grant application process. **Common questions are indicated with the ☼ symbol.**

☼ **Part I: Organizational Background** (*Not required for Individual Artist Educators in the Art Education Partnership category.*) - Limit to three (3) pages.

Use the following headings and letters to organize your response: See Application for questions related to each heading. To conserve space, no need to include each question in your narrative.

- ☼ A. Mission/Purpose of Applicant Organization
- ☼ B. History/Programming
- ☼ C. Planning & Leadership
- ☼ D. Community/Core Audience
- ☼ E. Artistic Policy

Part II: Project Proposal – Limit to three (3) pages.

Use the following headings and letters to organize your response. See each category's Application for questions related to each heading. To conserve space, no need to include each question in your narrative.

Project Proposal – Art & Culture Organization

- A. Project/Program Description
- B. Project/Program Impact and Public Benefit
- C. Use of Funds
- D. Target Audience
- E. Outreach, Equity and Access
- F. Facility/Project Site and ADA Accessibility
- G. Goals, Objectives and Evaluation
- H. Additional Funding Sources

Project Proposal – Festivals and Parades

- A. Project Description
- B. Planning and Development
- C. Use of Funds
- D. Target Audience and Public Benefit
- E. Outreach, Equity and Access
- F. Facility/Project Site and ADA Accessibility
- G. Goals, Objectives and Evaluation
- H. Additional Funding Sources

Project Proposal - Art Education Partnership

- A. Project Description
- B. Implementation
- C. State Standards
- D. Core Curriculum and Assessment: Please read the Project Evaluation section on page 11 of the Annual Grants Program Guidelines.
- E. Teacher/Parent Involvement
- F. Evaluation
- G. Additional Funding Sources
- H. Individual Artist Educator Only

Project Proposal – Individual Artist

- A. Project Description
- B. Artistic Direction
- C. Artistic Goals
- D. Evaluation
- E. Timeline
- F. Additional Funding Sources

☀ (2) STAFF

Provide short biographies of key staff (**paid and volunteer**) for the applicant.

- Begin with the applicant’s leaders (e.g. Artistic Director, Executive Director, Managing Director).
- For key project staff, emphasize their experience in areas of direct relevance to the proposal.
- All volunteer organizations should provide the biographies of volunteers who are accomplishing the day-to-day work of the organization and/or proposed project.
- If necessary, attach additional sheets of the original form to accommodate more staff

(2a) ARTISTS

Provide short biographies of key artists (**paid and volunteer**) for the proposal.

- In the event that the key artists have not yet been secured, please provide a list and biographies of those the organization anticipates hiring. If that is not available, provide a list with biographies of artists hired last year (please indicate this with “previous year’s artist”), so that the panel may evaluate artistic value.
- If necessary, attach additional sheets of the original form to accommodate more artists

☀ (3) BOARD OF DIRECTORS LIST

Complete the fields, beginning with the President, Vice-President, Secretary, Treasurer.

- Include first and last names of applicant’s board members, professional affiliations/job titles, city/community in which they reside and work, and their total years of service on the board.
- Note columns to indicate where board members RESIDE and WORK. If the board member is retired indicate that with “retired.”
- If necessary, attach additional sheets of the original form to accommodate more board members.

(4) BUDGET – PROJECT/PROGRAM EXPENSES - NOTE: SECTION (2) for Individual Artists

List expected expenses for the proposed project.

- Administrative fees are capped at \$25/hr and expenses may not exceed 15% of the total project budget.
- Please provide more detailed item descriptions in the column to the right, attach additional pages if necessary.
- Use Budget Detail sheet to note variances and explain confusing budget items.
- Although equipment is not fundable under „Expenses” it should still be included in the budget if applicable.

Please Note: Not all categories will apply. Use only applicable categories. Include any narrative category clarifications in the far right column. Budget variances should be itemized on Budget Detail sheet following.

Please note that these line items correspond to the line items in the DataArts (Cultural Data Project).

Salaries:

- List the total expense for salaried and hourly employees by category.
- Please note that if a position includes tasks in more than one of the areas listed in the column headings, the salary for that position should be allocated over the applicable columns, based on percentages of time spent on each area. In general, this allocation should be the same or similar from year-to-year as long as the position description remains constant.

Advertising and Marketing: How much will the applicant spend on advertising and marketing, including ad placement fees, professional consulting services, printing, etc.?

Artist Commission Fees: How much will the applicant spend on hiring individual artists to create original works of art, musical pieces, theatrical pieces, or other works for use or exhibition by applicant?

Artists & Performers – Non-Salaried: How much will the applicant spend on consultants, such as: artists, performers, designers, directors, etc.? These are people specifically hired to work on a temporary basis to participate in an exhibition or presentation of the applicant.

Catering & Hospitality: How much will the applicant spend on providing hospitality to visitors or guests, including meals, food for meetings, gifts, etc.? **Grant Requests in the Catering & Hospitality budget line item is limited to 5% of the funded project amount. NOTE: While organizations may find funding for this line item from other sources, this type of expense will not be funded for Art Education Partnership programs with Annual Grants Program funds.**

Conferences & Meetings: How much will the applicant spend on entrance fees to conferences and/or meetings attended by applicant's personnel? Include expenses which will be incurred for meetings and/or conferences which will be held or sponsored by the applicant.

Cost of Sales: How much will the applicant spend on inventory or merchandise intended for resale in a gift shop? If the applicant has its own food or catering services, include the cost of food and other related expenses in this line item.

Equipment Rental: How much will the applicant spend on the rental of office or other equipment such as computer hardware, copiers, etc.?

Facilities – Other: This item should include projected expenses associated with the applicant's physical plant, whether rented or owned, and not listed in the Building and Grounds Maintenance, Rent, or Utilities lines.

Fundraising Expenses – Other: How much will the applicant spend on fundraising activities such as special events, telethons, etc.?

Fundraising Professionals: How much will the applicant spend to hire consultants to design and perform fundraising activities?

Honoraria: During the fiscal year, how much will the applicant pay to guest speakers or lecturers?

In-Kind Contributions: What will be the monetary value of any contributions given to the applicant in the form of goods or services? NOTE: this type of line item is expected to be in Other Sources column only.

Insurance: How much will the applicant spend on insurance premiums for insurance, including general liability, directors and officers insurance? Do not include health or worker's compensation included in Fringe Benefits Line 5.

Internet & Website: How much will the applicant spend on website development, including design, maintenance, internet access, website hosting or email services?

Lodging & Meals: How much will the applicant spend on hotel or other fees associated with overnight stays, including meals, while any personnel or on business travel? **Grant Request amount in the Lodging & Meals budget line item must be contextually appropriate to the project and must be substantiated with documentation to include the traveler's bio and confirmation of participation in the project**

NOTE: this type of expense is not allowed for Art Education Partnership funding requests.

Office Expense – Other: Please list any other office expenses which will be incurred by the applicant and not covered in the Equipment Rental & Maintenance, Postage and Shipping, Supplies, or Telephone lines.

Other: Please list any other expenses which will be incurred by the applicant and not specifically asked for in a line item on this form. If greater than 10% of total expenses, attach a separate schedule.

Postage & Shipping: How much will the applicant spend on postage and shipping, including overnight, messenger services and bulk mail fees?

Printing: How much will the applicant spend to print materials? Do not include printing for the express purpose of marketing included in Advertising and Marketing above, or printing costs included in *any* other line item in this section.

Production & Exhibition Costs: How much will the applicant spend to create and produce any presentations or exhibitions, including supplies, materials and other related expenses? Do not include personnel costs.

Programs – Other: How much will the applicant spend to create and produce any other programs not included in Line 25 above including supplies, materials and other related expenses? This might include education programs, etc. Do not include personnel costs or items included on other lines in this section.

Professional Development: How much will the applicant spend on staff training, workshops, or any other professional development activities?

Professional Fees: What other professional fees will be incurred by the applicant for services that are not included in Accounting, Advertising and Marketing, Artists and Performers - Non-Salaried, Audit, Fundraising Professionals, Internet and Website, or Legal Fees, or any other lines in this section?

Public Relations: How much will the applicant spend on public relations, including professional consulting fees, public appearance fees, press placement fees, etc.?

Rent: How much will the applicant spend to lease an office, performance, exhibition, storage or any other space?

Supplies: How much will the applicant spend on supplies including office supplies, computer supplies or duplication services? Do not include supply expenses included on other lines in this section.

Telephone: How much will the applicant spend on telephone and/or data lines including mobile phone fees, 800 numbers, dedicated internet access phone lines, T-1 lines, or cable modem lines?

Touring: How much will the applicant spend to bring touring programs to its location or to take an exhibition or production on tour? Do not include travel or lodging fees included in other expense line items.

Travel: How much will the applicant spend on travel, including business travel, and transportation, such as airfare, parking, and commuting fees related to this project? Do not include expenses associated with tours included in Line 33, or any expense items included in Line 20 Lodging and Meals. **Grant Request amount in Travel budget line item must be contextually appropriate to the project and must be substantiated with documentation to include the traveler’s bio and confirmation of participation in the project.**

NOTE: While organizations may find funding for this line item from other sources, this type of expense will not be funded for Art Education Partnership programs with Annual Grants Program funds.

Utilities: How much will the applicant spend for utilities, including gas, electric, heating, cooling, water, and sewer services?

(5) BUDGET – PROJECT REVENUE/SUPPORT/INCOME - NOTE: SECTION (3) for Individual Artists

List expected support for the proposed project. Provide the budget in the following format:

- Administrative fees are capped at \$25/hr and expenses may not exceed 15% of the total project budget.
- Please include any “In Kind” support under “Income” if applicable.

- FOR ARTS EDUCATION PARTNERSHIP CATEGORY: Proposal Budget - Income/Revenue/Support should include the required additional 50% match of the funds awarded from the partnering school or schools AND/OR from other sources (not City of Pasadena funds). At least one half of the match must be provided in cash, and the additional amount, no more than 50%, may be in-kind goods and services.
- Please provide more detailed item descriptions in the column to the right or use Budget Detail sheet to note variances and explain confusing budget items.

Please Note: Not all categories will apply. Use only applicable categories.

Please note that these line items correspond to the line items in the DataArts financial sections.

1 Admissions: How much revenue will the applicant earn as a result of visitation? This refers specifically to museums, galleries, historical societies or any organization charging an entrance fee. If the applicant charges an admission fee for visiting artists or show or competition entries, do not include that amount here, but on Line 18, Other Earned Revenue.

2 Ticket Sales: How much revenue will the applicant earn as a result of all ticket sales for performances, presentations, or special exhibitions, etc? Do not include workshops or lectures. Subscription revenue should not be entered here, but on Line 12 of this section.

3 Tuitions: How much revenue will the applicant earn from payments for multi-session classes or semester-long courses offered by the applicant? Do not include one-time workshops, lectures, or lecture series.

4 Workshop & Lecture Fees: How much revenue will the applicant earn as a result of one-time events such as workshops, lectures, a lecture series, etc?

5 Touring Fees: How much revenue will the applicant earn as a result of public or private performances, exhibitions or other presentations offered away from the home or the applicant's usual presentation venue?

6 Special Events – Other: How much revenue will the applicant earn from events held for any purpose other than fundraising?

7 Gift Shop/Merchandise Sales: How much will the applicant earn as a result of gift shop sales? This includes sales at any location. If the applicant runs its own food or catering services, include any revenue from these services in this line. If the applicant receives a commission on food-related sales operated at the applicant's venue by an outside vendor, record that revenue on Line 9.

8 Gallery Sales: How much revenue will the applicant earn from the sale of items in the applicant's gallery?

9 Food Sales/Concession Revenue: How much will the applicant earn in concession commission fees as a result of restaurant and/or catering or food sales?

10 Parking Concessions: How much will the applicant earn from parking fees generated by a lot or garage owned or leased by the applicant?

11 Membership Dues/Fees: How much revenue will the applicant earn from the collection of membership dues or fees? Include donations which will be made in return for benefits such as free admission, discounts and invitations to special events.

12 Subscriptions: How much revenue will the applicant earn from sales of tickets purchased via a subscription offering to a series of events during a performance season?

13 Contracted Services/Performance Fees: How much revenue will the applicant earn from any services it performs under contract to another? Do not include fees earned from touring exhibits, performances or presentations reported above in Line 5.

14 Rental Income – Program Use: How much revenue will the applicant receive for renting out space for on-site events for arts and culture activity? Do not include rental expenses such as interest and depreciation.

15 Rental Income – Non-Program Use: How much revenue will the applicant receive for renting out space for on-site events for use other than arts and culture activity? Do not include any rental expenses such as interest and depreciation.

16 Advertising Revenue: How much revenue will the applicant earn from the sale of advertising space in publications or other advertising opportunities offered by the applicant?

17 Sponsorship Revenue: How much revenue will the applicant receive from a corporation or other organization to be used in exchange for use of the corporation's name or logo on printed materials or other agreed upon exchanges or promotions? Do not include any amounts entered on Line 21, Corporate Contributions.

18 Other Earned Revenue: Will the applicant receive any additional earned revenue?

Subtotal Earned Revenue: Add together all expenses listed in Proposal Support, Section A.

19 Trustee/Board Contributions: How much will the applicant receive in donations from board members, trustees, or advisors? Include all board contributions whether required by the applicant's by-laws or not.

20 Individual Contributions: How much will the applicant receive in donations from individuals who are not board members, trustees, or advisors. Do not include any membership revenue reported in Line 11.

21 Corporate Contributions:** How much will the applicant receive in donations from corporations, including grants and funds received from a friends group associated with the applicant or any matching gifts? Do not include any sponsorship revenue entered on Line 17 above.

22 Foundation Contributions:** How much will the applicant receive in donations, whether temporarily restricted or unrestricted, from a charitable foundation? Include contributions from foundations associated with corporations in this line if they are accounted for this way in the applicant's audit or internal financial reports.

23 Government – City:** If the applicant receives multiple sources of support, please provide a detailed list.

24 Government – County:** If the applicant receives multiple sources of support, please provide a detailed list.

25 Government – State:** If the applicant receives multiple sources of support, please provide a detailed list.

26 Government – Federal:** If the applicant receives multiple sources of support, please provide a detailed list.

27 Special Events – Fundraising: How much revenue will the applicant receive from events held specifically for fundraising purposes?

28 Other Public Support: What is the total amount in donations that will be received by the applicant but do not fall into the categories listed above?

29 Parent Organization Support: If the applicant, department, or ongoing program is a part of, or subsidiary of a larger organization such as a university, enter any monetary support the applicant will receive from that parent on this line. This support may be in the form of a cash transfer or a budget line item.

30 In-kind Contributions: What is the monetary value of contributions given to the applicant in the form of goods, services, land, buildings or use of space. Examples of In-Kind revenue would be the value of a donated computer, the value of free brochure printing services, or the value of the rent on a donated space used by the applicant. To determine whether an item should be counted as in-kind revenue, consult with a financial person or the applicant's auditor.

****For Corporate, Foundation and Government, if there are multiple sources of support in each category provide a detailed list of the sources of the support. Name sources of support along with the dollar amount of each contribution.** Attach additional sheet if necessary.

(6) PROPOSAL BUDGET DETAIL - EXPENSES / REVENUE/SUPPORT/INCOME

NOTE: SECTION (4) for Individual Artists

Budget Explanations required by funder.

- Provide notes to explain any significant project budget variances if project is ongoing or expanding.
- Applicants are required to explain variances in income and expense line items from year to year. Applicants are strongly encouraged to explain other significant budget variances, to explain a deficit or surplus, and/or to describe plans to retire a deficit or use a surplus. Unexplained budget variances may result in poor reviews or scores. *Attach additional pages if necessary to fully explain any variances.*

(7) ARTISTIC DOCUMENTATION INDEX AND SAMPLES

NOTE: SECTION (5) for Individual Artists

All applicants in ALL categories are required to submit visual documentation (images, video, PowerPoint) regardless of discipline, in addition to any other support documentation (audio files, brochure, promotional material, etc). The visual documentation must reflect the type of programming or performance activity for which funding is requested. For example: an application for support of an in-school music program by a performing arts organization must be accompanied by a visual sample of an in-school program not simply a general audience performance. In addition, audio documentation would be expected. All additional documentation should be of the highest quality and represent the application as favorably as possible.

Artistic documentation and artistic samples are crucial for evaluating the artistic quality of the applicant and/or project.

- Samples should be recent, of high quality, and as relevant to the application and/or project as possible.
- Label each sample clearly with the name of the applicant and the corresponding file name from the Artistic Documentation Index

The following are accepted formats for Artistic Documentation and Artistic Sample submissions:

VIDEO (Strongly Encouraged for Dance, Multi-Disciplinary, Media, Theatre and Traditional and Folk Art)

- Up to 5 minutes.
- In general, for the performing arts, panelists prefer to review substantive artistic excerpts rather than short edited clips with heavy narration.
- List each work sample and description on the Artistic Documentation Index. .
- Place selection(s) in priority order.]
- Digital files must be in MOV format.
- VIDEOS must be uploaded, do not provide only links!

AUDIO: (Strongly Encouraged for Music)

- Up to 5 minutes. List each work sample on the Artistic Documentation Index.
- Include descriptive information in your Artistic Documentation Index.
- Place selection(s) in priority order.
- Digital files must be in MPG format.
- AUDIO must be uploaded, do not provide only links!

PUBLISHED MATERIAL (Strongly Encouraged for Literary & Visual Arts)

- This format is best used for literary publications and museum and gallery catalogues.
- Digital files must be in PDF
- Files must be uploaded, do not provide only links!

IMAGES (Strongly Encouraged for Visual Arts)

- Up to 10 images of completed artwork.
- All images must be numbered (1 through 10).
- Digital files must be in PDF
- IMAGES must be uploaded, do not provide only links!

New Programs: If the proposed project is a pilot program of a new organization, or a new project of an established organization, or by an individual artist educator new to the field, visual documentation is REQUIRED. Visual material of related programming may be submitted. If any additional visual material is submitted the applicant must explain the relationship of the support material to the application, and how it reflects the applicant's **capacity** to produce the proposed project. For example: a teaching organization may submit documentation of a previous school program when requesting support for a pilot in-school program.

Marketing/promotional materials are not considered artistic documentation. Marketing/promotional materials such as season brochures, flyers, postcards, newsletters, reviews and letters of support can be included in Section 8 (Section 6 of Individual Artist application).

IMPORTANT: Preview the artistic documentation before submitting to ensure that there are no technical problems that might interfere with the panel's review of the work. Panelists generally spend no more than five minutes on each work sample provided. The entire sample (not just the selected segment) is considered a part of the application package and may be reviewed.

(8A) SUPPLEMENTAL - PRINTED MATERIAL INDEX –

NOTE: SECTION (6) for Individual Artists

Please provide information on any printed material accompanying your application up to ten (10) items.

- Examples may include additional photographs, brochures, catalogues, etc.
- All materials must be clearly identified. Label all materials with applicant's name.
- *One (1) copy of each item should be included in the pdf of the application. (One of a kind catalogues exempted.)*
Label the sample print material with the corresponding index number and the applicant's name on each sample page.

(8B) SUPPLEMENTAL - PRESS MATERIAL & LETTERS OF SUPPORT INDEX

NOTE: SECTION (7) for Individual Artists

Please provide information on any printed material accompanying your application such as reviews, newspaper, magazine articles and/or letters of support, etc. up to ten (10) items.

- All materials must be clearly identified. Label all materials with applicant's name.
- *One (1) copy of each item should be included in the pdf of the application.*
- *Label the sample press materials and letters of support with the corresponding index number and the applicant's name on each sample page.*

(8C) SUPPLEMENTAL - EDUCATION MATERIALS AND INDEX (for Art Ed Partnership category)

Please provide information on any required materials accompanying your application including:

- Lesson Plan and/or school or other actual or sample of evaluations of project/program.
- *One (1) copy of each item should be included in the pdf of the application.*
- *Label the sample print materials with the corresponding index number and the applicant's name.*

(9A) DATAARTS (FORMERLY CULTURAL DATA PROJECT) FUNDER REPORT

The City of Pasadena has partnered with DataArts (formerly the Cultural Data Project). DataArts is a collaborative effort of public and private funders throughout California and the United States and consists of an online system for collecting and standardizing historical financial and organizational data. The City of Pasadena, along with other funders in California, now requires applicant organizations to complete a Data Profile through the DataArts website (<http://culturaldata.org/>) (exception: the Individual Artist category and Individual Art Educators applying to the Art Education Partnership category.)

READ the Guidelines page 8 (page 6 of the Festival and Parade Guidelines) for more information about what is required, when online seminars are offered, and how to reach the Help Desk.

Print and review the Funder Report and include it in your application

- Upon completion or update of a Cultural Data Profile, click the “**Funder Reports and Grants**” link. Find City of Pasadena, Cultural Affairs Division and the Grant Category for which you are applying – click “**View**.” Relevant information from the Cultural Data Profile will be automatically imported into your “City of Pasadena Funder Report.”
Cultural Data Profile must be current – Funder Report must capture the data for the fiscal year 2021-22 or calendar year 2022

(9B) DATA ARTS FUNDER REPORT DETAIL

Explanations required by funder. Provide notes to explain any significant variances (e.g. budget, audience, board contributions). Applicants are strongly encouraged to explain significant variances, to explain a deficit or surplus, and/or to describe plans to retire a deficit or use a surplus, or to provide more information if your organization's profile seems confusing. **Unexplained variances may result in poor reviews or scores.** *Attach additional pages if necessary.*

(10) FINANCIAL STATEMENTS

Copy of applicant organization's most recent completed financial statements. *For organization applicants, an audited statement or a most recent financial report prepared by the organizational accountant and signed by the board president with Federal 990, no more than two years old, are required. Not required for Individual Artist Educators.*

Audited statement or the most recent financial report prepared by the organizational accountant and signed by the board president

Federal 990 or the confirmation (or postcard for orgs with less than \$50,000 in gross receipts), no more than two years old
If your organization is being sponsored fiscally, please include only your organization's most recent financial reports (Profit and Loss, etc.). Do not include the fiscal sponsor financial information.

(11) PROOF OF FISCAL RECEIVERSHIP

Attach a letter from fiscal receiver that will sponsor your organization, if applicable.

(12) PROOF OF NON-PROFIT STATUS

Attach a copy of lead organization's 501c3, if applicable. **NEW: Returning organizational applicants may refer to their last-submitted 501c3 documentation and attest that their 501c3 remains active. Staff will verify Pasadena address on IRS website.** Complete check the check boxes and/or provide the documentation.

Applicant requests the Cultural Affairs Division use the 501c document provided previously.

Applicant attests that the 501c3 remains active.

or

Attached is the 501c3.

or

Applicant does not have a 501c3

(13) CULTURAL EQUITY AND INCLUSION STATEMENT, POLICY, or PLAN and PROOF OF BOARD ADOPTION

In FY 2021-22, the Cultural Affairs Division Annual Grant Program application aligned with the LA County Department of Arts and Culture Cultural Equity and Inclusion (CEI) Initiative and requires applicant organizations to adopt a statement, policy, and/or plan that addresses equity, access, and inclusion in its organization and operations. The type of document required depends on the applicant's annual operating budget. Please see page 13 of the Annual Grant Program Guidelines for definitions and more information about this year's Cultural Equity and Inclusion Statement Workshop for small organizations.

Please attach your organization's Cultural Equity and Inclusion statement, policy or plan along with proof of Board adoption of it.

NEW: Returning organizational applicants may refer to their last-submitted CEI statement, policy, and/or plan and proof of board resolution (minutes/updated bylaws) providing the date it was approved. If CEI documents are updated, applicant must submit the new Cultural Equity and Inclusion statement, policy or plan and new proof of Board adoption of it (Board resolution detailing the date when adopted, board meeting minutes, or updated bylaws). Complete check the check boxes and/or provide the documentation.

Applicant requests the Cultural Affairs Division use the CEI documents provided previously which were adopted by the Board on _____ (date).

Applicant attests that the CEI documents provided previously are the most current version.

or

Attached is the newest CEI documentation.