

Community Funding Grants

Criteria used by City Council:

Provided purpose for the funds & how they benefit community? (Yes/No)

Stated how prior year funds were used? (Yes/No)

Provided information about organization, its budget and purpose? (Yes/No)

Stated what they have requested from other cities/organizations? (Yes/No)

Is request for one-time, project specific needs? (Yes/No)

Does organization show that their staff has experience to implement and manage project? (Yes/No)

Does more than 75% of the budget go to direct service costs vs. admin costs? (Yes/No)

Did they apply before the March 1 deadline? (Yes/No)

Does the applicant meet all the criteria? (Yes/No)

Criteria previously drafted by Fine Arts Commission

The Cupertino Fine Arts Commission Grant Guidelines consist of two parts:

1. **Grant awards**
2. **Matching grants and private donations**

To fulfill its purpose of fostering, encouraging and assisting the realization, preservation and advancement of fine arts for the benefit of the citizens of Cupertino, the Fine Arts Commission grants funds to artists and fine arts organizations. Among the questions which will be used to evaluate grant proposals are the following:

- ◆ Does it encourage diverse fine arts programs for Cupertino residents based on their interest and needs?
- ◆ Does it serve a wide range of citizens or a group not already served?
- ◆ Does it extend the range of fine arts activities in the community?
- ◆ Does it provide for evaluation and accountability?

CRITERIA

There will be a grants subcommittee to review applications. The subcommittee will be comprised of three board members who have no financial, personal or professional affiliations with prospective grantees. The recommendations of the subcommittee will be submitted to the entire Fine Arts Commission for final recommendations to the Cupertino City Council. At the time of submission to the FAC, any member who has a financial, personal or professional connection to any proposed grantee shall abstain from voting on that particular grant proposal.

Awards will be made on the basis of merit. All are encouraged to apply. Awards will be granted for visual and performing arts projects. The commission will work toward achieving a balance between visual and performing arts for the general public, including those citizens not ordinarily reached such as the elderly, children, the handicapped and economically disadvantaged. The amount for any grant will be determined on an individual basis. The committee will recommend an amount deemed appropriate, which may be more or less than the sum requested.

ELIGIBILITY

Applicants should:

- ◆ Be able to document the need for funding and submit a budget proposal.
- ◆ Demonstrate administrative skills necessary for carrying out the program
- ◆ Provide written evaluation of their program at the conclusion of the grant period
- ◆ Be willing to acknowledge the support of the City of Cupertino where appropriate

PROCEDURES

Application packets are available on the city's website at <http://www.cupertino.org/index.aspx?page=1368>. Grants will be awarded once a year. The application deadline is September 15. Recipients will be notified of the grant award decision by November 15.

In-person or telephone interviews may be scheduled with finalists.