

# Auburn Arts Commission Grant Program

## Purpose ❖ Policy ❖ Process

### 1. The City of Auburn's Support of the Arts

The Auburn City Council created the Auburn Arts Commission (AAC) to fulfill these goals and responsibilities:

- foster and promote the visual and performing arts in Auburn;
- promote art awareness and encourage private initiative in the arts;
- strengthen, enhance and support local visual and performing artists and arts organizations; and
- provide displays of visual and performing arts in public buildings, parks and City facilities.
- In this grant program the AAC reviews and recommends to the City Council requests for funding and in-kind support of events and projects that implement these goals and responsibilities.

### 2. The Goals and Purpose of the Program

In addition to implementing the mission of the AAC stated in Section 1, this funding by the City of Auburn is to be used by grantees to enhance the quality of life for the residents of Auburn and strengthen Auburn's economic vitality through projects and events that offer innovative and creative engagement with Auburn as a distinctive place and a destination. This strategy is broad in scope as the AAC encourages submission of all proposals that might advance Auburn's presence in the cultural landscape through visual and performing arts.

### 3. The Policy and the Process

This policy provides guidelines for a grant program for applicants to request funding from the City of Auburn for proposals that will implement the goals and responsibilities of the AAC and the City of Auburn. The process is intended to provide an efficient and equitable process for submission of applications, evaluation of proposals and the expenditure of City funds for the purpose of supporting and enhancing arts and culture for the overall benefit of the Auburn community directly or indirectly. This policy establishes the criteria by which the AAC will recommend funding of proposals for projects and activities that meet these goals and fulfill these purposes.

*Any aspect of this grant program may be modified at any time by the AAC or the Auburn City Council.*

*Submitting a proposal as allowed by this program does not create any rights for the applicant.*

*The AAC is not obligated to approve any proposal that is submitted and it is possible that all funds allocated for any fiscal year may not be approved for distribution. The AAC has sole discretion whether to recommend funding of any proposal to the City Council. The Auburn City Council has final discretion whether or not funds will be granted to any applicant for any proposal. Funding for this grant program is at the sole discretion of the Auburn City Council and allocations may be rescinded during the fiscal year. Funding for any proposal is not guaranteed to any applicants and no grant of funds is final until approved by the Auburn City Council.*

### 4. Who Can Apply and What We Are Looking For

Individuals, groups, nonprofit organizations, and businesses are invited to apply for funding.

Examples of proposals the AAC will consider:

- Projects, events, installations, programs, etc., that would benefit from seed money, sponsorships, hard costs, in-kind support, etc. that are consistent with the points in Section 1.
- Permanent and temporary art installations/events - murals, sculptures, performance art, pop-up experiences, etc. that implement the goals and responsibilities of the AAC outlined in Section 1.
- Presentation/display of arts and culture in public spaces as described in Section 1.
- Extraordinary creations/experiences that inspire interest in Auburn as an art-filled town with a variety of activities and offerings that will engage residents and visitors.

## 5. Funding Request Process and Guidelines

In July of each fiscal year in which the AAC receives funds for grants as described in this policy, the AAC will announce that applications are being accepted and how much money is available. Information about this program will be distributed by a variety of means with the goal of informing the entire Auburn community. Proposals for funding will be accepted throughout the year. The annual announcement of the program will include:

- a. The amount of funding available for the fiscal year.
- b. How to apply for funding, including how to access the mandatory application, the scoring criteria and instructions on how to submit the application.
- c. Timeline for consideration of applications - Proposals submitted by the 20<sup>th</sup> of the month will be considered at the regular meeting of the AAC the following month.
- d. Notice advising that the AAC submits recommendations for funding to the City Council for final approval.
- e. Date by which funds are to be expended will be part of each grant made by the AAC.

## 6. Application Requirements

Applications shall include and will be scored on the following:

- a. Contact information for applicant
- b. Professional bio for primary artist(s) / nonprofit organization details / business details – one page maximum
- c. Description of proposal including budget and projected time for completion – one page maximum.
- d. Supporting material that assists in the visualization or understanding of the proposal.
- e. Explanation of how the proposed project promotes, enhances, strengthens or fosters the visual or performing arts and/or culture in Auburn – one page maximum.
- f. Explanation how the proposed project will offer innovative and creative engagement with Auburn as a distinctive place and a destination – one page maximum.

Additional notes for applicants: The Arts Commission reserves the right to consider a proposal to be a starting point for further discussion with the applicant, for example to assure that the proposal meets the policy goals or to complement other projects being planned.

A match of funds or in-kind support may be a condition of the recommendation to grant funds for a proposal, e.g. to ensure viability of the project if funds available for a grant provide partial funding for the proposal.

The AAC may require additional information or documents, e.g. nonprofit docs, business license, or actions to be taken, e.g. provide written permission from property owner for proposed project, before a final recommendation is determined.

Preference will be given to Auburn based artists/organizations and to tangible art/performances /experiences that would be located within the Auburn City limits or that directly affect the City of Auburn. However, to most effectively implement the goals and purposes of the grant program, the AAC encourages applications from all interested persons and entities and the AAC will consider applications for proposals that would be located outside the City limits.

The AAC may give weight to proposals submitted by applicants who have not previously received a grant under this Grant Program.

The AAC may give weight to proposals submitted by applicants who have not previously received any funding from the City of Auburn for any art project.

❖ Go to **auburnca.art** for a fillable form application – complete and email to [auburncaart@gmail.com](mailto:auburncaart@gmail.com),

❖ or Print and mail to: Arts Commission /Auburn City Hall /1225 Lincoln Way, Auburn, CA 95603

❖ or Print and drop off at Room 3 in Auburn City Hall at 1225 Lincoln Way, Monday – Friday between 8am and 5pm

# Auburn Arts Commission Grant Funding Application

1. Applicant(s): \_\_\_\_\_

2. Contact person: \_\_\_\_\_

3. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. U.S. Mail address: \_\_\_\_\_

5. **Additional Applicant info:** e.g. artist(s) bio; nonprofit organization details; type of business, etc. *Add pages as needed.*

\_\_\_\_\_

6. **Description of proposal:** include budget and projected time of completion. *Add pages as needed.*

\_\_\_\_\_

7. **Identify/include material that assists in the visualization and understanding of the proposal.** *Question? Email: auburncaart@gmail.com*

8. **Explain how the proposal promotes, enhances, strengthens or fosters the visual or performing arts & culture in Auburn.** *Add pages as needed.*

\_\_\_\_\_

9. **Explain how the proposal offers innovative, creative engagement with residents and visitors to Auburn and identifies Auburn as a distinctive place and a destination.** *Add pages as needed.*

\_\_\_\_\_

10. **If you have previously received city funding for an art project, provide details.**

\_\_\_\_\_

	Exceptional (7 to 9 points)	Adequate (4 to 6 points)	Marginal (1-3 points)	Insufficient (zero points)	Score	Comments
<b>Applicant's identity, qualities, e.g. experience, skills, home base</b>	Complete info about applicant(s) including strong Auburn base	Adequate info about applicant(s) with some Auburn connection	Vague information about applicant(s) w/ minor Auburn connection	Unclear info on skills, experience of applicant(s); no Auburn contacts		
<b>Description of proposal – details, samples, images</b>	Clear, thorough description of proposed project	Information about proposed project leaves questions	Description of proposal unclear, undeveloped	Description vague and unclear; not ready to produce		
<b>Budget; other funding, in-kind support; project timeline; permits</b>	Clear info on cost of time/material; other funding/in-kind; real timeline	Some decent info on costs, other project support, feasible timeline	Incomplete cost info, timeline questionable, insufficient funds	Budget is vague, timeline not realistic, not fully planned		
<b>Explains how project promotes, local arts /culture</b>	Focus clearly on promotion of the arts in Auburn	Some focus on the promotion of the arts in Auburn	Weak attention to promotion of the arts in Auburn	No thought given to promotion of the arts in Auburn		
<b>Shows Auburn as a distinctive arts destination</b>	Creative, engaging innovative project for locals, visitors.	Fairly innovative project likely to engage the public	Some potential to engage the public in Auburn arts	Unlikely to bring people to Auburn to engage w/arts		
<b>Prior receipt of City funding for art? Details of prior project(s)</b>	Value of proposal that is important to Auburn as an arts destination	Prior funded project very different; passage of time	Good proposal but similar to prior funded art work; recent funding.	Very similar to prior project; insubstantial draw to Auburn		