



ORGANIZATIONAL SUPPORT PROGRAM (OSP) GRANT GUIDELINES 2019-21

Contact: Nathan Birnbaum
City of Santa Monica Cultural Affairs Division
1437 4th St. Suite 310, Santa Monica, CA 90401
t: 310.458.8350 e: nathan.birnbaum@smgov.net

Program Description

The Organizational Support Program was created by the City of Santa Monica to provide sustained investment, nourishment and stimulation to the city's cultural institutions with the goal of ensuring that Santa Monicans have access to excellence in art, creativity, culture and innovation. The program implements these objectives by offering annual, discretionary funding support to arts and culture organizations on a multi-year basis.

Organizational Support Program grantees are expected to

- **Increase and sustain world-class artistic productions and exhibitions in Santa Monica**
- **Deliver opportunities for creativity, artistic participation and the understanding of cultural heritage to diverse components of the community**
- **Promote high standards of organizational management in Santa Monica's arts and culture ecosystem**
- **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 the following requirements:

- Be a resident Santa Monica arts or cultural 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, and primary location of activities, i.e. **more than 50% of programming**, are within Santa Monica city limits.

- Have completed three years of DataArts CDP profiles for the most recent three fiscal years.
- Have annual audits (only for organizations with budgets of \$1 million or more).
- Have attended one of the required OSP Informational Sessions in February or March 2019.
- Be compliant with Fair Labor Standards.
- Pay professional artists and administrators at least the minimum level of compensation paid to people employed in similar activities.
- 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.

Selection Criteria

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

Artistic Achievement

- Organization offers ongoing programs of cultural and artistic excellence.
- Organization pays artists for their work.

Managerial, Governance and Fiscal Performance

- Demonstrates administrative vision, effective strategic planning, and fiscal health, including: evidence of board-led planning, board capacity building and board diversification strategies; effective fundraising and documentation of donors; policies and procedures for bookkeeping and the supervision of employees; absence of consecutive annual deficits.
- Has a diversified funding base, with no more than 25% of total cash funding or in-kind support derived from the City of Santa Monica.

Community Engagement, Collaboration, Partnerships and Future Aspirations

- Shows evidence of community impact.

- Shows ongoing access to a program facility in Santa Monica, either through ownership, rental or donation.
- Shows evidence of participation by Santa Monicans in the audience, the board of directors, and the donor pool.
- Meets community needs in a range of programs.
- Dedicates a portion of excellent programming and resources to Santa Monica's underserved communities.
- Partners and collaborates with other Santa Monica-based arts and culture organizations and/or other nonprofit agencies.

OSP grants may be awarded to organizations whose applications are favorably reviewed and scored by a professional panel according to the above criteria. Awards are multi-year; grantees will receive the same amount annually for a two-year period without having to re-apply, contingent upon the availability of City funds.

Use of funds

OSP funds are discretionary and are available to the organization for operations, planning, programming or capital projects. OSP funds may not be used for fundraising.

Grantee Requirements

In addition to the requirements listed above, grantees must maintain minimum insurance coverage, notify public officials of their programs and credit the City of Santa Monica in all printed materials. Grantees are also required to submit annual reports detailing the organization's activities over each twelve-month period, with evaluations of the organization's performance, and an estimation of the impact of the grant. Geographic and/or zip code documentation of audiences and/or program participants should be included in reporting to demonstrate to scope of the organization's direct service to the Santa Monica community.

2015-19 grantees that have not submitted a final report by June 2019 will not be eligible for 2019-21 funding.

Application Process

Applications will be available in February 2019, with a March 25, 2019 deadline. The amount requested by each applicant will be automatically calculated to equal ten percent of the organization's annual expenses (not including in-kind) as reported on the "Total Expense not including in-kind" line of the Revenue and Expense Summary of their most recent DataArts OSP report.

All applicants are required to have a representative in attendance at one of the OSP Informational Sessions presented by the City's Cultural Affairs staff.

Informational Session are scheduled for 7:00 pm, Wednesday, February 20, and at 11:00 am Saturday, March 9, 2019. (See below for location.) To reserve a place at one of these sessions, contact nathan.birnbaum@smgov.net.

Applications must be submitted online via the GO Smart system at <https://smcad.gosmart.org/>. The application process requires applicants to upload documents and work samples to the site. Applications for the 2019-21 grant period must be completed and submitted in their entirety, including all supplementary materials, no later than 11:59 pm, Monday, March 25, 2019. When an application is submitted correctly, the applicant will receive an automated email confirmation of submission from the GO Smart system.

Funding Term and Payments

The grant period for the current round begins July 1, 2019 and ends June 30, 2021. Payments are issued in two installments each twelve-month 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 2020 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 2021 upon submission and acceptance of the grantee's second and final annual report.

Review Process

OSP grant proposals will be reviewed and scored by a panel of experienced arts professionals. City staff vets all proposals for satisfaction of eligibility requirements in advance of the panel's review.

Panelists are instructed to score proposals based on the selection criteria listed above. Funding recommendations are based on both the panel's scores and 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
- Mid-sized – \$500,000-\$1,999,999
- Large – \$2,000,000+

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

Informational Sessions

Every applicant is required to have a representative in attendance at one of the Informational Sessions listed below before submitting an application.

Informational Sessions will be held at the Ken Edwards Center on:

- **Wednesday, February 20, 2019 at 7:00 pm**
- **Saturday, March 9, 2019 at 11:00 am**

The Ken Edwards Center is located at 1527 4th St. in downtown Santa Monica, between Colorado and Broadway. Free parking is available for 90 minutes under the building. Please email nathan.birnbaum@smgov.net to reserve a seat. Reservations are not required but are encouraged to assist staff in tracking.

Insurance Requirements

City policy requires that all grantees maintain minimum insurance coverage. A list of required insurance is available on request from nathan.birnbaum@smgov.net. Proof of insurance forms must be provided at contract signing. The city cannot make any payments to grantees until all insurance requirements are met.

Notification

Successful applicants will be notified of their award no later than June 30, 2019.

Application Deadline

Applications and supplementary materials for the 2019-21 grant period must be submitted in their entirety via the GO Smart online grant application system at <https://smcad.gosmart.org/> by:

11:59 pm, Monday, March 25, 2019