

Arts & Culture Commission Support APPLICATION GUIDELINES

SUPPORTING THE ARTS IN EL CERRITO

The Arts and Culture Commission of El Cerrito (ACC), created in 2003, provides support through the “Art in Public Places Program” for individuals and organizations that are working to promote the Arts in our city. The ACC’s support takes a variety of forms, including:

- Publicity – through the City’s website, social media, and publications.
- Venues – Clubhouse rooms and larger spaces for events such as concerts, film showings, and exhibitions.
- Financial support – Funding for specific events, projects, and arts activities in El Cerrito.

GENERAL CRITERIA

Given the mission of the Arts & Culture Commission, the event, project, or activity you propose must 1) take place in El Cerrito; 2) be free or very low cost to the attendees; and 3) be arts or culture related, to include music, film, dance, literature/poetry, and fine arts. Anyone with a developed idea can apply, but preference is given to applicants who live in El Cerrito.

STEPS TO REQUEST SUPPORT FROM THE ACC

- STEP 1: Contact staff liaison to the Arts and Culture Commission to discuss your proposed project at least 3 months prior to your start date.
- STEP 2: As directed by the staff liaison, complete the application as detailed below.
- STEP 3: Upon submission of the application, the staff liaison will contact you to schedule a presentation to the ACC.
- STEP 4: Present your application in person at an ACC meeting,

APPLICATION

You can complete the application online at www.el-cerrito.org/ACCApplicationForm or by downloading the PDF fillable form.

In your application, you will address the following:

- What are you going to do? How are you going to do it?
- Have you done a similar event or project before? If yes, 1) what worked well and 2) what would you do differently this time?
- How many volunteers or other members of your program will be involved?
- How many attendees or how large an audience do you anticipate?
- How will you address diverse audiences and environmental sustainability?

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- If request is financial, how much are you asking from the ACC? What is your basic budget and how will it be spent? If you've received funding from ACC in the past, please indicate the history for how much you were awarded. If you're requesting more than you were awarded in the past, please provide justification for the increase. From where else will you receive support?

DUE DATE

The application is due at least 3 months in advance of your event, project, or activity to accommodate for enough review.

PRESENTING YOUR PROPOSAL TO THE ACC

If the Commission agrees to have your proposal placed on its monthly agenda, you will need to present it to the Commission in person. The ACC meets at 7:00pm on the fourth Monday of every month. Presentations should last no more than five minutes and may include handout materials, PowerPoint, or other means of helping you make your case for support. When presenting or completing the application, do not assume the Commission is familiar with your proposal.

COMMISSION DECISION

The Commission may decide to accept or reject a proposal at the time of the presentation or may choose to review it further. If the Commission needs more information, the staff liaison will contact you with follow-up information.

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