

Arts & Culture Commission Mini-Grant Program

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; eligibility for discounted city owned venue space and financial support for specific events, projects, and arts activities in El Cerrito.

OVERVIEW OF MINI-GRANT PROGRAM

The mini-grant program was established by the Commission to provide focused support for initiatives that bring members of the El Cerrito community together through arts and culture events and programs. The annual funding allocated to the Mini-Grant Program as a whole is limited to a maximum of \$10,000 per fiscal year in total. This program does not fund installations or objects. Preference is given to proposals that are reimbursement-based and to individuals who live/work in El Cerrito. A goal of the ACC is to track the impact of sponsored events over time to inform future funding decisions. As such, after the sponsored event/program is completed, grantees shall return to the ACC to provide a short verbal presentation about the outcome of the event and the impact to the El Cerrito Community.

GENERAL CRITERIA

The event, project, or activity you propose must:

- 1) Be arts or culture related, to include music, film, dance, literature/poetry, and fine arts
- 2) Be held within the City of El Cerrito
- 3) Have El Cerrito Community Members be the intended primary audience
- 4) Be open and broadly accessible to everyone in the Community
- 4) Be free or very low cost to the attendees
- 5) Submit an application that is fully complete, that includes an itemized budget
- 6) Agree to return to the ACC to provide a short verbal presentation on how the proposal was implemented.

If requesting to use a [city-owned park or facility](#), you must contact the Recreation Department at recreation@ci.el-cerrito.ca.us well in advance of submitting your application to understand venue availability and the sponsorship (discounted) rates. The cost of the venue (and if required, staffing) must be in your proposed budget if you are requesting reimbursement for that piece of your proposal.

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 three 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

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the PDF fillable form.

In your application, you will address the following:

- What are you proposing and how do you plan to implement it?
- Have you done a similar event or project before?
 - If yes, what worked well and 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 much are you asking from the ACC? If request is financial, you must enclose an itemized budget and detail how it will 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?
- How will you address diverse audiences and environmental sustainability?

DUE DATE

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

PRESENTING YOUR PROPOSAL TO THE ACC

If the Chair and Staff Liaison agree that your submittal meets all the requirements 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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