

ONE CITY ONE PRIDE GRANT GUIDELINES
(2020)



Please review this document completely before beginning the application.

The City of West Hollywood's Arts Division is pleased to offer One City One Pride Grants to support narrative projects intended to expand the celebration of June Pride Month through arts and culture, and to document the richness of our local LGBTQ community and history.

The theme for the City of West Hollywood's 2020 One City One Pride LGBTQ Arts Festival is "**For the Record.**" LGBTQ stories of the past have often been hidden or undocumented. One must read between the lines to find stories hidden behind beard marriages, coded language, and erased or destroyed evidence. This year One City One Pride takes a look at some of these stories.

Proposals for One City One Pride should adhere to the theme. We encourage applicants to think critically about the theme and how their program might fit within it.

The One City One Pride Arts Festival provides programming for dates within the May 22 through June 30 time frame. This includes a special full day of art and screenings on Saturday, June 27. The City encourages proposals that can work in conjunction with this full day of screenings, panels and other activities.

The Arts and Cultural Affairs Commission reserves the right to reassign a grant application to another grant category for which it may be more appropriate.

The maximum award any organization, artist collective and individual artist may receive for the screening of a completed film is \$1,500, and the maximum award for the presentation of theatrical works, exhibitions and films in production is \$6,000.

To learn more about One City One Pride visit www.weho.org/pride and www.facebook.com/wehopride

APPLICATION DEADLINE IS 3 P.M. THURSDAY, SEPTEMBER 19, 2019

Grant Program Purpose

The City has identified the following objectives for the One City One Pride grants:

- To recognize and champion the history and diversity of the local LGBTQ community.
- To engage residents and visitors with a deeper understanding of the LGBTQ experience through exhibits, film and theatre.
- To attract cultural tourists to the City during Pride season.
- To provide accessible arts programming for residents and visitors to West Hollywood.
- The One City One Pride theme for 2020 is “**For the Record**” and applications will be reviewed with a curatorial eye toward the creative and innovative use of this theme in proposed projects.
- To encourage artists and organizations to create innovative programming that enhances the reputation of West Hollywood as an "Arts City."

General Eligibility Requirements

Organizations, artist collectives and individual artists must meet all of the following requirements:

1. Artists, artist collectives and organizations must be able to demonstrate significant commitment to and involvement with the West Hollywood community and/or LGBTQ community.
2. Proposed projects should relate to the year's approved program theme and support the City's purpose and desired results from the grant program.
3. Projects must take place in West Hollywood or in the immediate West Hollywood adjacent area during One City One Pride Arts Festival (scheduled for May 22 - June 30) and must demonstrate marketing and outreach strategies targeting West Hollywood residents and constituents
4. Applicants awarded a One City One Pride Grant are required to submit confirmed information regarding the location, date, time, event-related images, and an information website link by **April 1, 2020, via the online Media Advisory**. Failure to submit information by April 1, 2020, may result forfeiture of the grant.
5. Applicants awarded a One City One Pride Grant are required to submit a Final Report within 30 days of completing its grant project (for both the first year and second year projects). Failure to file a Final Report may result in the following:
 - a. Forfeiture of grant award and return of grant funds;
 - b. Ineligibility to request funding in the future without the completion of the final report.
6. Artist, artist collectives and organizations must submit an on-line application by the deadline of **3 p.m., Thursday, September 19, 2019**.

For Organizations Only

1. Organizations must be a registered and active 501 (c)(3) nonprofit and in good standing with the Internal Revenue Service and the Franchise Tax Board or provide

evidence that they are under a fiscal sponsorship agreement with another nonprofit organization in good standing with the Internal Revenue Service and the Franchise Tax Board.

2. Organizations must provide proof in the form of a Certificate of General Liability Insurance in an amount not less than two hundred thousand dollars (\$200,000) per occurrence for bodily injury, personal injury, and property damage.

Review Process

All applicants will be initially screened by staff to ensure compliance with the eligibility requirements. Applicants who do not meet these requirements will not be forwarded to the grants review panel for consideration.

Applications will be reviewed based on:

1. Overall merit of the application in fulfilling the One City One Pride Grant Program purpose, demonstrated artistic authenticity through work samples and history of programming, and impact and relevance of the proposed project on the local LGBTQ community. (25 points)
2. Applicant's capability, expertise and resources to effectively market the project to ensure proper outreach to intended communities. (25 points)
3. Ability of the applicant to fully realize the project based on proposed project budget and documented financial support. (25 points)
4. Proposed project relevance to this year's One City One Pride festival theme. (25 points)

Schedule

| | |
|------------------------------|---|
| Thursday, September 12, 2019 | Application deadline |
| October 2019 | Peer review panel evaluation and scoring of grant applications. |
| November 7, 2019 | Performing Arts and Cultural Affairs Subcommittee to consider funding recommendations. |
| November 21, 2019 | Arts and Cultural Affairs Commission to consider ratification of the Performing Arts and Cultural Affairs Subcommittee funding recommendations. |
| December 2, 2019 | City Council to consider approval of 2020 Arts Grant Program. |
| December 2019 | Grant recipient notifications |
| January 2020 | City staff to administer grant awards |
| February 2020 | Anticipated award of grant funds (<i>Award of funds depends on grantee's compliance with contracting requirements.</i>) |

Important Notes

- All grant information provided by the applicant becomes public record.
- An **organization's** grant award will be determined, in part, by the size of the organizational budget. Notwithstanding the maximum grant amounts and the foregoing criteria, no grant shall be larger than 20% of the organizational budget and no grants smaller than \$1,000 will be awarded.
- Any entity that accepts grant funding is subject to audit by the City to ensure that grant funds were used for the project as reported by the organization. The organization should maintain and retain records (i.e., invoices, receipts, bank statements and/or accounting system records) on revenue and expenditures related to the project for at least three years. Should organizations not adequately account for use of the grant funds, they may be ineligible for any further grant funding from the City.
- Applicants (as applicable) are required to cost out in-kind support from the City as part of its project budget (*facility use and technical support*).
- City of West Hollywood elected and appointed officials, its employees and their immediate family members are not eligible to apply.
- Organizations, artist collectives and individual artists interested in using City facilities for programming should include project related expenses associated with the use of the facilities in the appropriate project budget section.
- When preparing the project budget, make sure to include the City grant request on the appropriate budget line. The project budget should adequately support the project goals and objectives, and the total amount needed to successfully realize the project in West Hollywood.

Annual Arts Grant Program Workshop

The City will conduct its Annual Grant Workshop, Thursday, August 1, 2019 at 6:00 p.m. at the West Hollywood Library Community Meeting Room located at 625 N. San Vicente, West Hollywood. Parking is available in the Library five-story parking structure.

Application DEADLINE is 3 p.m. Thursday, September 19, 2019. For more information please call Michael Che at (323) 848-6377 (mche@weho.org), Prentis Bonds at (323) 848-6354 or visit www.weho.org/arts.

Connect with Us

Please connect with us by visiting:

www.weho.org/arts

www.facebook.com/WeHoPride

www.facebook.com/WeHoArts

www.twitter.com/WeHoArts

www.instagram.com/WeHoArts

Venues for Performing and Presenting Arts Grant Project

City facilities are highly in demand. We encourage artists and organizations to seek out non-City owned facilities in which to present the proposed grant-funded project. **The receipt of a grant does not guarantee the use of City facilities.** Artists, artist collectives and non-profit organizations should be realistic when developing the project, budget and timeline and be conscious of City facility demands.

Artists, artist collectives and non-profit organizations must include cost of rehearsal and performance time in a facility as part of its project budget. **Should the City accommodate the project in one of its facilities, the organization must include the cost of the space in its budget and include it as an in-kind donation by the City.**

Non-City-owned facilities

Organizations are encouraged to seek out non-City-owned facilities and non-traditional spaces. The venue should still adhere to regulations on use of space. Some non-traditional spaces could include schools, places of worship, or bars/clubs in West Hollywood.

The City has compiled a list of basic rates and amenities for West Hollywood theaters, though organizations should always double check with the facility to verify information and pricing (<http://www.weho.org/home/showdocument?id=18036>). Theaters in West Hollywood include the following

- Actor's Company (<http://theactorscompanyla.com>),
- Lee Strasberg (losangeles@strasberg.com)
- 11:11 Theatre (<https://www.1111exp.com>)

City Facilities

Please consult City Staff on the availability City facilities before indicating that the City facility would be the host location for the event. City facilities include the following:

Fiesta Hall, Plummer Park: Seats up to 300 depending on layout, The facility has a stage, dressing rooms, kitchen, courtyard, stage lighting (not movable, organization must hire lighting tech at \$78.42 (three hour minimum). Users are responsible for set-up and break down. There is ample on-site parking. The facility has a projector and screen but the City's approved contractor must be hired to use the City's equipment in Fiesta Hall. Alternatively, organizations may provide their own equipment.

https://apm.activecommunities.com/weho/Facility_Search?facility_id=26

Plummer Park Community Center, Rooms 1+2 can accommodate up to 80 people. There is no stage or dressing rooms and users are responsible for set-up and break down. There is ample onsite parking. Wooden floor (could accommodate dance).

https://apm.activecommunities.com/weho/Facility_Search?facility_id=77

Plummer Park's Long Hall: Small gallery space suitable for exhibitions. Grantee is responsible for all installation, framing, insurance, and de-installation, as well as staffing of the gallery space. The gallery space must be open at least 3 days per week, 4 hours per day (minimum of 12 hours per week is required). Use of this space requires approval by the City's Arts Division. Failure to open and staff the gallery space during hours of operation may result in:

- a) Forfeiture of grant award and return of grant funds;

b) Ineligibility to request funding in the future without the completion of the final report.

West Hollywood Park Auditorium: The auditorium can accommodate up to 300 persons. However, there are only 100 seats available. Organizations needing more chairs would need to provide them. This facility has a large indoor stage, no dressing room, very basic stage lighting (Group may be able to use auxiliary lighting bars to attach additional lighting supplied by the Grantee). There is ample on-site parking. Users are responsible for set-up and break down.

https://apm.activecommunities.com/weho/Facility_Search?facility_id=37

West Hollywood City Council Chambers: 139 fixed seats, with an additional 20-30 temporary seats may be added for a total of approximately 169 seats. There is no stage. For screenings, theatrical and visual presentations in the West Hollywood City Council Chambers, Waveguide technical support is required at \$450 (for 4 hours).

West Hollywood Library Community Meeting Room: This facility seats up to 100 persons. There is no stage, no stage lighting and no dressing rooms. There is a projector, screen and sound system. Waveguide technical support is required at \$450 (for 4 hours) for the use of audio/visual equipment.

https://apm.activecommunities.com/weho/Facility_Search?facility_id=94

Kings Road Park Pavilion: Small, recently refurbished indoor facility that can be used for readings, workshops or small performances. Comfortably seats up to 40 persons. Projects that take place in Kings Road Park must conclude by dusk, as the Park closes at dusk. There is no stage or designated dressing room. However, the kitchen may be used as a dressing room. Users might be responsible for setup.

https://apm.activecommunities.com/weho/Facility_Search?facility_id=76

Outdoor spaces: While outdoor spaces in the parks or other City owned property can provide terrific locations for programming, they also may require significant coordination with City staff, depending upon the project. In some cases, a Special Event Permit might be required. It is recommended that the user discuss with City staff prior to submitting an application that involves using an outdoor space.

Attachment A – Facilities and Recreation Services Department Fee Schedule

| FACILITIES AND RECREATION SERVICES DEPARTMENT RECREATION SERVICES FEE SCHEDULE FY 18-19 | ADOPTED FEE |
|--|-------------|
| | FY 18-19 |
| INDOOR FACILITY USE | |
| Large Rooms | |
| West Hollywood Park Auditorium (w/stage) Plummer Park & Fiesta Hall | |
| Resident Private - First Hour Per Day | \$110 |
| Resident Private - Each Additional Hour | \$35 |
| Non-Resident, Non Profit - First Hour Per Day | \$121 |
| Non-Resident, Non Profit - Each Additional Hour | \$35 |
| Non-Resident, Private - First Hour Per Day | \$242 |
| Non-Resident, Private - Each Additional Hour | \$35 |
| Security Deposit | \$150 |
| Sound and Lighting Technician - Hourly | \$78.42 |
| West Hollywood Park - Library City Council Chambers | |
| Resident Private - First Hour Per Day | \$110 |
| Resident Private - Each Additional Hour | \$35 |
| Non-Resident, Non Profit - First Hour Per Day | \$121 |
| Non-Resident, Non Profit - Each Additional Hour | \$35 |
| Non-Resident, Private - First Hour Per Day | \$242 |
| Non-Resident, Private - Each Additional Hour | \$35 |
| Sound and Lighting Technician-Hourly | At Cost |
| Security Deposit (Fee previously listed separately in this schedule) | \$150 |
| West Hollywood Park - Community Meeting Room | |
| Resident Private - First Hour Per Day | \$130 |
| Resident Private - Each Additional Hour | \$35 |
| Non-Resident, Non Profit - First Hour Per Day | \$141 |
| Non-Resident, Non Profit - Each Additional Hour | \$35 |
| Non-Resident, Private - First Hour Per Day | \$262 |
| Non-Resident, Private - Each Additional Hour | \$35 |
| Sound and Lighting Technician-Hourly | At Cost |
| Security Deposit (Fee previously listed separately in this schedule) | \$150 |
| Mid Size Rooms | |
| Plummer Park Great Hall, Combo Rooms 1&2 or 5&6 | |
| Resident Private - First Hour Per Day | \$55 |
| Resident Private - Each Additional Hour | \$30 |
| Non-Resident, Non Profit - First Hour Per Day | \$75 |
| Non-Resident, Non Profit - Each Additional Hour | \$30 |
| Non-Resident, Private - First Hour Per Day | \$110 |
| Non-Resident, Private - Each Additional Hour | \$30 |
| Security Deposit | \$150 |

| FACILITIES AND RECREATION SERVICES DEPARTMENT RECREATION SERVICES FEE SCHEDULE FY 18-19 | ADOPTED FEE |
|--|-------------|
| | FY 18-19 |
| Small Rooms | |
| Plummer Park Rooms 1, 2, 3, 4, 5, 6, Art Room 1, Art Room 2, | |
| Resident Private - First Hour Per Day | \$45 |
| Resident Private - Each Additional Hour | \$24 |
| Non-Resident, Non Profit - First Hour Per Day | \$65 |
| Non-Resident, Non Profit - Each Additional Hour | \$24 |
| Non-Resident, Private - First Hour Per Day | \$90 |
| Non-Resident, Private - Each Additional Hour | \$24 |
| Security Deposit | \$150 |
| West Hollywood Park and Sky Room | |
| Resident Private - First Hour Per Day | \$36 |
| Resident Private - Each Additional Hour | \$12 |
| Non-Resident, Non Profit - First Hour Per Day | \$50 |
| Non-Resident, Non-Profit - Each Additional Hour | \$15 |
| Non-Resident, Private - First Hour Per Day | \$72 |
| Non-Resident, Private - Each Additional Hour | \$12 |
| Security Deposit (Fee previously listed separately in this schedule) | \$150 |
| Kings Road Park (New separate section for Kings Rd Park) | |
| Resident Private - First Hour Per Day | \$56 |
| Resident Private - Each Additional Hour | \$12 |
| Non-Resident, Non Profit - First Hour Per Day | \$70 |
| Non-Resident, Non-Profit - Each Additional Hour | \$15 |
| Non-Resident, Private - First Hour Per Day | \$92 |
| Non-Resident, Private - Each Additional Hour | \$12 |
| Security Deposit (Fee previously listed separately in this schedule) | \$150 |
| Kitchen Facilities | |
| Resident/Non-Resident (All Classifications) With Room Rental of Great Hall, Fiesta Hall, Auditorium, 5&6 | \$20 |
| Deposits | |
| Resident (All Classifications) With Room Rental | \$150 |
| Non-Residents (All Classifications) With Room Rental | \$150 |
| <i>May be required or waived where appropriate - see each individual room.</i> | |