



TRANSGENDER ARTS INITIATIVE GRANT (2020)

Please review this document completely before beginning the application.

The City of West Hollywood is pleased to offer the Transgender Arts Initiative Grant, a program initiated by the City Council intended to support and enhance artwork to be presented or exhibited in West Hollywood by transgender artists. Individual artists, artist collectives or groups, and non-profit organizations with a history of supporting transgender artists, are all welcome to apply.

To qualify for this grant, the artist, artist collective or organization must plan to hold an art exhibit, performance or screening somewhere within the City of West Hollywood or immediately adjacent area (within 5 blocks of the border of West Hollywood). If you are unsure of the borders of West Hollywood please see the map found [here](#).

Art projects must take place in calendar year 2020, must be in process by June 30, 2020, and presented by December 31, 2020 (e.g., the theatre performance or art exhibit could take place in the fall of 2020 but rehearsal or pre-production would need to begin by June).

The funding an artist, artist collective, or 501 (c)(3) nonprofit organization may receive under this grant is \$1,000 - \$5,000.

The Arts Division will verify nonprofit status.

**APPLICATION DEADLINE IS 3 P.M. THURSDAY, SEPTEMBER 12,
2019**

Grant Program Purpose

The City has identified the following objectives for the Transgender Arts Initiative Grant:

- To encourage transgender artists and organizations to develop their capacity to create innovative programming and artwork to be presented in the City of West Hollywood or the immediately adjacent area (within 5 blocks of the border of West Hollywood).
- To engage residents with the arts.
- To provide arts programming that is financially and geographically accessible for the residents of West Hollywood.

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. Non-project organizations must be active 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 non-project organization in good standing with the Internal Revenue Service and the Franchise Tax Board.
3. Projects must take place in West Hollywood or in the immediate West Hollywood adjacent area and demonstrate marketing and outreach strategies targeting West Hollywood residents and constituents.
4. Projects must take place during calendar year 2020.
5. Applicants awarded a Transgender Arts Initiative 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 12, 2019.**

For Organizations Only

7. 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.
8. 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 on to the grants panel for review.

A review panel of arts professionals will evaluate and score grant applications using the criteria below:

Projects will be evaluated based on:

1. Overall merit of the application in fulfilling the Transgender Arts Initiative purpose (0-25 points).
2. Potentiality of the proposed project to assist in the advancement of transgender artists beyond the project date. (0-25 points)
3. Relevancy of the proposed project to the West Hollywood Community and the ability of the artist, artist collective or organization to effectively engage the community. (0-25 points)
4. Ability and likelihood of the applicant to fully realize the project based on grant program purpose, budget and documented support. (0-25 points)

The Performing Arts and Cultural Affairs Subcommittee and the Transgender Advisory Board will review funding recommendations for ratification by the Arts and Cultural Affairs Commission.

The Arts and Cultural Affairs Commission reserves the right to reassign a grant application to another grant category for which the application and organization may be more appropriate and/or wave certain eligibility criteria.

Schedule

September 12, 2019	Application deadline
October, 2019	Peer review panel evaluation and scoring of grant applications.
November 2019	Performing Arts and Cultural Affairs Subcommittee considers funding recommendations.
November 2019	Transgender Advisory Board receives and files Transgender Arts Initiative Grant funding recommendations.
November 2019	Arts and Cultural Affairs Commission to consider ratification of the Performing Arts and Cultural Affairs Subcommittee funding recommendations.
December 2019	City Council to consider approval of 2020 Arts Grant Program as recommended by the Arts and Cultural Affairs Commission.
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 application information provided by the applicant becomes public record.
- Any applicant 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 grantee. The grantee 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 grantees 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*). Refer to Venues for Performing and Presenting Arts Grant Projects and Attachment A – Facilities and Recreation Services Department Fee Schedule.
- 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 the presentation of its grant-funded project should include project related expenses associated with the use of the facilities in the project budget section.
- When preparing the project budget, make sure to **include the City grant request** on the appropriate budget line. The project specific budget and project specific revenue should adequately support the project goals and objectives, and the total amount needed to successfully realize the project in West Hollywood.

Annual Grant Workshop

The City will conduct its Annual Grant Workshop, Thursday, August 1, 2019 at 6:00 p.m. at the West Hollywood City Hall Community Meeting Room located at 8300 Santa Monica Boulevard, West Hollywood. First time applicants are encouraged to attend the workshop. Parking is available at the City Hall automated parking garage at 1085 N. Sweetzer Avenue.

Application DEADLINE is 3 p.m. Thursday, September 12, 2019. For more information please call: 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 Projects

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 non-City-owned facilities and non-traditional spaces. The venue should 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, dressing rooms and users are responsible for set-up and break down, 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 wishing to have 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. 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>	