



**2019 ARTS 2020**  
**PUBLIC PLACES**

CITY OF OXNARD  
CULTURAL ARTS COMMISSION  
2019-2020 GRANT CYCLE

**OXNARD.ORG**  
**805-385-7995**



## WHAT IS THE AIPP GRANT?

The City of Oxnard Arts in Public Places Grant Program was designed to assist Oxnard artists and art organizations in providing accessible experiences and programming for the public. Each grant cycle, collectives, organizations, and a variety of Oxnard Artists receive funding through this grant to present programs, support initiatives and bring community arts to the City of Oxnard.

## HOW DOES IT WORK?

Eligible parties can apply for a project, operating, or an individual grant using the current AIPP Cycle RFP and applications. Applications are judged on a rubric which is used to rank applications and determine final award amount. Award amounts are determined by the "program ask" as outlined in the applications budget sample.

## WHO IS ELIGIBLE?

Oxnard-based artists and organizations are eligible to apply for the AIPP grant process. All applicants must have a viable Oxnard address and will be asked to provide proof of residency. Additional application requirements for eligibility portion of the AIPP RFP document. All AIPP applicants are required to attend one of the grant orientation meetings as listed in the RFP document.

## WHERE CAN I TURN IN MY APPLICATION?

Applications may be submitted in person at the Oxnard Recreation Office: 305 West Third Street - West Wing/1st Floor, Oxnard, CA 93030. Applications must be turned in by 4:00pm on the listed deadline. Late Applications will not be accepted and entrants will be disqualified.

## WILL EVERY APPLICATION BE FUNDED?

Unfortunately, every application cannot be funded. Although it is the intent of the City of Oxnard Cultural Arts Commission to award the entire amount of funds appropriated, the commission reserves the right to:

1. Reject any or all applications deemed to be non-responsive
2. Reallocate funds between the award categories based on circumstances such as number of applications
3. Not award the entire appropriated amount from the Art In Public Places Trust
4. Suspend or cancel the grant program due to budget constraints.



# ARTS PUBLIC PLACES



## TABLE OF CONTENTS

<b>Intent of the Program</b>	<b>4</b>
<b>Mission &amp; Vision</b>	<b>4</b>
<b>Grant Categories</b>	<b>5</b>
<b>Eligibility Requirements</b>	<b>6</b>
<b>Grantee Expectations</b>	<b>7</b>
<b>Recognition</b>	<b>7</b>
<b>Evaluation</b>	<b>8-9</b>
<b>Final Report</b>	<b>10</b>
<b>Important Dates</b>	<b>10</b>
<b>Restrictions and Submissions</b>	<b>11</b>
<b>Individual Arts Grant Application</b>	<b>Attachment 1</b>
<b>Organization Grant Application</b>	<b>Attachment 2</b>

### WHERE CAN I LEARN MORE?

For more information on the AIPP grant process, please contact staff liaison Julie Estrada at 805-385-7995 or at [julie.estrada@oxnard.org](mailto:julie.estrada@oxnard.org).

Applications & Workshop Registration Available at [Oxnard.org](http://Oxnard.org)



**INTENT OF THE PROGRAM**

The Cultural Arts Commission of the City of Oxnard invites proposals from qualified artists and arts-based organizations for grant funding as specified in this Request for Proposals (RFP).

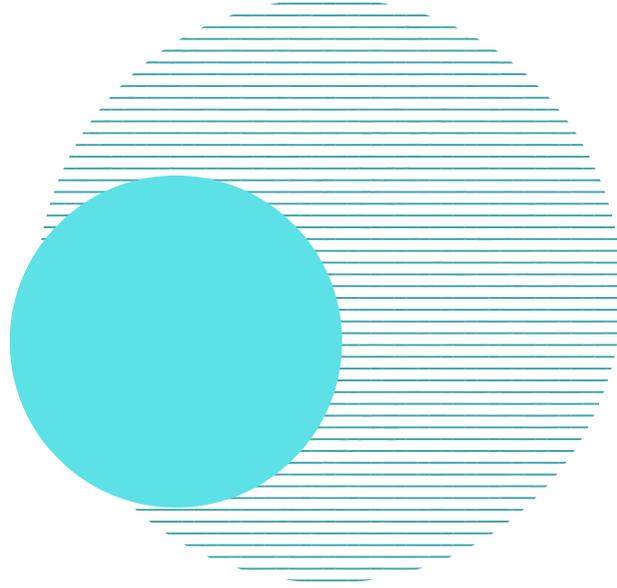
The Cultural Arts Grant Program intends to provide program, performance, or exhibition funding to supplement or augment other monies from each organization or individual recipient. Since its inception in 1903, the City of Oxnard, California has cultivated a rich and diverse tapestry of community arts and cultural traditions. Rooted in immigrant stories, and steeped in the history of a diverse populace, the arts in Oxnard, span a chasm that includes many cultures, customs, and narratives, forming the essential fabric of Oxnard life, then, now, and into the future.

**MISSION**

The Oxnard Cultural Arts Commission creates a supportive environment that interweaves the arts into the fabric of the everyday life of Oxnard residents.

**VISION**

Art is an Integral part of Oxnard life.



## PROJECT AND OPERATING GRANTS

**AIPP Project Grants** are awarded for the creation, by an individual artist or group of artists, of a specific art project.

**AIPP Operating Fund Grants** are awarded to sustain the work of an emerging or legacy organization without being tied to a "specific project".

## GRANTS FOR INDIVIDUAL ARTISTS OR ARTIST GROUPS

**AIPP Emerging Artists** are in the early stages of their career and have created an independent body of work within the preceding three years.

**AIPP Mid-Career Artists** have worked professionally for more than seven years, and have created an independent body of work, received regional or national recognition by peers, or through publication or public presentation.

**Collaborative Artist Groups** are two or more artists producing work together or teaching/leading participants by imparting artistic knowledge and expertise, thus creating an artistic product. The artists may be in the same or different disciplines, share the project, work site, and fees. Collaboration requires cooperation, mutual assistance, and regular interaction of the artists. Collaborations shall emphasize the special qualities of the artists and their disciplines. Each collaborator must meet the eligibility requirements. If the artists have worked together before work samples shall reflect their collaborative work.

## GRANTS FOR INDIVIDUAL ARTS ORGANIZATIONS

### Legacy Arts Organization

Oxnard-based non-profit (501c3) arts organizations that have been in existence for at least 10 years and completed work in the arts that demonstrates sustainability as an arts organization.

### Emerging Arts Organizations

Newly established Oxnard-based arts organizations. These organizations have been in existence for at least three years and completed work in the arts that demonstrates sustainability as an arts organization. Evidence of the organization's previous activities is required.



## ELIGIBILITY REQUIREMENTS

### INDIVIDUAL APPLICATION

- Applicants must have an Oxnard address
- Proof of residency is required
- Grant funds cannot be used outside the City of Oxnard
- Applicants must complete the required project budget form
- A detailed spending plan
- Satisfactory completion of any previously awarded AIPP grants

### ORGANIZATION APPLICATION

- A physical address and presence in the City of Oxnard
- Proof of Oxnard residency
- Letter of approval from the Board of Directors
- A mission statement that lists art(s) as a primary focus
- A Board of Directors with fiduciary responsibility for the organization
- Compliance with all City Codes, laws and ordinances at the time of award
- Satisfactory completion of any previously awarded AIPP grants
- Proof validating the date of creation
- An ongoing liability insurance policy\*
- Active non-profit status (IRS 501c3) (Form 990 on file)
- Proof that it is in the process of obtaining non-profit status (IRS 501c3)
- Completed project budget form
- A detailed spending plan

Budget proposals will determine funded grant amounts. Applicants must attend one of the mandatory grant workshops

Governmental organizations and organizations that receive line item budgetary support from the City of Oxnard independent of the Cultural Arts Commission Grants Program are not eligible to apply. If a non-profit arts group is receiving, during the grant period, financial or in-kind support from the City of Oxnard, this information must be disclosed in the proposal (to include the value of such City support). Depending on the funds available, this may have an impact on the amount funding granted to that group.



## GRANTEE EXPECTATIONS

Granted applications include projects that are consistent with the mission and vision of the City of Oxnard Cultural Arts Commission. These projects support and promote the Arts in Oxnard through programming, resources, and opportunities for Oxnard residents. Granted artwork impacts and connects to the broader Oxnard arts community. Applicants must be able to show professional competence in an artistic discipline. Previous artistic achievement, exhibitions, performances, publications, or other notable activities are expected to be included in each application. All artists and organizations must meet the aforementioned qualifications. A report of the progress and funds spent will be due mid-year and at the completion of the project.

## RECOGNITION

Acknowledgement of the Oxnard Arts Commission must be prominently displayed on/in all materials and announcements for funded projects.

Grantees and granted Organizations must use the City of Oxnard logo, the Oxnard Cultural Arts Commission Logo, and the grantee narrative in and on ALL printed Materials, event signage, and printed programs related to the grant. Additionally, all announcements, videos, social media, and web postings must acknowledge grant, Commission and City Support. Copies of printed materials and/or links to be submitted with Mid-Year and Final Reports.

### LOGOS:



and



or



### NARRATIVE:

"This project is supported by the City of Oxnard Arts in Public Places Grant Program and the Oxnard Cultural Arts Commission, an Organization that creates a supportive environment, interweaving the arts in the fabric of everyday Oxnard life."



## PRE-EVALUATION

- Upon receipt, each application will be pre-screened by staff and an ad-hoc subcommittee of the Cultural Arts Commission (CAC) where possible.
- A CAC Commissioner with a relationship to any applicant in a category (e.g.: family member, working relationship, board member, fiscal sponsor, etc.) may not be a member of the ad-hoc subcommittee reviewing applications for that specific category.
- Applications that do not meet the requirements of the RFP will be rejected. The applicant will be notified of the rejection.
- Applications that pass the pre-evaluation will be sent to the evaluation committees. All applicants in the pre-evaluation phase will be notified of the status of their submission, by letter and posting on the city's website.
- There will be no appeal. However, if a clerical error and/or staff omission is inadvertently made; all consideration will be given to rectify the error.

## JURORS

- Commissioners may recommend jurors to City staff but will not be involved in their final selection
- Every effort will be made to include jurors who are experts eminent in their field in the arts, examples include: arts educators; arts executive directors; performers; curators; playwrights; poets; authors; arts philanthropists; art critics; etc. The list of jurors (both at the pool and selected levels) will be confidential.
- Chosen jurors will undergo a training by City staff that covers the intent of the RFP, which is reflective of the mission and vision of the CAC, and knowledge of the evaluation process, scoring and criteria tool
- The number of evaluation committees will be determined by the number of applications. Each committee will consist of a minimum of three jurors. The committee size will be determined by the number of applications assigned. Each committee group will evaluate one of the two types of applications. A single juror may be selected to evaluate more than one category.



# Evaluation

## 2019-2020 Arts in Public Places (AIPP) Evaluation Rubric

### FINAL EVALUATION

Grant applications will be judged on completion, artistic merit, sustainability, and community impact, as referenced in the attached evaluation rubric.

Note: Attached rubric is a draft and is subject to change.

Criteria	Missing	Weak / Unsatisfactory	Below Average / Minimal	Average	Above Average	Excellent / Strong	
Evaluation Score	0 pts	1 pt	2 pts	3 pts	4 pts	5 pts	
<b>COMPLETION</b>						Score Cat. 1	<input type="text"/>
The proposed project has objectives that are timely and achievable, including an assessment component to measure the projects success.							
Application is complete and includes all required elements for grant							
Application projects are consistent with the mission and vision of the City of Oxnard Cultural Arts Commission.							
<b>SUSTAINABILITY</b>						Score Cat. 2	<input type="text"/>
The project funding request is thorough and well considered.							
Project budget is complete and demonstrates a sustainable program model.							
<b>ARTISTIC EXCELLENCE AND MERIT</b>						Score Cat. 3	<input type="text"/>
The applicant is a resident of Oxnard, is prepared and qualified to take on the project, and has a record of work.							
Applicants show professional competence in an artistic discipline							
Previous artistic achievement exhibitions, performances, publications, or other notable activities are included in the application							
Project is unique							
<b>COMMUNITY IMPACT</b>						Score Cat. 4	<input type="text"/>
The need for the project is clearly described by the applicant as addressing a valuable need in the community that will have a meaningful impact, including serving diverse groups.							
Project supports and promotes the Arts in Oxnard through programming, resources, and opportunities for Oxnard Residents.							
The project addresses the goal of building arts in Oxnard.							
<b>TOTAL SCORE</b>							<input type="text" value="0"/>

TOTAL SCORE

## FINAL REPORTS

Final Reports for operating grants are due at the end of the grant cycle. Final reports must contain information on project activities and events, and status of goals as outlined in the initial proposal submission. This information will include, but not be limited to:

- Progress on project/goals to-date
- Completed performances/events/showings/exhibits. etc. with attendance and other details
- Budget expenditures; indentified items paid for with grant funds.
- Methods of community outreach and promotion.
- Recording and documentation of projects and programs in action via photos, videos, etc.
- Conducting surveys of audience and participants to measure success and to find out what constituents consider most valuable.

The final report shall also include an evaluation of how successfully the projects goals and outcomes were achieved to include quatitative measurements of achievement.

## IMPORTANT DATES

- Mandatory Workshops (must attend one)
  - Tuesday, October 29, 2019 1:00pm to 3:00pm, HR Activity Room-300 West Third Street, Oxnard
  - Thursday, November 14, 2019 10:00am to 12:00pm, or 2:00pm - 4:00pm, Oxnard PAL-350 So. K St.
  - Saturday, November 16, 2019 10:00 am to 12:00 pm, Oxnard PAL-350 So. K St.
- Applications Due: 4:00 pm Tuesday, November 26, 2019
- Application Evaluation Period December 2019
- January 2019
  - Public Notice of Recommendations to Commission
  - Juror Results presented to Cultural Arts Commission for Council Recommendation
  - Recommendations presented to City Council Community Services Committee
  - Recommendations presented for City Council Vote
  - Final Award Letters Sent
- Contracts Issued/Funds Awarded January-February 2020
- Final Report Due: 6 months after signed contract (approx. August 2020)

## FISCAL SPONSORS

Fiscal sponsors, who are simultaneously applying for an arts grant, may only provide this service to two grant applicant organizations. A contract or memorandum of understanding and a certificate of insurance between both groups must accompany the application. The city will supply a list of fiscal sponsors upon request, and special permission exemptions may be available.

## USE OF FUNDING

No grant funds may be used for the payment of debt, interest or deficit reduction, commercial enterprises, fines or penalties, building or remodeling of facilities, furniture or fixtures, lobbying any public agency or office, out-of-state travel, hospitality or food costs, place of grant funds into trust, endowment or contingency funds or expenses for projects that have already been completed.

## REPEAT APPLICANTS

Applicants will be funded for a maximum of 5 years of one-year grants, at which point they will be required to take one year off. Affected applicants may apply again after the one year period. For the 2019-2020 cycle we will not credit this as one of the 5 years for applicants, however we will recognize it as a year off for those ineligible for application in 2019-2020,

## GRANT APPLICATION DETAILS

Project Grant applications are included in Attachment 1 to this RFP. Operating Funds Grants applications are included in Attachment 2. All appropriate portions of the application form must be filled out and the required materials submitted with the application. Incomplete applications shall be deemed non-responsive and not considered for an award.

## LITERARY SAMPLES

Limit to 15 pages typewritten, 11 point font or larger. Clearly number and label each item with the title of work, date completed, publication date, if applicable, name of publication or publisher, if applicable.

## AUDIO-VISUAL SAMPLES

Only one copy is required. Please label each item with the Organization's name and item number sheet. Audio and visual samples contained on DVDs and CDs should be edited to include only the work you wish to be evaluated by the panel. Still Images should be submitted on a CD or flash drive in .jpg file format. Each disc/flash drive should be labeled with organization name and image number to correspond with an annotated image list. Minimum file resolutions 300 dpi at 5"x7" format.

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