



FUNDING REQUEST FOR FISCAL YEAR 2019-2020

Organization: _____ **IRS 501 (c) 3:** ____ Yes ____ No

Main Contact: _____

Address: _____

Phone Number: _____ **Email:** _____

Date Organization Founded: _____

Has the organization name changed?: ____ Yes ____ No

If yes, what was the previous organization name? _____

Are at least 51% of your Participants and/or Board of Directors Santa Clara Residents?
_____ Yes ____ No

Principal Office and Base of Operations in the City of Santa Clara? __ Yes ____ No

Proposed Use of Requested Funds:

List Cultural Events & Programs Approved for Funding in 2018-19:

Previous Amount Granted by the Cultural Commission: \$ _____

Amount Requesting for Fiscal Year 2019-2020: \$ _____

Amount Requested is _____ **% of Your Total Santa Clara Budget for 2019-2020**

Please submit eight (8) copies of the completed application to the Senior Center, Attn. Cultural Commission, at 1303 Fremont Street, Santa Clara, CA 95050 by 5:00 p.m. on Friday, December 14, 2018. Applicants are invited to present at the Cultural Commission meeting on Monday, January 7, 2019. If you have any questions, please email mpieracci@santaclaraca.gov.

List of Paid Staff & Salaries (July 1, 2018 – June 30, 2019)

Staff: _____ Salary: _____

Staff: _____ Salary: _____

Staff: _____ Salary: _____

Staff: _____ Salary: _____

Staff: _____ Salary: _____

Staff: _____ Salary: _____

Number of Volunteer Staff (July 1, 2018 – June 30, 2019): _____

Estimated Annual Number of Patrons, Members, and/or Subscribers: _____

List of Programs & Fundraisers (Current Fiscal Year – actual & predicted figures)

Program/Fundraiser: _____

Dates: _____

Attendance: _____ Revenue: _____

Program/Fundraiser: _____

Dates: _____

Attendance: _____ Revenue: _____

Program/Fundraiser: _____

Dates: _____

Attendance: _____ Revenue: _____

Program/Fundraiser: _____

Dates: _____

Attendance: _____ Revenue: _____

Total Actual & Estimated Revenue, Grants, Funding & Contributions:

2016/17 \$ _____ 2018/19 \$ _____ 2019/20 \$ _____

List of Monetary Assets (including reserves):

\$ _____ Description _____

\$ _____ Description _____

\$ _____ Description _____

\$ _____ Description _____

Total: \$ _____

Estimated City Facility Rental Subsidy Requested for 2019-2020: \$ _____

Please note, reservation is the responsibility of the applicant and is subject to the availability and approval of facility management.

List All Publicity Related to Your Performances in 2018-19 & Attach Copies:

Describe How Your Organization Contributes to the Santa Clara Community:

Describe How Your Organization Contributes Reflects the Diverse City of Santa Clara Community. This reflection may be in the group's structure, artistic vision, membership composition and/or direction, or in tis repertory choice:

Describe Your Organization's Marketing Strategies:

REVENUE:	*2017/2018 Actual Previous Year	*2018/2019 Actual Current Year	*2019/2020 Proposed	**2018/2019 Actual Current Year	**2019/2020 Proposed
Private Business	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Foundation	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Government	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Individual Donation	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Gate Receipts/Sales	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

EXPENSES:	*2017/2018 Actual Previous Year	*2018/2019 Actual Current Year	*2019/2020 Proposed	**2018/2019 Actual Current Year	**2019/2020 Proposed
Salaries, Fees	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Supplies, Materials	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

*This section applies to expenses and income related to programs in the City of Santa Clara only.

**This section applies to the organization's entire budget including the City of Santa Clara's portion.

EXPENSES (Cont'd)	*2017/2018 Actual Previous Year	*2018/2019 Actual Current Year	*2019/2020 Proposed	**2018/2019 Actual Current Year	**2019/2020 Proposed
Other (Travel, Insurance, etc)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Rentals					
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL EXPENSES	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

*This section applies to expenses and income related to programs in the City of Santa Clara only.

**This section applies to the organization's entire budget including the City of Santa Clara's portion.

I hereby certify that all the information contained in this application is true and correct to the best of my knowledge.

Authorized Representative Signature

Printed Name

Title

Date

For further information or instructions regarding the application procedure, please contact:

Maureen Grzan-Pieracci
Recreation Supervisor | City of Santa Clara – Parks & Recreation Department
1303 Fremont Street, Santa Clara, CA 95050
Mpieracci@santaclearaca.gov | (408) 615-3192



**City of
Santa Clara**
The Center of What's Possible

**CULTURAL COMMISSION
REQUEST FOR FINANCIAL ASSISTANCE**

APPLICATION PROCEDURE/GUIDELINES

The purpose of this application is to allow Santa Clara based cultural groups to submit a request for assistance to meet significant community needs. To be eligible, programs for which funding is requested must relate services to existing City goals, policies, and plans.

Criteria for Program Evaluation

Applications are reviewed and evaluated by the Cultural Commission, concerning the following criteria:

- A. Community Contribution: An evaluation of the group's community contribution will be made with special emphasis on an analysis of the attributes that make the applicant's program valuable in terms of need and/or uniqueness.
- B. Reflection of Community Diversity: Although all proposals and requests brought before the Cultural Commission will be given the same level of consideration in the approval process, the Commission strongly encourages applicants to recognize and reflect the diversity that makes up the City of Santa Clara. This reflection and recognition may be in the group's structure, in its artistic vision, in the composition of its membership and direction, or in its choice of repertory.
- C. Artistic Level: Programs must be of interest and value to the community, and demonstrate public recognition of quality performance and artistic capability.
- D. Internal Management and Fiscal Responsibility: Organizations should be well managed; they should have funding sources other than the City of Santa Clara, and should have the highest possible ratio of earned income to grants and contributions. They should strive to meet nationally accepted norms of good management in their field of endeavor.
- E. Public Profile: Organizations receiving grants must actively pursue a high profile and high visibility within the City (and in the case of major professional organizations, outside the city as well) through an aggressive policy of public education and program promotion.

Eligible Organizations:

- A. The primary purpose of the organizations must be the advancement of the arts in the City of Santa Clara. Organizational categories include:
 - 1. Major Organizations – For example: museum, ballet, symphony, light opera, resident theater, and opera.

2. Minor Organizations – For example: galleries, dance theater, festivals, literary and poetry groups, film festival/series, one-time projects, and small music groups.
 3. Educational and Multi-cultural Groups – Groups that educate and promote deeper engagement in the arts to a more diverse audience.
 4. Exceptional Projects – New organizations may be considered for start-up funding if the project is of exceptional merit. These organizations are encouraged to seek advice and counsel from existing successful groups in the community.
- B. Organizations must have been in existence for at least one year (Exception: See A (4) above).
 - C. Organizations must be community based. This means that at least 51% of the group participants and/or Board of Directors shall be Santa Clara residents, or the organization shall have its principal office and base of operations in the City of Santa Clara.
 - D. Groups must be able to demonstrate California corporate non-profit status.
 - E. Have governing body that is vested in a responsible and active board, which meets at least annually and establishes and enforces policies.
 - F. Be willing to work toward achieving the goals of the Cultural Commission for the City of Santa Clara.
 - G. Be willing to acknowledge the support of the Santa Clara Cultural Commission where appropriate and include this information on all printed material related to funding, including programs, etc. (e.g. collateral, events, opening of events, magazines and booklets, website, Facebook, and email).
 - H. Be willing to provide a free concert or demonstration performance in Santa Clara at a mutually agreed upon time and location sometime during the fiscal year.
 - I. Be willing to help volunteer at Cultural Commission events and provide marketing materials for events.