Alameda County Arts Commission  
2018 ARTSFUND GRANT – GUIDELINES  

Alameda County Board of Supervisors  
District 1  District 2  District 3  District 4  District 5  
Scott Haggerty  Richard Valle  Wilma Chan  Nate Miley  Keith Carson  

Alameda County Arts Commission  
The Alameda County Arts Commission was established by the Alameda County Board of Supervisors to nurture a thriving environment for the arts; to promote economic opportunities for Alameda County's artists and arts organizations; to encourage public participation in the arts; and to actively advocate for the arts.  

Office of the Alameda County Arts Commission  
For information regarding ARTSFUND Grant Program and application process, contact Rachel Osajima, Director, Alameda County Arts Commission, rachel.osajima@acgov.org, (510) 271-5162, (510) 208-9646  

ARTSFUND Online Application Deadline  
Thursday, March 1, 2018, 5:00pm  

Goals of the ARTSFUND Grant Program  
The Arts Commission administers the ARTSFUND Grants Program to support arts activities in Alameda County provided by Alameda County nonprofit organizations. With a focus on Alameda County organizations, the goals of the Program are to:  
- Promote the development of Alameda County as a center for all art forms and creative expression;  
- Increase high quality arts programs;  
- Advance arts organizations of all sizes with an emphasis on small and mid-sized organizations;  
- Promote arts organizations with unique and innovative programs;  
- Encourage arts organizations in communities that have relatively few established arts programs;  
- Encourage the range of diverse community members of Alameda County to participate in all aspects of arts activities;  
- Promote Alameda County organizations that provide arts programming as a primary focus of the organization and/or organizations that provide arts programming as an essential and indispensable aspect of the organization.  

Organizations We Fund  
The ARTSFUND Grants Program supports Alameda County based nonprofit organizations that provide arts programs and services in Alameda County. We also support Alameda County based organizations that present a portion of their programs, featuring Alameda County artists, at venues outside of Alameda County. Applicant organizations must provide at least 66% of their programs in Alameda County.
Use of Funds
The ARTSFUND Grant award may be used to support programs and/or general operating expenses to continue the on-going activities of the grantee organization.

Grant Awards
Applications are evaluated by the Arts Commission’s Grant Review Committee. Grant awards are reviewed by the Members of the Arts Commission and recommended to the Alameda County Board of Supervisors for final approval. All eligible arts organizations, including small, mid-sized and large organizations, may apply to this Grants Program. The standard ARTSFUND grant award amount is $1,000. To support one of the primary goals of this program, the Arts Commission may give larger grant awards to small and mid-sized organizations. For the purposes of this program, the Arts Commission considers a large organization to have an annual operating budget of $1 million or more.

Support for this Program
ARTSFUND Grants Program is funded by 3 sources: (1) The County of Alameda; (2) Community member contributions to the ARTSFUND Program donated along with County property tax payments; (3) Contributions by community members and County employees through the Foundation for the Arts in Alameda County.

Recent Grant Recipients
The following organizations received an ARTSFUND grant in the 2017 cycle and are not eligible to apply in this 2018 cycle: Bay Area Girls Rock Camp, Berkeley Chamber Performances, Berkeley Old Time Music Convention, Cantabella, Cantare Con Vivo, Chora Nova, Choreographers' Performance Alliance, Dimensions Dance Theater, East Bay Children's Theatre, Freight & Salvage, Fremont Cultural Arts Council, HOUSE - Home of United String Ensembles, Indra's Net Theater, Junior Center of Art and Science, Kala Art Institute, Kitka Women's Vocal Ensemble, Livermore Valley Opera, Luna Dance Institute, Mission Peak Chamber Singers, Music at the Mission, Oakland Interfaith Gospel Choir, Oakland Youth Chorus, Pacific Chamber Orchestra, PlayGround, Prometheus Symphony Orchestra, Rhythmix Cultural Works, Shawl-Anderson Dance Center, Shotgun Players Stagebridge, Sun Gallery, Ubuntu Theater Project, Valley Concert Chorale, Voci Women's Vocal Ensemble, Young People's Chamber Orchestra, and Youth Orchestra of Southern Alameda County.
APPLICANT REQUIREMENTS

I. ELIGIBLE ORGANIZATIONS

A. Each applicant organization (“Applicant”) must meet all of the following criteria:

1. Be governed by a board of directors; board must include at least three persons who conduct meetings on a regular schedule such as monthly or quarterly.
2. Be headquartered in Alameda County with a physical location (a PO Box cannot be used as a headquarters).
3. Offer arts programming as a regular, ongoing part of organization’s activities. Arts programming must be the primary focus of the organization and/or the arts programs must be an essential and indispensable aspect of the organization.
4. If programs, performances, or services are exclusively within a single facility, that facility must be in Alameda County. Information on the physical location of the facility must be included in application.
5. Have provided consistent arts programming with 66% or more of its programs, performances, or services in Alameda County during the calendar year (Jan. – Dec.) prior to the date of application deadline.
6. Plan to provide 66% or more of its programs, performances, or services in Alameda County during the ARTSFUND grant period of July 1, 2018 to June 30, 2020.
7. For activities consisting of public performances (such as music, dance, and theater), at least 66% of the performances must be in Alameda County.
8. For activities consisting of educational programs and workshops, at least 66% of the sessions must be in Alameda County.
9. If rehearsals are to be a specific component of the educational program, these sessions may be included within the program activities to help illustrate that 66% or more of its programs, performances, or services are in Alameda County; if rehearsals are not considered to be a component of the educational program, these sessions may not be included within the program activities,
10. For activities consisting of literary publications, they must be published in Alameda County and 66% of the circulation must be in Alameda County.
11. All programs or projects funded with ARTSFUND grant funds (including performances, exhibits, workshops, etc.) must be available and open to the public through attendance and/or participation.
12. Applicant did not receive a 2017 ARTSFUND grant. See 2017 Grant Recipients list within Guidelines.

B. Applicants must meet one of the following criteria:

1. 501(c)(3) with the Applicant’s location within Alameda County and with information regarding Federal incorporated status with effective date of exemption established for at least one year prior to due date of the ARTSFUND application; community colleges with 501(c)(3) status are not eligible; or
2. 501(c)(4) with the Applicant’s location within Alameda County and with information regarding Federal incorporated status with effective date of exemption established for at least one year prior to due date of the ARTSFUND application.
3. If neither of the above criteria apply, an organization may be eligible to apply with a fiscal sponsor, using the Fiscal Sponsor Form (download from online application), providing that the Fiscal Sponsor:
   a. Meets all the criteria in section I.A and meets either I.B.1 or B.2 criteria above.
   b. Has a mission statement and organizational values similar to the Applicant organization.
   c. And providing that both the Applicant organization and the sponsor organization are formal organizations with elected boards of directors that hold regular meetings.

C. Local Arts Councils and Associations that meet all of the eligibility requirements contained in Requirements sections I.A and either the I.B.1 or B.2 criteria above may apply to this Grants Program. For this 2017 program cycle, Local Arts Councils and Associations must indicate their category in the online application and respond to the designated narrative question in the Narrative Form. Examples of characteristics of Local Arts Councils and Associations are:
1. Organizations that were established to: provide leadership in the arts; advocate for the arts and connect with other arts advocacy activities and networks; provide funding and other resources for the arts and arts organizations; encourage awareness and appreciation of the arts; support the participation of artists in the arts; encourage community participation in the arts; promote and support partnerships with other organizations to support the arts and arts education.
2. Organizations such as: Fremont Cultural Arts Council, Fremont Art Association, Hayward Arts Council, Livermore Cultural Arts Council, Newark Arts Council, Pleasanton Cultural Arts Council, Pleasanton Art League, San Leandro Art Association. Note: Eligibility requirements for the organizations listed have not been confirmed. All applicants are required to contact the Arts Commission director Rachel Osajima to determine and confirm if applicant fits into Local Arts Councils and Associations category.

D. The following are not eligible for funding:
1. For-profit organizations.
2. Departments, divisions, projects, commissions and boards of the County of Alameda.
3. Departments and boards of city governments and special districts.
4. Individual artists.
5. Elementary or secondary schools and school districts, boards and associations.
6. Organizations or activities that are part of the curriculum of a college, university or community college; provided, however, that this exclusion shall not apply to any class that is not for college, university or community college credit and is not a part of the curriculum of a college, university or community college. A foundation, established for the support of a college, university or community college, that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code is eligible as long as the foundation, rather than the college, university or community college or a department thereof, is the applicant.
7. Programs not accessible to the public.
8. Expenses incurred before the starting date of the grant period (July 1, 2018).
9. Organizations with services in Alameda County for less than one year prior to date of application deadline.
10. Organizations seeking funds to hire a separate commercial organization, business or individual to manage and produce all aspects of the activities funded by the grant.
11. Organizations that do not use official ARTSFUND online application system.
II.  FISCAL SPONSOR
   A.  An organization that meets all of the criteria listed under I.A and I.B.1 or B.2 may apply for a grant on its own behalf and also serve as fiscal sponsor to another organization.
   B.  A fiscal sponsor organization may sponsor more than one organization in a given grant cycle.
   C.  The Arts Commission recommends that an organization apply with the use of a fiscal sponsor no more than two times. The Arts Commission encourages sound business practices and to that end recommends that organizations work toward the goal of incorporation. In addition to all other application requirements, Fiscal Sponsor and Applicant must complete all information and requirements on the Fiscal Sponsor Form. If this Fiscal Sponsor Form is not fully completed and the Required Additional Attachments are not included within the ARTSFUND application, the application will be disqualified. The ACAC recommends that applicant organizations using a fiscal sponsor contact ACAC staff at least five weeks prior to the application deadline to review all conditions and requirements of a fiscal sponsorship agreement and submission of additional application materials. For more information regarding the ARTSFUND Grants Program and application process, please contact Rachel Osajima, Director, Alameda County Arts Commission, email: rachel.osajima@acgov.org or phone: (510) 271-5162 or (510) 208-9646.

III. GRANT AMOUNT
   A.  The standard ARTSFUND grant award amount is $1,000. To order to support one of the primary goals of this program, the Arts Commission may give larger grant awards to small and mid-sized organizations. It is expected that grant awards to small and mid-sized organizations will be between $1,000 - $2,500. For the purposes of this program, the Arts Commission considers a large organization to have an annual operating budget of $1 million or more. Additionally, the ARTSFUND Grants Review Committee and the Members of the Arts Commission may decide to recommend that specific organizations receive awards between $1,000 - $2,500 or more, depending on various factors such as the total amount of possible award funds, number of eligible applications received, and the evaluation ranking based on the stated selection criteria. All ARTSFUND applicants will be considered for the established grant award amounts. Therefore, the ARTSFUND grant application does not include a section that requires the applicant to submit a specific funding request. Because the grant funds can be used to support programs and/or general operating costs, applicants do not specify the expected use of the grant funds.

IV.  FUNDING CYCLE
   A.  The grant period for the 2018 grant funding cycle is the 24-month period from July 1, 2018 (first allowable event date) to June 30, 2020.
   B.  Grant award funds are anticipated to be disbursed by June 30, 2018, but may be used over the course of the full 24-month grant period.
   C.  A Final Report must be filed no later than 30 days after the 24-month funding cycle (i.e., by July 30, 2020).
V. DEADLINES AND REVIEW PROCESS

A. Applications must be submitted through the online system no later than March 1, 2018, 5:00pm. Applications will be reviewed in April or May 2018 by the Arts Commission’s ARTSFUND Grants Review Committee. The ARTSFUND Grants Review Committee meeting is open to the public. Applicant organizations are welcome to attend the meeting to learn about the review process. To learn about the exact meeting date, time and location, visit the Arts Commission’s online calendar at the website www.acgov.org/arts - click on About Us and Meeting Calendar. It is anticipated that the meeting information will be posted by April 1, 2018. At this meeting, the ARTSFUND Grants Review Committee will not (1) hear presentations from Applicants; (2) will not consider supplement information related to any application, and (3) is prohibited from asking questions and receiving information from attendees related to the applications. RSVP is not required.

B. The ARTSFUND Grants Review Committee’s recommendations will be reviewed by the Members of the Arts Commission before referral to the Alameda County Board of Supervisors for approval. It is anticipated that the recommendations will be presented to the Alameda County Board of Supervisors in May or June 2018. The Arts Commission has seats for 15 community members (three from each of the five supervisorial districts of Alameda County) appointed by the Board of Supervisors, and 7 ex-officio members representing County departments and regional educational and cultural institutions.

PROCESS

SELECTION CRITERIA

The ARTSFUND Grant Review Committee will use the submitted ARTSFUND application materials to evaluate and determine the ranking of each Applicant. The following evaluation criteria will be used:

A. Overview & Mission. Applicant has clearly articulated their overview and mission (Max: 5 points).

B. Organizational Focus on Arts Programs. Arts programming is the primary focus of the organization and/or the arts programs are an essential and indispensable aspect of the organization. (Max: 10 points as follows: 100% of programs are arts programs and/or arts programs are an essential and indispensable aspect: 10 points; 90%: 9 points; 80%: 8 points: 70%: 7 points; 60%: 6 points: 50%: 5 points;...1%: 1 point.)

C. Past and Present Arts Programs. Applicant has clearly articulated its arts programs for the period of Jan. 1, 2017 - June 30, 2018. (Max: 5 points.)

D. Future Arts Programs. Applicant has clearly articulated its plans for arts programs and activities for July 1, 2018 - June 30, 2020. (Max: 5 points.)

E. Portion of Arts Programs in Alameda County. Applicant has clearly illustrated that 66% or more of its programs and services have been presented in Alameda County during the calendar year (Jan. – Dec.) prior to application date; and 66% or more of its programs and services will be presented in Alameda County during the grant period of July 1, 2018 – June 30, 2020. If 100% of the programs and services have been and will be presented in Alameda County, the applicant will receive the maximum points. (Max: 5 points as follows: 100% of programs and services in Alameda County: 5 points; 99-90%: 4 points; 89-80%: 3 points; 79-70%: 2 points; 69-66%: 1 point.)
F. **Promotion, Outreach, Engagement and Development.** Applicant has clearly demonstrated strategies to ensure effective promotion and attendance outreach, engagement and development for programs with the diverse community of County. Applicant may describe their diverse community members in a variety ways such as, but not limited to, diversity of ethnicity, race, culture, age, ability, gender identity, sexual orientation, socio-economic situation, etc. (Max: 20 points.)

G. **Small or Mid-Sized; Few or No Related Programs in Community; Unique and/or Innovative.** Applicant has clearly articulated if organization is small or mid-sized (Note- for the purposes of this program, the Arts Commission considers a large organization to have an annual operating budget of $1 million or more). Applicant has clearly articulated if organization provides programs in a community or area in which there are few or no other related arts programs; Applicant has clearly articulated how the organization may be considered unique and/or innovative. (Max: 20 points.)

H. **High Quality Programs.** Applicant has clearly demonstrated strategies to ensure high quality programs and services. Applicant has clearly articulated how the organization collects participant and/or audience feedback and any other systems of assessment. Applicant has clearly articulated how this information is used in the development of programs and services. (Max: 20 points.) NOTE: All Applicants must answer narrative question H except Local Arts Councils and Associations.

I. **Local Arts Council and Association’s Programs and Services.** Applicant has clearly articulated the need for and the benefit of its programs and services that are specific to the work of Local Arts Councils and Associations. (Max: 20 points.) NOTE: Local Arts Councils and Associations will answer narrative question I and not narrative question H.

J. **Management Capability and Fiscal Capability.** Information about the Applicant’s key staff members and their roles, and board of directors shows the organization is managerially responsible; Applicant’s financial information shows the organization is fiscally responsible. (Maximum 10 points.)

**OPTIONAL GRANT APPLICATION WORKSHOPS**

Applicants may attend an OPTIONAL free application workshop. Questions concerning application procedures will be answered at these workshops. **NO RESERVATION IS REQUIRED.** Space will be provided for all who attend.

**2018 ARTSFUND APPLICATION WORKSHOP SCHEDULE**

**Wednesday, January 3, 2018, 5:30 – 7:00 p.m. Rescheduled for February 7**

LIVERMORE: Robert Livermore Community Center, 4444 East Avenue, Livermore, 94550

**Wednesday, January 17, 2018, 3:00 – 4:30 p.m.**

FREMONT: Fremont Main Library, 2400 Stevenson Blvd., Conference Room A, Fremont, 94538

**Wednesday, January 24, 2018, 3:00 – 4:30 p.m.**

OAKLAND: Alameda County Lakeside Building, 1401 Lakeside Dr., Room 1107, Oakland, 94612

**Wednesday, February 7, 2018, 5:30 – 7:00 p.m.**

LIVERMORE: Robert Livermore Community Center, 4444 East Avenue, Livermore, 94550

**NEW - INFORMATIONAL VIDEO**

Available on the Arts Commission's YouTube Channel [www.youtube.com/user/AlamedaCountyArts](http://www.youtube.com/user/AlamedaCountyArts)
The video will include the information presented at the in-person workshops.

Additionally, applicants who have general questions or need assistance with the application can contact the Director Rachel Osajima via email rachel.osajima@acgov.org or (510) 271-5162, (510) 208-9646.
TERMS AND CONDITIONS OF AWARD

By signing and submitting this application for the ARTSFUND Grants Program, Applicant agrees to the following Terms & Conditions. If Applicant is awarded funds from the ARTSFUND Grants Program they are a Grantee. If a Grantee fails to comply in full with these Terms & Conditions, the Grantee could be required to return the grant funds in part or in full, and/or could be disqualified from future funding.

1. This grant shall be used only for programs, services, and/or activities occurring within Alameda County.

2. The grant shall be used in accordance with on-going programs, services and activities as described by Grantee’s ARTSFUND application.

3. When acknowledging funders, Grantee will acknowledge the Alameda County Arts Commission ARTSFUND through the use of the Arts Commission logo and/or through the listing of the name “Alameda County Arts Commission ARTSFUND” Alameda County Arts Commission logo can be downloaded at www.acgov.org/arts - Programs - ARTSFUND.

4. All grant funds will be used within the grant period of July 1, 2018 to June 30, 2020. Grantee shall immediately notify the Arts Commission if any portion of the grant funds will not be expended within this period, and will promptly return any unexpended funds to the Arts Commission unless otherwise approved in writing by the Arts Commission.

5. Grantee will complete all parts of the Final Report Form provided by the Arts Commission by the deadline stated in ARTSFUND requirements.

6. Grantee is not required to obtain funds from another source to match the ARTSFUND grant award.

7. Grantee agrees to provide reasonable access to Grantee's programs that are being supported, in part or fully, by this grant to designated Arts Commission representative(s) for the purpose of observation, monitoring and reporting.

8. Grantee shall maintain accounts, records, and other appropriate documentation regarding costs and revenues pertaining to Grantee's programs and operations for a period of at least three years after the end of the grant period. The system of accounting employed by Grantee shall be in accordance with generally accepted accounting principles and shall be applied in a consistent manner so that the program, service and activity expenditures can be clearly identified. Grantee's financial management system shall provide for effective control over, and accountability for, all funds, property and other assets; the Grantee shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes. Art Commission, or other County of Alameda (“County”), representatives may inspect and audit Grantee's financial accounts and records, or may designate a qualified person to do so on behalf of the County, at any time during business hours and with such frequency as may be deemed necessary.

9. Grantee gives permission to the County, including the Arts Commission, to use information contained in Grantee’s application for documentary and promotional purposes. This includes any and all materials with this application including copyrighted matter such as written statements and images.
10. It is the responsibility of the Grantee to promptly notify the Arts Commission of any changes in its tax-exempt status.

11. For the purposes of this Grant Application and any award, including all Terms and Conditions, where the grant application was made under the sponsorship of a Fiscal Agent, the term "Grantee" applies to both the Fiscal Agent organization AND to the persons and activities being sponsored by the Fiscal Agent organization.

12. Grantee agrees to observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies including all the Civil Rights Act of 1964, the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation and the American With Disabilities Act of 1990. Grantee shall indemnify and hold County harmless from any and all liability, fines, penalties and consequences from any of Contractor’s failures to comply with such laws, ordinances, codes and regulations.

13. If a court of competent jurisdiction holds any provision of this application, including these Terms and Conditions, to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose would be defeated by the loss of the illegal, unenforceable, or invalid provision.

14. It is the responsibility of the Grantee to notify the Arts Commission in writing of any change in address or change of names of key staff and individuals in Grantee's organization. Contact email addresses in this application will be added to the Arts Commission's e-newsletter contact lists and other program distribution lists.

By submitting this Grant Application, submitter warrants and represents that he/she executed this Application in his/her authorized capacity and that by his/her signature on this Application, the entity upon behalf of which he/she acted, executed it. By submitting this Application, the submitter warrants and represents all Terms and Conditions of Award are accepted, that the information contained in this Application and in all attachments is true and correct, and that they are legally authorized to represent the organization.
EXAMPLE FINANCIAL INFORMATION

The following example financial information illustrates the general expected format of the applicant organization’s Balance Sheet and Profit & Loss Statements. If your organization has limited experience with creating financial reports, please use this example as a guide.

<table>
<thead>
<tr>
<th><strong>ASSETS</strong></th>
<th><strong>Balance Sheet</strong></th>
<th><strong>Account Numbers are optional</strong></th>
<th><strong>As of June 30, 2017</strong></th>
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<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Bank Accounts</td>
<td>3,000.00</td>
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<tr>
<td>Accounts Receivable</td>
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<td><strong>Total Cash</strong></td>
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<tr>
<td><strong>Other Current Assets</strong></td>
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<tr>
<td>Prepaids (grants)</td>
<td>6,000.00</td>
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<tr>
<td><strong>Fixed Assets</strong></td>
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<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>-2,500.00</td>
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<tr>
<td><strong>Leasehold Improvements</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Amortization</td>
<td>-4,500.00</td>
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<tr>
<td><strong>Total Assets</strong></td>
<td>18,000.00</td>
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<tr>
<th><strong>LIABILITIES</strong></th>
<th><strong>Profit &amp; Loss (OR Income &amp; Expenses)</strong></th>
<th><strong>Account Numbers are optional</strong></th>
<th><strong>July 1, 2016 through June 30, 2017</strong></th>
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<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
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<td></td>
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<tr>
<td>Accounts Payable</td>
<td>2,000.00</td>
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<tr>
<td>Payroll Taxes</td>
<td>705.00</td>
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<tr>
<td>Sales Taxes</td>
<td>615.00</td>
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<td><strong>Total Payable</strong></td>
<td>3,320.00</td>
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<tr>
<td>Accruals (accounting, Ins.)</td>
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<tr>
<td><strong>Total Current Liabilities</strong></td>
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<tr>
<td>Retained Earnings (Equity)</td>
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<tr>
<td>Net Income (Current Year)</td>
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<td><strong>Total Liabilities and Equity</strong></td>
<td>18,000.00</td>
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<tr>
<th><strong>INCOME</strong></th>
<th><strong>July 2016-June 2017</strong></th>
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<tr>
<td>Interest</td>
<td>1,320.00</td>
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<tr>
<td>Grant Income</td>
<td>20,000.00</td>
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<tr>
<td>Donations</td>
<td>10,000.00</td>
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<td>Membership Fees</td>
<td>15,000.00</td>
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<td>Gate Income</td>
<td>11,000.00</td>
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<tr>
<td>Tuition</td>
<td>10,500.00</td>
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<td>Sales</td>
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<td><strong>TOTAL INCOME</strong></td>
<td>74,820.00</td>
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<th><strong>EXPENSES</strong></th>
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<tbody>
<tr>
<td>Accounting fees</td>
<td>720.00</td>
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<td>Insurance</td>
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<td>Depreciation</td>
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<td>Amortization</td>
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<td>Office Supplies</td>
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<td>Postage</td>
<td>2,000.00</td>
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<tr>
<td>Printing</td>
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<tr>
<td>Maintenance</td>
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<td>Office Rent</td>
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<tr>
<td>Utilities</td>
<td>6,400.00</td>
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<tr>
<td>Costume rental</td>
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<tr>
<td>Outside venue rent</td>
<td>6,000.00</td>
</tr>
<tr>
<td>Contractors (non-staff)</td>
<td>10,000.00</td>
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<tr>
<td>Salaries</td>
<td>20,000.00</td>
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<tr>
<td>Payroll taxes</td>
<td>2,000.00</td>
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<tr>
<td>Workers' Comp</td>
<td>300.00</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>72,395.00</td>
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| **NET INCOME (LOSS)** | 2,425.00 |
REQUIRED ITEMS FOR ONLINE APPLICATION
- All items must be submitted as individual PDFs through the online application system –
- For each item, there is no page limit -

1. "Narrative Form" - Completed 2018 ARTSFUND Narrative Form (Separate Download).

2. "List of Programs" - List of organization’s arts program activities for Jan. 1, 2017 – June 30, 2018. Submit information about program activities – including dance, music, performances, visual art exhibitions, educational workshops, rehearsals (if considered educational activities), etc. – including:
   - Name and short description of event. If you present annual programs that are identical in name and/or description, please describe how the programs are different/unique each year;
   - Location of event with facility name, street address and city;
   - Number of people, and description of their role, who benefited from the arts activity as a provider of the services, such as performers, teaching artists in a workshop, presenting visual artists in an exhibition, published writers, etc. (estimates acceptable);
   - Number of people, their age, gender and ethnicity, who benefited from the arts activity as a recipient of the services, such as audiences at a performance, students participating in an arts workshop, viewers of an exhibition, readers of a publication, etc. (estimates acceptable);
   - Indication if attendees are part of an established membership, or part of the general public;
   - Total number of persons served per year (estimates acceptable);
   - Total number of arts program activities per year;
   - Percentage of arts program activities provided in Alameda County. Please note, as per the "Eligible Organization Requirements”, eligible Applicants must provide consistent arts programming with 66% or more of its programs, performances, and/or services in Alameda County during the calendar year prior to the date of application; and eligible applicants must plan to provide 66% or more of its programs, performances, and/or services in County during the grant period of July 1, 2018 to June 30, 2020.

3. "List of Staff and Board" - List of organization’s key staff members and their roles; and a list of organization’s board members with board titles, number of years of involvement, other affiliations, etc.; and schedule of board meetings.

4. "Tax Exempt Letter" - Copy of Federal Internal Revenue Service letter of tax exempt status Section 501(c)(3) or 501(c)(4) with Applicant’s name as it appears in the ARTSFUND application and applicant’s address located in Alameda County.

5. "Financial Info - Balance Sheet" - Applicant’s Balance Sheet (assets, liabilities, equity) as of the end of the last completed fiscal year 2016/2017 OR 2017; Submit internally generated documents (audited, if available).

6. "Financial Info - Profit & Loss" - Applicant’s Statement of Profit & Loss (or Income & Expenses) for the last completed fiscal year 2016/2017 OR 2017. Submit internally generated documents (audited, if available). If the arts program is only one aspect of the organization, provide detailed financial information specifically about the arts program AND the whole organization.
   (Note: ARTSFUND application process is not receiving California Cultural Data Project’ Funders Reports.)

7. "Documentation and Promotional" - FOUR documentation and promotional items such as brochures, flyers, press reviews, printed photographs related to the completed arts program activities. Submitted in PDF form. Each item may have multiple pages.

8. "Fiscal Sponsor Form and Required Items" - OPTIONAL.
Determine if organization will apply with a fiscal sponsor and follow instructions on Fiscal Sponsor Form.