



# Frequently Asked Questions (FAQs)

## City of Berkeley | Civic Arts Grants

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### FOR APPLICANTS

#### 1. When will I find out about the status of my application?

Once the application deadline passes, your application will go through a staff-reviewed eligibility check. You will be notified within two (2) weeks if your application is ineligible. Eligible applications are reviewed by panelists over a six-week period. You'll be notified about the grant review panel meeting date and time. Once the grant review panel concludes, you will be notified about your application score and status within two (2) weeks.

#### 2. Who can help me with my application?

Civic Arts staff can help answer questions about eligibility, review criteria, and technical aspects of the application. Staff cannot read or review your application answers before you submit your application.

There are several ways to contact Civic Art staff:

Email: [civicarts@cityofberkeley.info](mailto:civicarts@cityofberkeley.info)

Phone: 510-981-7539

[Schedule a virtual appointment](#)

#### 3. How do I apply if I don't have a tax-exempt nonprofit organization?

Individual Artist Projects applicants apply as individuals, and do not use a nonprofit or Fiscal Sponsor to apply.

For Community Festivals and General Operating support applicants: Organizational entities that are nonprofit in nature (for example, artist collectives and guilds) but do not have a 501(c)(3) tax exemption may use a Fiscal Sponsor to apply. Eligible Fiscal Sponsors must be a nonprofit 501(c)(3) organization.

Organizational entities applying with a Fiscal Sponsor must be nonprofit in nature and have their own accounting documentation. Organizational entities must also be comprised of more than one staff member or volunteer.

#### 4. Do you have a sample application I can view?

No, we do not have sample applications for applicants to review.

#### 5. When are the grant application deadlines?

- Individual Artist Projects: March 1, 2023 at 11:59 pm
- Community Festivals: March 8, 2023 at 11:59 pm
- General Operating Support: March 15, 2023 at 11:59 pm

## 6. Can I have a deadline extension?

No, we do not allow deadline extensions for applicants. Please plan to start your application early and submit well before the 11:59 pm deadline. Staff will not be available to provide technical assistance after 5:00 pm on the day of the deadline.

## 7. Can I apply for more than one Civic Arts grant?

Individual Artist Projects applicants may only submit one (1) application per grant cycle. Individuals applicants are not permitted to apply in the Community Festivals and General Operating Support grant categories.

Organizational applicants may only submit one (1) application in a specific grant category. However, organizational applicants may submit one (1) application in **both** the Community Festivals and General Operating Support grant categories.

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## FOR GRANTEES

### 1. When will I get my grant payment?

Once the City Council approves the fiscal year's budget and grant awards are approved by the Civic Arts Commission, you'll receive an invoice for your payment from Civic Arts staff within two (2) weeks.

Once you return the signed invoice to Civic Arts staff, you will receive payment within 30 days. A check will be mailed to the address listed on your invoice.

If you are a first-time grantee, you may also need to submit a [Vendor Application and W9](#) at the time of invoicing to become a registered vendor with the City of Berkeley.

### 2. What if I can't finish my project by the end of the Grant Activity Period?

If you can't finish your grant-funded project by the June 30 Grant Activity Period end-date, you may [contact Civic Arts staff](#) to discuss a Grant Activity Period extension. Depending on the circumstances and after consulting with staff, you can complete a Grant Activity Period Extension Request form if an extension is needed.

### 3. What if I need to make changes the project proposed in my original application?

While small changes to your project plan or timeline are expected, significant changes to your proposed project activities must be approved by Civic Arts staff. This ensures the integrity of the original project scored by the Grant Review Panelists and approved by the Civic Arts Commission is preserved. [Contact Civic Arts staff](#) to discuss your proposed project changes.

### 4. Can I apply again next year if I was awarded a grant this year?

Individual Artist Projects grantees must wait for two (2) grant cycles to pass after being awarded to apply for this grant category again. (For example, if you were awarded a grant in FY23, you must wait until the FY26 grant cycle to apply again.)

Organizational applicants may apply for the Community Festivals and General Operating Support grant categories every cycle. Community Festivals grants open every year and General Operating Support grants open every two (2) years.