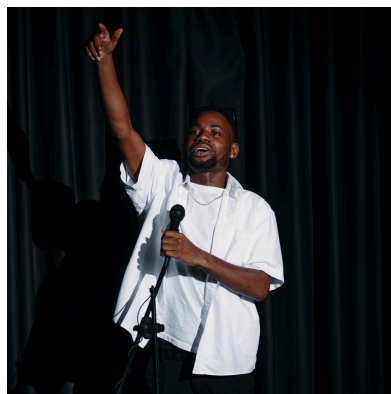
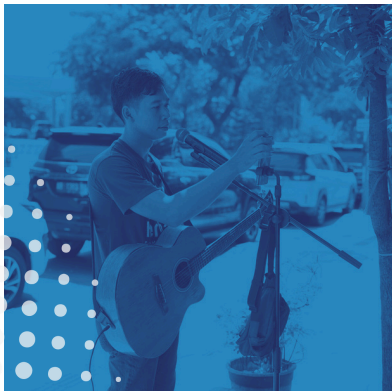
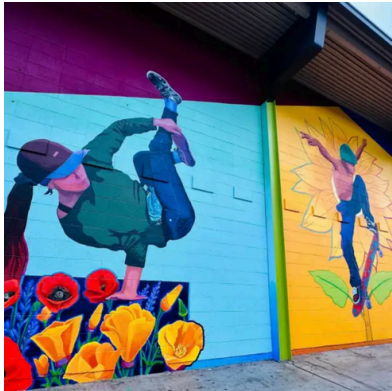




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# EXPANDED ACCESS TO ARTS AND CULTURE GRANT PROGRAM GUIDELINES

CYCLE THREE

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# I. Overview and Background

## 1. Measure P and Expanded Access to Arts and Culture

The Fresno Clean and Safe Neighborhood Parks Transactions and Use Tax, commonly known as Measure P, went into effect in 2021. Measure P helps ensure Fresno’s neighborhoods receive funding to improve and maintain parks and facilities, create new parks and trails, and fund recreation, community, and arts and culture programs. Measure P also required the establishment of the Parks, Arts and Recreation Commission (Commission).

## 2. The Cultural Arts Plan

Measure P (Sec. 7-1506(b)(4)(C)) requires that prior to the implementation of the Expanded Access to Arts and Culture Grant Program, the Commission shall work in partnership with the Fresno Arts Council, and local arts and cultural stakeholders, to develop a Cultural Arts Plan for the City of Fresno that identifies needs in the arts and cultural community; prioritizes outcomes and investments; and develops a vision and goals for the future of Fresno arts and cultural programs that are reflective of the cultural, demographic, and geographic diversity of Fresno. The Cultural Arts Plan must be updated every five years.



Figure 1 - A photo of the Cultural Arts Plan

The development of the Cultural Arts Plan included a robust community engagement process, including multiple public meetings and over 4,000 public comments. The [Cultural Arts Plan](#) was adopted by the Fresno City Council in August 2023. Applicants are strongly encouraged to review the [Cultural Arts Plan](#) before applying for grant funding.

The [Cultural Arts Plan](#) includes a vision that:

***“Cultural Arts in Fresno will be recognized, prioritized, inclusive, accessible and continue to reflect, celebrate and connect the community.”***

### 3. Cultural Arts Plan Goals, Recommendations and Strategies

To realize the vision of the [Cultural Arts Plan](#), six (6) goals were outlined. Each goal includes a set of **recommendations** and **strategies** for implementation. Grant applicants must indicate which of the **Cultural Arts Plan recommendations** and/or **strategies** will be implemented to support achievement of the [Cultural Arts Plan](#) goals and desired outcomes. Based on the nature of the recommendations and strategies included in the [Cultural Arts Plan](#), grant proposals are generally expected to implement recommendations and strategies that achieve Goals Two (2) through Five (5).



Figure 2 - A graphic which highlights the six (6) overarching goals outlined in the Cultural Arts Plan.

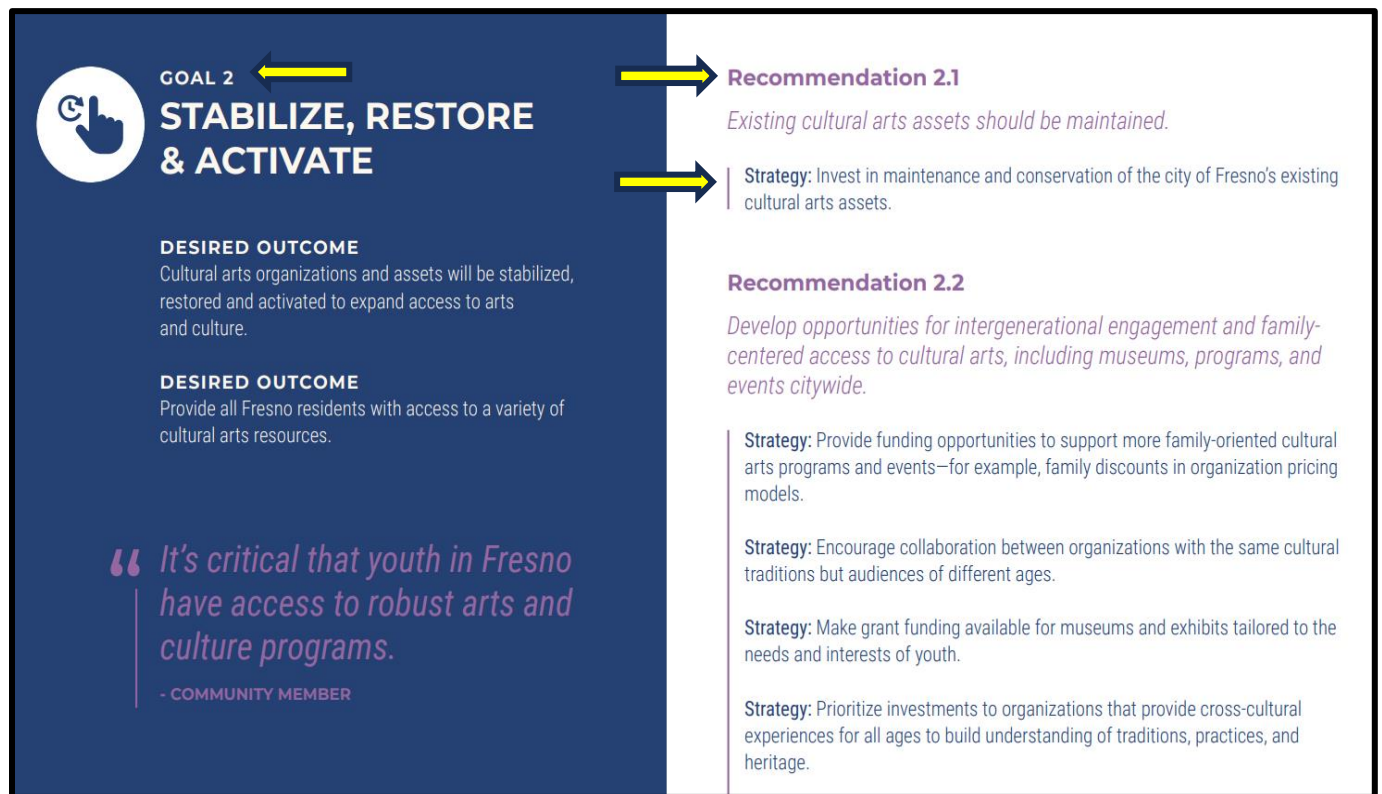


Figure 3 - An excerpt from the Cultural Arts Plan that highlights examples of where to find goals, recommendations and strategies within the plan document.

## 4. Measure P Grant Requirements

In addition to outlining requirements for the Cultural Arts Plan, the Measure P Ordinance (Sec. 7-1506(b)(4)) outlines the following grant program requirements:

(A) Twelve percent (12%) percent of the funds made available from Section 7-1504 shall be made available on an annual basis to invest in competitive grants for nonprofit organizations that support and expand access to arts and cultural programming.

(B) Grants funded pursuant to this paragraph shall:

- Be implemented by the Commission in partnership with the Fresno Arts Council, or its successor local arts agency.
- Use multiple solicitations that allow for a diverse set of programs, with different program sizes and reach.
- Include core operating and project-support grants.
- The Commission shall ensure that grant applications are reviewed in a transparent, competitive process.

(D) Funding for operating support distributed pursuant to this paragraph shall:

- Support organizational stability for arts and cultural organizations that reflect the cultural, geographic and demographic diversity of the City of Fresno; and
- Reflect the proportion of each grantee's overall operations that serve residents within, or visitors to, the City of Fresno sphere of influence.

(E) Grants funded pursuant to subparagraph (B) shall prioritize organizations and programs that support and expand diverse public or youth engagement and equity.

## 5. Funding Priorities

Measure P (Sec. 7-1506(b)(4)(E)) identifies the following funding priorities:

1. Programs that support and expand **diverse public engagement and equity**.
2. Programs that support and expand **youth engagement and equity**.

The [Cultural Arts Plan](#) identifies many additional grant funding priorities (see pages 48-52 of the City of Fresno Cultural Arts Plan dated 2023).

## II. Available Funding and Funding Allocations

### *Number of Applications*

Nonprofit organizations may apply for General Operating Support **or** Project Support, but not both. To support access, applications are limited to one per organization except for those serving as fiscal sponsors. Fiscal sponsors may submit an application for themselves and on behalf of their fiscally sponsored organization(s).

### *Multiple Solicitations*

To allow for a diverse set of programs with different program sizes and reach, there will be multiple grant solicitations in Cycle Three; one solicitation for **Project Support Grants** and one solicitation for **General Operating Support** grants.

### *Award Amounts*

Awards will be made for between 75% to 100% of the amount requested based on application scores using the following award allocation rubric:

Application Score Percentile	% of award funded
95% to 100%	100%
90% to 94.99%	95%
85% to 89.99%	90%
80% to 84.99%	85%
75% to 79.99%	80%
<70% to 74.99%	75%

Partial awards of less than 75% may be made when funding is exhausted. For example, applications scoring the highest will be funded in score order until funding runs out. This process will continue down the ranked applications until funding is fully allocated. The last organization to receive funding may be offered less than 75% of their request. Matching funds are not required.

## 6. Project Support

Approximately 50% of funding will be set aside for project support grants. The minimum funding request is \$1,000.

The maximum funding request shall range from \$75,000 to \$150,000 based on the applicant organization's most recently completed annual total revenue as reflected in its most recent filed tax return.

If the most recent tax return has not yet been filed, the immediately preceding tax year tax return may be accepted. Emerging non-profit applicants or fiscally sponsored applicants that do not yet have filed tax returns shall be eligible to apply for no more than \$75,000.

### *Project Support Maximum Request Table*

<b>Annual Total Revenue 2025</b>	<b>Maximum Funding Request</b>
\$1,000,000+	\$150,000
\$500,001 - \$999,999	\$125,000
\$200,001 - \$500,000	\$100,000
<\$200,000	\$75,000

## 7. General Operating Support

Approximately 50% of funding will be set aside for general operating support grants. The minimum funding request is \$1,000.

The maximum funding request shall be between \$50,000 to \$350,000\*, determined based on the organization's annual total revenue, as reflected in its most recently filed tax return, and applicable share requirements.

\*Organizations with revenues of \$1,000,000 or more may apply for no more than 20% of their annual revenue as indicated on the organization's most recent 990.

### *General Operating Support - Maximum Request Table and Proportionate Share*

Per Measure P (Sec. 7-1506(b)(4)(D)), General Operating Support grant funding must **“reflect the proportion of each grantee's overall operations that serves residents within, or visitors to, the City of Fresno sphere of influence.”**

1. If an organization's overall operations only serve residents within, or visitors to, Fresno's sphere of influence, the applicant may seek up to the maximum funding request.
2. If any percentage of the overall operations of an organization includes operations outside of the sphere of influence, the maximum funding request for general operating support cannot exceed a proportionate share of the overall operations that serve residents within, or visitors to, the City of Fresno sphere of influence.
3. Proportionate Share Calculation: annual total operating budget minus (-) operating budget allocated to operations outside of Fresno's sphere of influence = maximum general operating request

**Example:**

If an organization has an annual total operating budget of \$100,000 and \$45,000 of that budget is used for implementing programs outside of Fresno's sphere of influence, the maximum general operating support request would be calculated as follows:

$$\$100,000 - \$45,000 = \$55,000 \text{ maximum funding request}$$

Even though the table below indicates the organization would be eligible for up to \$75,000, the proportionate maximum request would be \$55,000 because that is a proportionate share of the overall operation that serves residents within, or visitors to, the City of Fresno sphere of influence.

Even though the table below indicates the organization would be eligible for up to \$75,000, the proportionate maximum request would be \$55,000 because that is a proportionate share of the overall operation that serves residents within, or visitors to, the City of Fresno sphere of influence.

<b>Annual Total Revenue in Fiscal Year 2025</b>	<b>Maximum Funding Request*</b>
\$1,000,000+	\$350,000; or an amount not to exceed 20% of the organization's annual revenue; whichever is less.
\$500,001 - \$999,999	\$250,000,
\$200,001 - \$500,000	\$200,000
<\$200,000	\$150,000
<u>No prior year funding</u>	\$50,000

***\* May be less based on proportionate share of grantee's overall operations that serves residents within, or visitors to, the City of Fresno sphere of influence.***

### III. Timeline

The timeline will be released as part of the Notice of Funding Opportunity (NOFO). Although every effort will be made to adhere to the timeline and complete all milestones expeditiously, **adjustments may be necessary**. Any changes made to the timeline will be communicated in writing to all applicants and posted to the [City of Fresno website](#) to ensure transparency.

### IV. Eligibility

#### 8. Eligible Applicants

To be eligible for grant funding, all applicants must meet **all criteria** below:

1. **Be an active nonprofit charitable organization** as described in section 501(c)3 of the Internal Revenue Code of 1986 (as amended) that supports and expands access to arts and cultural programming (Sec. 7-1506(b)(4)(A)). An Employer Identification Number (EIN) will be required.
2. Support and expand access to arts and cultural programming.
3. Be in “good standing” with:
  - [Internal Revenue Service \(IRS\)](#):
    - Provide Letter of Determination
    - Demonstrate Active Exemption (not in revocation status).
  - [California Franchise Tax Board](#):
    - Provide self-serve entity status letter demonstrating good standing and exemption status.
  - [California Secretary of State](#):
    - Provide a certificate which demonstrates “active” status and “good standing”.
  - City of Fresno:
    - Debarment status
4. Primary place of business is physically located within the City of Fresno limits (A P.O. box does not meet this requirement).
5. Serve City of Fresno residents or visitors.
6. Organizations that have not completed reporting for funding **cycle one** must submit a written justification and/or corrective action plan to resolve unresolved reporting to be considered eligible for cycle three. A template will be provided.

#### **Project Support Grants Eligibility**

Any active nonprofit charitable organization that:

1. Meets the definition of a charitable organization that is tax exempt under 26 USCA 501(c)(3) as described in section 501(c)3 of the Internal Revenue Code of 1986 (as amended), **and**

2. Has among its purposes (as identified through NTEE code(s), articles of incorporation, bylaws, board adopted mission statement, a resolution certified by the Secretary, or another state or federal designation) the provision of park, recreation or community services or facilities; art appreciation; trail development or management; gang prevention, intervention, and services for at-risk youth; conservation corps; environmental education and interpretation; or tree-planting is eligible for project support funds that support and expand access to arts and cultural programming (see Measure P ordinance Section 7-1507(n)).

### **General Operating Support Grants Eligibility**

Any active nonprofit charitable organization that:

1. Meets the definition of a charitable organization that is tax exempt under 26 USCA 501(c)(3) as described in section 501(c)3 of the Internal Revenue Code of 1986 (as amended), **and**
2. Applicants seeking funding for **General Operating Support** must be an **arts or cultural organization** (Section 7-1506(b) 4(D)) **as** demonstrated by [National Taxonomy of Exempt Entities \(NTEE\) code](#) assigned by the IRS, organizational articles of incorporation, bylaws, mission statement, a resolution certified by the Secretary, or another state or federal designation. NTEE code(s) can be verified using the Internal Revenue Services (IRS) Exempt Organizations Business Master File Extract; available for download at <https://www.irs.gov/charities-non-profits/exempt-organizations-business-master-file-extract-eo-bmf>

#### *Eligibility Screening Form*

The eligibility screening form will collect basic information using a checklist format. The information will be reviewed by PARCS staff to confirm eligibility and issue an application link.

### **9. Eligible Expenses**

Examples of eligible expenses include:

1. Direct costs for personnel, supplies, services, permits, artists' fees, license fees for copyrighted material, marketing, contractors, rentals and/or equipment necessary to complete the proposed scope of work.
2. Core-operating expenses, including but not limited to; utilities, maintenance, repairs, rent, marketing, insurance, etc.
3. Core operating expenses for project support grants are capped at 15% of the total project cost. Insurance expenses directly associated with the coverage required by the City of Fresno Grant Agreement will be considered a direct expense required for the project and will not count toward the 15% cap.

4. Expenses for food and non-alcoholic beverages may be allowable if shown to be reasonable and necessary to expanding access to arts and culture.
5. Construction and/or facility improvement expenses to update existing facilities for the purposes of expanding access to arts and culture. Examples of facility improvements requested by the community are provided in the Cultural Arts Plan. Construction, alteration, demolition, installation, or repair work done under contract and paid in whole or in part out of public funds may be subject to prevailing wages.
6. Costs associated with a nonprofit organization providing technical assistance to develop, strengthen, or establish arts and cultural organizations may be eligible for project support funding, provided the primary purpose of the project demonstrably increases access to arts and cultural programming for Fresno residents. Technical assistance may include training, mentoring, consulting and other capacity-building services designed to improve an organization's ability to provide arts and cultural programming. Such services may include, but are not limited to, board development, strategic planning, fundraising, grant writing, budgeting, financial management and controls, program evaluation, regulatory compliance, marketing, and volunteer development.
7. Equipment exceeding \$5,000 in purchase price requires three quotes prior to purchase (not at the time of application) and must be listed as an individual line-item in the budget. Examples of equipment include electronics such sound systems or computers, machinery or other durable goods generally expected to have a useful life of five (5) or more years.
8. Travel expenses are subject to [IRS standard mileage reimbursement rates](#) and [Federal General Service Administration per diem rates](#).
9. Fiscal sponsor fees are an eligible expense based on actual costs incurred. Fiscal sponsor fees generally include but are not limited to: reimbursement for personnel time spent training, overseeing and reporting, audit and other financial services or software or equipment necessary for oversight. Fiscal sponsor fees shall not exceed 15% of the overall grant budget.
10. Projects in schools during school hours.
11. Projects on university campuses that are open to the general public.

## 10. Ineligible Applicants

1. For-profit businesses or sole proprietorships.
2. Organizations that do not serve the public or provide public programming.
3. K-12 Schools; County Offices of Education; Public and Private Colleges and Universities.
4. Organizations whose primary mission is to raise funds.
5. Organizations whose primary mission is regranting.
6. Government agencies.
7. Any organization considered ineligible by Measure P (Fresno Municipal Code Chapter 7, Article 15, sections 7-1500 to 7-1519).

## 11. Ineligible Expenses

Examples of ineligible expenses include:

1. Activities, programming, operations or events occurring outside of the City of Fresno's sphere of influence.
2. Expenses that do not reasonably expand access to arts or culture. For example, purchases that are unrelated to the proposed scope of work, and do not demonstrate a clear tie to achieving the goals of the project.
3. Alcohol or other controlled substances.
4. Funds shall not be used to develop facilities on existing or former landfills or waste refuse facilities.
5. Any expenses considered ineligible by Measure P (Fresno Municipal Code Chapter 7, Article 15, sections 7-1500 to 7-1519).
6. Cash prizes and scholarships.
7. Political advocacy or lobbying.
8. Fundraising
9. Projects with religious or evangelical purposes.
10. Costs of goods for resale.
11. No costs shall be incurred prior to execution of the Grant Agreement.

## V. Fiscal Sponsorship

Measure P requires investment in competitive grants for **nonprofit organizations** that support and expand access to arts and cultural programming. Fiscal sponsorship is a short-term solution intended to reduce barriers to accessing funding while emerging arts or cultural practitioners build capacity. Fiscal sponsors must demonstrate at least two years of consecutive experience in nonprofit operations, must be a nonprofit organization in good standing with the IRS and State of California, must demonstrate experience with financial management, and must agree to assume financial responsibility for the grant award.

The role of the fiscal sponsor can include performing many different administrative functions, including but not limited to; financial oversight, compliance, human resources, legal support, marketing, data collection, staffing, space, advisory services and insurance coverage. Fiscal sponsors are ultimately responsible for ensuring compliance with the terms of the Grant Agreement.

### Examples of Fiscal Sponsor Responsibilities

- Enter into a Grant Agreement with the City of Fresno and assume all responsibilities therein.
- Enter into an agreement between the fiscal sponsor and sponsored organizations/individuals clearly denoting the roles and responsibilities for each party, payment terms, insurance requirements, etc.
- Receive all grant disbursements from the City of Fresno and distribute funds to sponsored parties.
- Purchase and maintain all required insurance as outlined in the Grant Agreement.
- Assume fiduciary responsibility including accountability and oversight of all expenditures.
- Ensure all financial expenditures are documented and expenditure reports with backup documentation (receipts, invoices, etc.) are completed by required deadlines.
- Provide training and technical assistance to ensure progress and final reports are completed accurately and by required deadlines.

To expand access to arts and culture with greater sustainability, individuals or groups who are fiscally sponsored are strongly encouraged to take steps to establish a nonprofit organization. The Cultural Arts Plan recommends: “Make funding available through an established grant program for emerging organizations and local artists to learn more about marketing, self-promotion, establishing a nonprofit, alternate funding sources and organizational best practices.”

### *Fiscal Sponsor Prequalification*

Any fiscal sponsor who **submits more than five (5) proposals** will be required to undergo a pre-qualification process to demonstrate sufficient internal controls and

organizational capacity. The pre-qualification process will include completion of the City of Fresno's risk assessment which is included as **Attachment A**.

The risk assessment evaluates key areas such as; internal controls, organizational policies and procedures, staffing, separation of duties, review of prior year audit(s) and recordkeeping practices. The City will utilize the information provided in the assessment to pre-qualify, request implementation of additional controls to enable pre-qualification, or deny pre-qualification. Grounds for denial may include, but are not limited to, significant deficiencies, major non-conformance, non-adherence to standard operating procedures, lack of documentation or inadequate segregation of duties. The City reserves the right to perform enhanced due diligence, request additional documentation, or impose additional monitoring requirements based on the results of the assessment and the level of funding requested.

## VI. Application Questions

The application questions will vary by solicitation (Project Support vs. General Operating Support) but will generally ask questions related to:

1. Applicant contact information
2. Organization information and experience
3. A description of the scope of work, location of work, and proposed schedule
4. Proposed budget
5. Alignment with Cultural Arts Plan goals and priorities.
6. Alignment with Measure P funding priorities.
7. Desired outcomes and evaluation plans.

### *Translation Services*

Grant guidelines are available in English, Hmong, Spanish, and Punjabi. Requests can be emailed to [expandedarts@fresno.gov](mailto:expandedarts@fresno.gov). If the application is submitted in a language other than English, a third-party translation service will be used to translate application answers into English.

### *Owner Permissions/Preliminary Approval*

Projects which propose installations on property not owned by the applicant must submit a letter of preliminary approval at the time of application. The letter shall state that the owner generally approves of the proposed project in concept and shall be signed by the owner or other authorized party. Official permissions will be required if awarded funding (see post award requirements).

### *Maintenance Plans*

For any projects that will be permanently installed in a public or private space, a maintenance plan will be required. Grant applicants are advised to consider and adhere to site control requirements for both public and private facilities not under their ownership

and obtain preliminary approval or permits from the City of Fresno for projects or programs conducted within the City of Fresno's Right of Way.

### *Artists' Commitment*

All artists specifically named in project applications must provide a letter stating that they are available and willing to participate, and that a fee has been agreed upon. If an artist or artist(s) have not yet been selected at the time of application, their name(s) should not be included in the proposal, and an artist commitment letter will not be required at the time of application.

### *Use of Artificial Intelligence (AI) in the Application Process*

As AI tools become widely available, grant application responses have become more similar and non-specific. While AI can be a helpful tool, please keep in mind that applications will be scored based on relevant details that are unique to each proposal and align with the priorities in the scoring rubrics provided. Applicants are encouraged to use plain language and include relevant examples and details in their proposals.

## VII. Application Review and Scoring Process

The Commission shall ensure that grant applications are reviewed in a transparent, competitive process by the **Application Review Committee (ARC)**. This section outlines the tools and methods that will be used to facilitate a transparent and competitive application review and scoring process.

### 12. The Application Review Committee (ARC)

The composition of the ARC shall be diverse and representative of Fresno's demographics, people groups, and reflective of a wide range of artistic and cultural experience. Approximately 30 ARC members will be needed to review and score applications.

The PARCS Department shall not be a scoring member of the ARC.

**Representation will be sought from each of the experience areas outlined below:**

- Members with experience in arts; this may include formal education in the arts or lived experience in artistic practice such as experience gained by working artists.
- Members with experience as cultural practitioners and/or cultural bearers reflective of the demographic diversity in Fresno.
- Members with experience in arts or cultural education/higher education such as university professors or technical instructors.
- Members reflecting a wide range of generational perspectives, including representation from youth and seniors.

- Members with experience in accessibility which may include experience working with individuals who are disabled, lived experience with a disability, or familiarity with facility or program improvements that can increase accessibility to expand access to arts and culture, etc.
- Members residing in diverse neighborhoods throughout the City, including but not limited to Highest-Needs neighborhoods.
- Members residing outside of the City of Fresno but within the State of California (to support conflict/recusal process).
- Members with experience in nonprofit management, nonprofit formation, financial literacy, etc.

### *Outreach Efforts*

Outreach efforts to attract a diverse panel shall include, but are not limited to:

1. Emails (15,000+ distribution list)
2. Media Release(s)
3. Printed flyers at all City of Fresno community centers
4. Promotion/canvassing at Art Hop and other large events occurring citywide
5. Social Media
6. Outreach to PARCS program participants (ex. Senior program, movie night attendees)
7. Sharing flyers with nonprofit organizations, elected officials, the City of Fresno Office of Community Affairs, and via PeachJar
8. Sharing flyers with the Parks, Recreation and Arts Commission
9. Distribution to local universities (email and posted on message boards)

## 13. Application Review and Scoring Handbook

The Review and Scoring Handbook outlines the processes, procedures and training materials to be utilized by the ARC to ensure a transparent and competitive process. The Handbook is Enclosed as Attachment A.

## 14. Training and Compensation

ARC members will receive compensation totaling \$500 for the time spent training, reviewing, and scoring grant applications. Prior to initiating scoring, all ARC members will be required to complete:

1. Conflict of interest disclosures.
2. Brown Act Compliance
3. Training on unconscious/implicit bias and ethics in public service.
4. An orientation on fair and impartial grant application review. This training will include a review of the rubrics with examples and hands-on practice to build comfort with the review process.
5. Training on the ARC Handbook.

## 15. Conflict of Interest Disclosure Requirements

ARC members, PRAC members and City of Fresno staff shall be required to complete conflict of interest disclosures and remain engaged to identify any potential conflicts of interest throughout the process. If at any point during the review process a conflict of interest or potential perception of a conflict arises, scoring committee members must notify PARCS staff immediately so a determination may be made regarding recusal and reassignment of the review to an alternate ARC member in accordance with the Application Review and Scoring Handbook.

## VIII. Scoring Rubrics

### 16. Project Support Scoring Rubric (43 points possible)

This rubric will be used to review and score project support applications.

Project Support Grants Scoring Rubric					
Scoring Criteria Points	Incomplete 0-1 point	Fair 2 points	Good 3 points	Great 4 points	Excellent 5 points
<b>Cultural Arts Plan Goals</b>  (Up to 5 points)	The proposal <b>does not demonstrate</b> achievement of any goals, strategies and/or recommendations in the Cultural Arts Plan.	The proposal <b>partially demonstrates</b> achievement of goals, strategies and/or recommendations in the Cultural Arts Plan.	The proposal demonstrates that <b>one goal, strategy and/or recommendation</b> in the Cultural Arts Plan will be clearly achieved by this project.  The specific goal, strategy, and/or recommendation the project is proposing to achieve must be named in the proposal and the proposal must <b>clearly demonstrate</b> how the <b>project activities, deliverables, and/or outcomes</b> will fulfill the chosen goal, strategy, and/or recommendation.	The proposal demonstrates that <b>two goals, strategies and/or recommendations</b> in the Cultural Arts Plan will be clearly achieved by this project.  The specific goals, strategies, and/or recommendations the project is proposing to achieve must be named in the proposal and the <b>project activities, deliverables, and/or outcomes</b> should be <b>clearly linked</b> to the achievement of the specific goals, strategies, and/or recommendations.	The proposal demonstrates that <b>three or more goals, strategies and/or recommendations</b> in the Cultural Arts Plan will be clearly achieved by this project.  The specific goals, strategies, and/or recommendations the project is proposing to achieve must be named in the proposal and the <b>project activities, deliverables, and/or outcomes should be clearly linked</b> to the achievement of the specific goals, strategies, and/or recommendations.
<b>Cultural Arts Plan Grant Funding Priorities</b>  (up to 5 points)	<b>Does not include</b> any grant funding priorities identified in the Cultural Arts Plan.	This project <b>partially includes</b> at least one grant funding priority identified in the Cultural Arts Plan.	<b>One funding priority</b> identified in the Cultural Arts Plan is achieved by this project.	<b>Two funding priorities</b> identified in the Cultural Arts plan are achieved by this project.	<b>Three or more funding priorities</b> identified in the Cultural Arts Plan are achieved by this project.

<b>Measure P Funding Priorities</b> (up to 5 points)	The proposal <b>does not include</b> any of the funding priorities outlined in Measure P.	The proposal <b>partially includes</b> one of the funding priorities outlined in Measure P.	<b>One Measure P funding priority is included</b> in the proposal, with an example of how it will be achieved.	<b>Both Measure P funding priorities are included</b> , with an example of how they'll be achieved.	<b>Both Measure P funding priorities are included</b> with <b>multiple examples</b> of how they'll be achieved.
<b>Scope of Work</b> (up to 4 points)	The scope of work <b>lacks detail, is unclear or incomplete</b> and/or includes <b>errors</b> .	The scope of work is <b>partially complete</b> and/or <b>lacks detail</b> about how the project's tasks, deliverables, and steps required to complete the project.	The scope of work <b>clearly identifies</b> the steps, tasks, and deliverables to be achieved. The scope <b>appears reasonable and achievable</b> .	The scope of work <b>is well defined and clearly identifies</b> the steps, tasks, and deliverables to be achieved. The scope identifies <b>necessary approvals, potential risks, and/or other considerations</b> that instill confidence that the project is feasible.	
<b>Budget</b> (up to 4 points)	The proposed budget appears <b>incomplete, includes limited detail, and/or includes ineligible expenses</b> and/or <b>errors</b> .	The proposed budget is <b>unclear, and does not clearly tie</b> to the proposed scope of work. The detail provided is limited.	The proposed budget is <b>clearly explained</b> with relevant details and <b>clearly ties</b> to the project's proposed scope of work.	The proposed budget is <b>clearly explained</b> with relevant details and <b>clearly ties</b> to the project's proposed scope of work. The applicant has identified in-kind or matching funds that will contribute to the project's success.	
<b>Evaluation Plan</b> (up to 4 points)	The evaluation plan is <b>incomplete</b> and/or does not include requested information	The evaluation plan is <b>partially complete</b> , lacks detail and/or contains errors.	The <b>evaluation plan identifies the methods</b> that will be used to measure how the project has expanded access to arts and culture.	The <b>evaluation plan identifies the methods</b> that will be used to measure how the project has expanded access to arts and culture. Examples about how the evaluation data will inform future efforts are included.	
<b>Schedule</b> (up to 3 points)	The schedule is <b>incomplete</b> and/or does not include requested information.	The schedule is <b>partially complete</b> , lacks detail and/or contains errors.	The schedule <b>appears reasonable</b> for industry standards, fits within the <b>grant term</b> , and <b>clearly ties</b> to the proposed scope of work.		
<b>Support for Fresno's Artists and Cultural Practitioners</b> (up to 3 points)	Organization does not employ or contract the services of emerging artists or culture practitioners that live within the City of Fresno.	Organization employs or contracts the services of at least one emerging artist <b>OR</b> culture practitioner that lives within the City of Fresno.	Organization employs or contracts the services of at least one emerging artist <b>AND</b> culture practitioner that lives within the City of Fresno.		
<b>Scoring Criteria Points</b>	<b>Incomplete</b> <b>0-1 point</b>	<b>Fair</b> <b>2 points</b>	<b>Good</b> <b>4 points</b>	<b>Great</b> <b>6 points</b>	<b>Excellent</b> <b>10 points</b>
<b>Expanded Access to Arts and Culture</b> (up to 10 points)	There is <b>no clear example</b> of how the project expands access to arts and culture.	The proposal <b>partially demonstrates</b> how the project expands access to arts and culture.	The proposal <b>clearly identifies</b> how the project expands access to arts and culture using <b>at least one example</b> .	The proposal <b>clearly identifies</b> how the project expands access to arts and culture using <b>at least two examples</b> .	The proposal <b>clearly identifies</b> how the project expands access to arts and culture using <b>more than two examples</b> .

17. Core/General Operating Support Scoring Rubric (43) points possible

This rubric will be used to review and score core operating support applications.

Core Operating Support Grants Scoring Rubric					
Scoring Criteria Points	Incomplete 0-1 point	Fair 2 points	Good 3 points	Great 4 points	Excellent 5 points
<b>Cultural Arts Plan Goals</b> (Up to 5 points)	The project <b>does not demonstrate</b> achievement of any goals, strategies and/or recommendations in the Cultural Arts Plan.	The project <b>partially demonstrates</b> achievement of goals, strategies and/or recommendations in the Cultural Arts Plan.	The proposal demonstrates that <b>one goal, strategy and/or recommendation</b> in the Cultural Arts Plan will be clearly achieved by this project.  The specific goal, strategy, and/or recommendation the project is proposing to achieve must be named in the proposal and the proposal must <b>clearly demonstrate</b> how the <b>project activities, deliverables, and/or outcomes</b> will fulfill the chosen goal, strategy, and/or recommendation.	The proposal demonstrates that <b>two goals, strategies and/or recommendations</b> in the Cultural Arts Plan will be clearly achieved by this project.  The specific goals, strategies, and/or recommendations the project is proposing to achieve must be named in the proposal and the <b>project activities, deliverables, and/or outcomes</b> should be <b>clearly linked</b> to the achievement of the specific goals, strategies, and/or recommendations.	The proposal demonstrates that <b>three or more goals, strategies and/or recommendations</b> in the Cultural Arts Plan will be clearly achieved by this project.  The specific goals, strategies, and/or recommendations the project is proposing to achieve must be named in the proposal and the <b>project activities, deliverables, and/or outcomes should be clearly linked</b> to the achievement of the specific goals, strategies, and/or recommendations.
<b>Cultural Arts Plan Grant Funding Priorities</b> (up to 5 points)	<b>Does not include</b> any grant funding priorities identified in the Cultural Arts Plan.	This project <b>partially includes</b> a grant funding priority identified in the Cultural Arts Plan.	<b>One funding priority</b> identified in the Cultural Arts Plan is achieved by this project.	<b>Two funding priorities</b> identified in the Cultural Arts plan are achieved by this project.	<b>Three or more funding priorities</b> identified in the Cultural Arts Plan are achieved by this project.
<b>Measure P Funding Priorities</b> (up to 5 points)	The proposal <b>does not include</b> any of the funding priorities outlined in Measure P.	The proposal <b>partially includes</b> one of the funding priorities outlined in Measure P.	<b>One Measure P funding priority is included</b> in the proposal, with an example of how it will be achieved.	<b>Both Measure P funding priorities are included</b> , with an example of how they'll be achieved.	<b>Both Measure P funding priorities are included with multiple examples</b> of how they'll be achieved.
<b>Organizational Stability</b> (up to 5 points)	The proposal <b>does not</b> identify how the grant will support organizational stability for arts and cultural organizations that reflect the cultural, geographic and demographic diversity of the City of Fresno.	The proposal <b>partially identifies</b> how the grant will support organizational stability for arts and cultural organizations that reflect the cultural, geographic and demographic diversity of the City of Fresno.	The proposal <b>clearly describes</b> how the applicant organization reflects the cultural, geographic or demographic diversity of Fresno and includes at least one example.  The proposal <b>clearly identifies</b> how the grant will support organizational stability and includes at least one example.	The proposal <b>clearly describes</b> how the applicant organization reflects the cultural, geographic or demographic diversity of Fresno, <b>including at least two examples</b> .  The proposal <b>clearly identifies</b> how the grant will support organizational stability and includes <b>at least two examples</b> .	The proposal <b>clearly describes</b> how the applicant organization reflects the cultural, geographic or demographic diversity of Fresno <b>using more than two examples</b> .  The proposal <b>clearly identifies</b> how the grant will support organizational stability using <b>more than two examples</b> .

					The proposal <b>clearly identifies</b> the anticipated community benefits resulting from increased organizational stability.
<b>Expanded Access to Arts and Culture</b> (up to 5 points)	There is <b>no clear example</b> of how the project expands access to arts and culture.	The proposal <b>partially demonstrates</b> how the project expands access to arts and culture.	The proposal <b>clearly identifies</b> how the project expands access to arts and culture using at least one example.	The proposal <b>clearly identifies</b> how the project expands access to arts and culture using <b>two examples</b> . Plans to <b>evaluate whether the project was successful</b> in expanding access are included.	The proposal <b>clearly identifies</b> how the project expands access to arts and culture using <b>more than two examples</b> . Detailed plans to <b>evaluate whether the project was successful</b> in expanding access are included.
<b>Scope of Work</b> (up to 4 points)	The scope of work lacks detail, is <b>unclear or incomplete</b> and/or includes <b>errors</b> .	The scope of work is <b>partially complete</b> and/or <b>lacks detail</b> about how the projects tasks, deliverables, and steps required to complete the project.	The scope of work <b>clearly identifies</b> the steps, tasks, and deliverables to be achieved. The scope <b>appears reasonable and achievable</b> .	The scope of work is <b>well defined and clearly identifies</b> the steps, tasks, and deliverables to be achieved. The <b>scope identifies necessary approvals, potential risks, and/or other considerations</b> that instill confidence that the project will be successfully completed.	
<b>Budget</b> (up to 4 points)	The proposed budget is <b>incomplete</b> or <b>includes ineligible expenses</b> .	The proposed budget is <b>unclear</b> , and <b>does not clearly tie</b> to the proposed scope of work.	The proposed budget is <b>clearly explained</b> and <b>clearly ties to the project's scope of work</b> . The budget reflects the proportion of each grantee's overall operations that serves residents within, or visitors to, the City of Fresno sphere of influence.	The proposed budget is <b>clearly explained</b> with relevant details and <b>clearly ties</b> to the project's proposed scope of work. The applicant has identified in-kind or matching funds that will contribute to the project's success.	
<b>Evaluation Plan</b> (up to 4 points)	The evaluation plan is <b>incomplete</b> and/or does not include requested information	The evaluation plan is <b>partially complete</b> , lacks detail and/or contains errors.	The <b>evaluation plan identifies the methods</b> that will be used to measure how the project has expanded access to arts and culture.	The <b>evaluation plan identifies the methods</b> that will be used to measure how the project has expanded access to arts and culture. Examples about how the evaluation data will inform future efforts are included.	
<b>Schedule</b> (up to 3 points)	The schedule is <b>incomplete</b> and/or does not include requested information.	The schedule is <b>partially complete</b> , lacks detail and/or contains errors.	The schedule <b>appears reasonable</b> for industry standards, fits within the grant term and clearly		

			ties to the proposed scope of work.		
<b>Support for Fresno's Artists and Cultural Practitioners</b> (up to 3 points)	Organization does not employ or contract the services of emerging artists or culture practitioners that live within the City of Fresno.	Organization employs or contracts the services of at least one emerging artist <b>OR</b> culture practitioner that lives within the City of Fresno.	Organization employs or contracts the services of at least one emerging artist <b>AND</b> culture practitioner that lives within the City of Fresno.		

## IX. How to Apply

1. Eligible applicants are required to submit an **eligibility screening form** using a link provided in the Notice of Funding Opportunity.
2. A link to the EAAC Grant Portal will be provided to all eligible applicants.
3. Applicants may submit no more than 1 proposal for Project Support or General Operating Support.
4. Applicants must submit all grant applications in the EAAC Grant Portal by the deadline identified in the NOFO.
5. A recent IRS Form 990 or IRS Letter of Determination certifying your organization's nonprofit status will be due at the time of application.
6. Applicants must include the most recent board-approved financial statements—Balance Sheet and Statement of Activities with their application.
7. Applications must be submitted electronically. Hard copies and late applications **will not** be accepted.

## X. Questions and Technical Assistance

Technical assistance workshops will be held in person with a virtual option available. Workshops will review how to apply, grant writing examples and tips, how to reference the Cultural Arts Plan, how to develop a budget, and other relevant topics. The workshops will be recorded and posted to the City of Fresno website for viewing. Any questions arising outside of the workshops must be submitted, in writing, via email at: [Expandedarts@fresno.gov](mailto:Expandedarts@fresno.gov).

To ensure a competitive and transparent process, written responses will be published to the City of Fresno [website](#). Written questions will be accepted, in writing, only up to ten (10) business days prior to the proposal deadline to allow the City, if necessary, to issue an addendum to all proposers stating revisions, deletions, or additions to be made to the Grant Solicitation.

## XI. Appeals

Determinations regarding applicant eligibility, application scores, rankings, funding recommendations and grant award decisions are final and are not subject to appeal.

Any appeal authorized under these Guidelines must be submitted in writing to the City within ten (10) calendar days of the notice of the action being appealed. Appeals are limited to claims that a material procedural error occurred in the administration of the grant process. Disagreement with application scores, rankings, funding recommendations, or grant award decisions are not grounds for appeal.

Appeals will be reviewed by an independent administrative hearing officer. The hearing officer's review will be limited to the written appeal and the grant program record. An appeal will be granted only if the hearing officer determines that a material procedural error occurred and that the error substantially affected the outcome of the matter being appealed.

The filing of an appeal will not delay or suspend the grant review, recommendation, approval, or award process. The hearing officer's written determination is final and binding.

## XII. Regulated Communications

The Regulated Communications in City Procurement Process Ordinance (Article 6, Chapter 4 of the Fresno Municipal Code) became effective April 29, 2004. With certain specified exceptions, the Ordinance provides that no Respondent, Bidder, or Proposer shall initiate, engage in, or continue any communication to or with any City elected official concerning or touching upon any matter which is the subject of this competitive procurement process. Any Respondent, Bidder, Proposer, or elected official (as the case may be) who initiates, engages in, continues in, or receives any regulated communication shall file the written disclosure required by the Regulated Communications in City Procurement Process Ordinance. Any Respondent, Bidder, or Proposer violating the Regulated Communications in City Procurement Process Ordinance may be disqualified from participating in this procurement process and/or determined to be non-responsible. Additionally, the City may set aside the award of a contract, prior to its execution, to a party found to have violated the Ordinance.

The full text of Fresno Municipal Code, Chapter 4, Article 6 may be viewed at: [https://library.municode.com/ca/fresno/codes/code\\_of\\_ordinances](https://library.municode.com/ca/fresno/codes/code_of_ordinances)

## XIII. Communication During the Application Review Process

From the application deadline through final grant award approval, applicants, fiscal sponsors, board members, employees, consultants, and representatives of applicant organizations shall not communicate with ARC Members or PRAC members regarding any pending application except through processes expressly authorized in these

Guidelines. All communications regarding grant applications, including requests for clarification, shall be directed to PARCS. Failure to comply with this requirement may result in disqualification of the application.

## XIV. Post-Award Requirements

This section outlines requirements following grant award. Additional details for each of the items below will be outlined in the grant agreement.

1. Entry into a Grant agreement with the City of Fresno.
2. Signature authority documents will be required, including a Statement of Information and other documents as required by City Administrative Order.
3. Vendor Update Authorization Form (if applicable)
4. Payment terms: 90% paid upfront; 10% paid upon completion. Funding is for actual costs incurred. Repayment of unspent funds will be required.
5. Insurance will be required.
6. Projects involving construction may have additional requirements including but not limited to permits, prevailing wage, etc.
7. TB testing, mandated reporter training and fingerprint background checks shall be required for projects involving youth.
8. Proof of right of way, owner permission or other related agreements may be required post-award, if applicable.
9. Itemized invoices will be required for payment requests. Expenditure reports will be required. Payments are intended for actual costs incurred and must be substantiated.
10. Copies of paid receipts or paid invoices, timesheets, receipts and other backup documentation associated with all expenses must be submitted with reports and retained and available for inspection by the City for a minimum of three (3) fiscal years.
11. Quarterly progress reporting and a final report will be required.
12. Measure P acknowledgment requirements.
13. Completion of a risk assessment.
14. The Grantee must operate and offer its programs in a nondiscriminatory manner and in compliance with all applicable laws, including, without limitation, laws protecting persons with disabilities.
15. The Grantee must provide discounted admission to residents of the City of Fresno for any ticketed events or general admission to venues.
16. Projects proposing a scope of work which requires licensure (for example, Art Therapy) must include license numbers in application materials.
17. The Grantee must share information related to any Measure P funded events or programs with the City or designee so information can be placed on a centralized calendar. More information on this process will be provided to Grantees.
18. Requirements related to disposition of equipment and/or resale of equipment purchased with grant funds will be outlined in the grant agreement.

## XV. Confidentiality And Non-Disclosure

The City of Fresno recognizes that the proposals may include proprietary or confidential information. The City will take every reasonable precaution in protecting such information if it is clearly identified as proprietary or confidential on the page on which it appears. However, the City is subject to the California Public Records Act and must disclose records as required by the Act.

## XVI. Debarment

An organization may be debarred from bidding or proposing upon or being awarded any contract with the City, or from being a subcontractor or supplier at any tier upon such contract, in accordance with the procedures in Fresno Municipal Code Section 4-104 adopted by Council on May 17, 2018. The initial period of any such debarment shall not be less than one year and may be permanent depending on the violation. A Bidder may request a hearing, in accordance with Fresno Municipal Code Section 4-104, upon receipt of a notice of proposed debarment from the City Manager or designee. A copy of the ordinance may be obtained from the City Clerk's Office, 2600 Fresno Street, Fresno, California 93721.

## XVII. Public Records

The proposals received shall become the property of the City of Fresno and are subject to public disclosure. Those parts of a proposal which are defined by the Proposer as business or trade secrets as that term is defined in California Civil Code, Section 3426.1, and are reasonably marked "Trade Secrets", "Confidential", or "Proprietary", and labeled as such within the application shall only be disclosed to the public if such disclosure is required or permitted under the California Public Records Act or otherwise by law. Proposers who indiscriminately and without justification identify most, or all, of their proposal as exempt from disclosure may not be considered for award. Proposals, excluding confidential information, will be available for review in accordance with Public Records Act law after posting staff recommendations.

## XVIII. Indemnification

To the furthest extent allowed by law, Proposer shall indemnify, hold harmless and defend the City and each of its officers, officials, employees, agents, and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by the City, Proposer or any other person, and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees, litigation expenses and cost to enforce this indemnification agreement), arising or alleged to have arisen directly or indirectly the submission of the proposal. Proposer's obligations under the preceding sentence shall apply regardless of whether the City or any of its officers, officials, employees, agents, or volunteers are negligent, but shall not apply to

any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of the City or any of its officers, officials, employees, agents, or volunteers.

This section shall survive termination or expiration of the NOFO solicitation and Agreement.

## XIX. Applicant Disclosure of Conflict of Interest

The Proposer may become involved in situations where conflict of interest could occur due to individual or organizational activities that occur within the City. The Proposer must provide a statement addressing the potential, if any, for conflict of interest and indicate plans, if applicable, to address potential conflict of interest. This section will be reviewed by City Counsel for compliance with conflict of interest as part of the review process. The Proposer shall comply with all federal, state and local conflict of interest laws, statutes and regulations.

## XX. Accessibility and Non-Discrimination

The City of Fresno is committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs, services or benefits on the basis of race, color, national origin, age, sex or disability as afforded by Title VI of the Civil Rights Act of 1964 as amended. Services of an interpreter and additional accommodations such as assistive listening devices can be made available. Requests for accommodations should be made more than five working days but no later than 48 hours prior to the scheduled meeting or deadline. Please contact (559) 621-7529 for accommodation requests.

## XXI. Definitions

**Annual Total Revenue:** refers to the annual total revenue as reported to the Internal Revenue Service (IRS) via form 990, 990-EZ, 990-N etc. for the 2025 tax year (January 2025 to December 2025).

**Culture:** See the Cultural Arts Plan, page 12.

**Reasonable and Necessary:** Reasonable and necessary generally means that the proposed expense is directly tied to expanding access to arts and culture, consistent with market rates for the goods/services provided, appropriate for the number of people being served and necessary for completion of the proposed scope of work.

**Sphere of Influence:** Sphere of influence refers to a defined geographical boundary. The map that outlines the City of Fresno Sphere of Influence boundary is available here: [Sphere Of Influence GIS Hub](#)

**Youth:** The City generally defines youth as ages 0 to 17 or ages 0 to 30 depending on the program. For example, after school programs may be limited to ages 17 and younger, while youth employment may include young adults ages 16 to 30.

## XXII. Attachments

Attachment A – Risk Assessment

Attachment B - Application Review Committee (ARC) Handbook

## Attachment A – Risk Assessment for Fiscal Sponsors

The Risk Assessment shall be completed as part of the fiscal sponsor pre-qualification process for fiscal sponsors seeking to sponsor more than five (5) proposals.

In the event that the Risk Assessment or the fiscal sponsors fiscal internal controls are determined to be inadequate, incomplete, or otherwise insufficient to ensure proper stewardship of public funds, the City of Fresno reserves the right to require additional documentation, require additional controls, or deny fiscal sponsorship.

<b>Fiscal Sponsor Organization Information</b>
Full Legal Organization/Business Name:
Address:
City, State, Zip:
Telephone number:
E-mail address:
Website:
How long has your organization been in business?
Number of employees:
EIN (Employer ID Number):
Organization fiscal year (starting month – ending month):
<b>GRANTEE Personnel Contact Information</b>
Name:
Title:
Telephone Number:
E-mail Address:

**1. Has the GRANTEE received any grants from the City of Fresno in the last two (2) years? If yes, please list:**

Yes

No

**2. Has the GRANTEE operated with or managed grant funds within the last three (3) years?**

Yes

No

If yes, what is the total amount of grant funding managed in the last three years?

**3. Have the GRANTEE's annual financial statements been audited by an independent audit firm? If yes, provide a copy of the statement from the last fiscal year.**

Yes

No

**4. If the answers to Questions 2 or 3 are yes, were there any findings or questioned costs in the last two (2) fiscal years? If yes, please explain any findings or questioned costs.**

Yes

No

Not Applicable

Explanation (if applicable):

**5. Has the GRANTEE ever been required to repay grant funds and/or has any grant agreement been terminated for cause?**

Yes

No

**6. Has any outside monitoring review identified compliance issues?**

Yes

No

**7. Has the GRANTEE been subject to a Single Audit within the last three years?**

Yes

No

**8. Has an independent auditor issued a going concern opinion within the last three years?**

Yes

No

**9. Has an independent auditor issued a going concern opinion within the last three years?**

Yes

No

**10. Are all payments made by the GRANTEE properly documented with evidence or receipt of goods or performance of services?**

Yes

No

If yes, describe recordkeeping systems in place to track expenses:

**11. Has GRANTEE had any significant changes or vacancies in key personnel or Board members within the past 12 months? (e.g., Controller, Exec. Director, Board members, Program Manager, Accounting Manager, etc.) If yes, please explain.**

Yes

No

Explanation (if applicable):

Please attach an org chart showing key personnel and any vacancies.

**12. Does the GRANTEE have policies that address the following? If yes, please provide a copy.**

- |                             |                              |                             |
|-----------------------------|------------------------------|-----------------------------|
| Ethics/Professional Conduct | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Pay Rates and Benefits      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Cash Handling               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Discrimination              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Purchasing/Procurement      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Property and Equipment      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Segregation of Duties       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Conflict of Interest        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Record Retention            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**13. Does the GRANTEE certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State department?**

- Yes  
 No

**14. Does the GRANTEE have any of the following financial controls in place with their financial institution?**

- Yes    No   Dual signature requirements  
 Yes    No   Positive pay enrollment  
 Yes    No   Wire transfer callback procedures  
 Yes    No   ACH fraud mitigation controls

**15. What has the organization's annual operating budget been over the past three years?**

FY \_\_\_\_\_ \$ \_\_\_\_\_

FY \_\_\_\_\_ \$ \_\_\_\_\_

FY \_\_\_\_\_ \$ \_\_\_\_\_

**16. Have there been any operation deficits in the last three years?**

Yes

No

**17. Provide a list of all key personnel involved in the programmatic and financial oversight of EAAC grant funds. Please attach resumes for all staff listed.**

Name:

Title:

Describe EAAC fiscal sponsorship duties:

Years of relevant experience:

Name:

Title:

Describe EAAC fiscal sponsorship duties:

Years of relevant experience:

Name:

Title:

Describe EAAC fiscal sponsorship duties:

Years of relevant experience:

**18. Provide responses to the following internal control questions listed below:**

**Which positions are responsible for the following? List by title.**

Modify vendor information? \_\_\_\_\_

Initiate payments? \_\_\_\_\_

Approve payments? \_\_\_\_\_

Sign checks? \_\_\_\_\_

Collect and record receipts? \_\_\_\_\_

Add, delete, and modify financial records in the general ledger? \_\_\_\_\_

Reconcile bank accounts? \_\_\_\_\_

Review bank reconciliations \_\_\_\_\_

**19. Does any employee have authority to both approve and process payments?**

Yes

No

**20. Are dual-count cash procedures in place for handling cash?**

Yes

No

**21. Are bank reconciliations completed within 30 days of month-end?**

Yes

No

**22. What accounting system does the GRANTEE use for record keeping?**

**23. Is multi-factor authentication enabled for accessing financial information?**

Yes

No

**24. Are dual controls in place for electronic disbursements?**

Yes

No

**25. Which tax professional or Certified Public Accountant (CPA) does the GRANTEE use to prepare and submit state and federal taxes?**

**Required Documents:**

- Audited financial statements (if available) for past two years
- IRS determination letter
- California Franchise Tax Board Exemption Determination Letter
- Form 990 for prior two reporting years
- Most recent California Form 199 (if applicable)
- Organizational chart
- Board member roster
- All policies

**By its authorized signatory below, the applicant hereby certifies and attests to the accuracy of the above responses, and all corresponding information has been transmitted to the City of Fresno PARCS Department.**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Attachment B – Application Review and Scoring Handbook

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Expanded Access to Arts and Culture (EAAC)  
Grant Program - Cycle Three

**Attachment B**  
**Application Review and Scoring Handbook**

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## **I. Purpose**

This purpose of this handbook is to outline the procedures for administering a transparent and competitive review and scoring process.

## **II. Roles and Responsibilities**

There are multiple parties involved in facilitating the grant application review process. General roles and responsibilities are identified below.

### **A. Parks, Recreation and Arts Commission (Commission)**

1. Oversee implementation of the scoring process to ensure that grant applications are reviewed in a transparent and competitive process.

### **B. Application Review Committee (ARC) Members**

1. Apply to be on the ARC.
2. Complete required training and conflict of interest reporting.
3. Review this handbook, grant guidelines and scoring rubrics.
4. Review and score applications using scoring rubrics.
5. Participate in discussion and submit final scores.

### **C. Parks, After School, Recreation and Community Services (PARCS) Department**

1. Share the ARC application widely to ensure the ARC composition is diverse and representative.
2. Ensure ARC members meet the requirements that are outlined in the grant guidelines.
3. Schedule training for ARC members and track training completion.
4. Schedule and facilitate ARC review meetings as part of a public process.
5. Assign ARC groups and applications for review using a randomized process.
6. Facilitate a structured, transparent and competitive scoring process following the ARC handbook and the grant guidelines.
7. Collect and monitor conflict of interest disclosures and assign alternate scoring members as necessary, consulting with the City Attorney's Office as applicable.
8. Collect and anonymize scoring sheets.
9. Distribute scoring sheets to applicants upon completion of Cycle Three.
10. Track attendance and process stipends for ARC members who complete all requirements of service.

11. Respond to questions or issues not contemplated in this handbook using sound professional judgement. Any such actions shall be documented to ensure transparency.

### **III. ARC Member Application and Selection**

1. Interested applicants shall complete an application, and shall:
  - a. Be available to attend all required trainings and meetings. PARCS will provide a preliminary schedule during the application process.
  - b. Meet the criteria for reviewers outlined in the grant guidelines.
  - c. Submit the ARC application on time.
  - d. Disclose potential conflicts of interest at the time of application, and throughout the review and scoring process.
2. Demonstrate a commitment to a transparent and competitive process.
3. Not be a board member, officer, Executive Director and/or staff of applicant organizations or fiscally sponsored organizations that are applying for funding.
4. PARCS will review ARC Member applications for eligibility. Eligible applications will be presented to an ad hoc advisory subcommittee consisting of three (3) PRAC members. The subcommittee will review applications, evaluate applicants based on the information provided, and may conduct interviews as part of its review process. Upon completion of its review, the subcommittee shall provide recommended selections to PRAC for consideration. Final selection and appointments of ARC members shall be made by PRAC.
5. Applicants or fiscal sponsors that submit a grant application will not be permitted to participate in the ARC.

### **IV. Conflict of Interest**

For the purposes of this process, a potential conflict of interest may be economic, personal, professional, relational or otherwise. The conflict or perceived conflict may include sources of income, personal finances, real property, investments, employment, related businesses, loans, gifts, charitable fundraising/donations, amorous relationships, familial relationships, personal relationships or any other interest not listed that may lead to the perception of bias or predetermination in application review. An undisclosed conflict may compromise the integrity of the process - when in doubt, ARC members should choose to recuse.

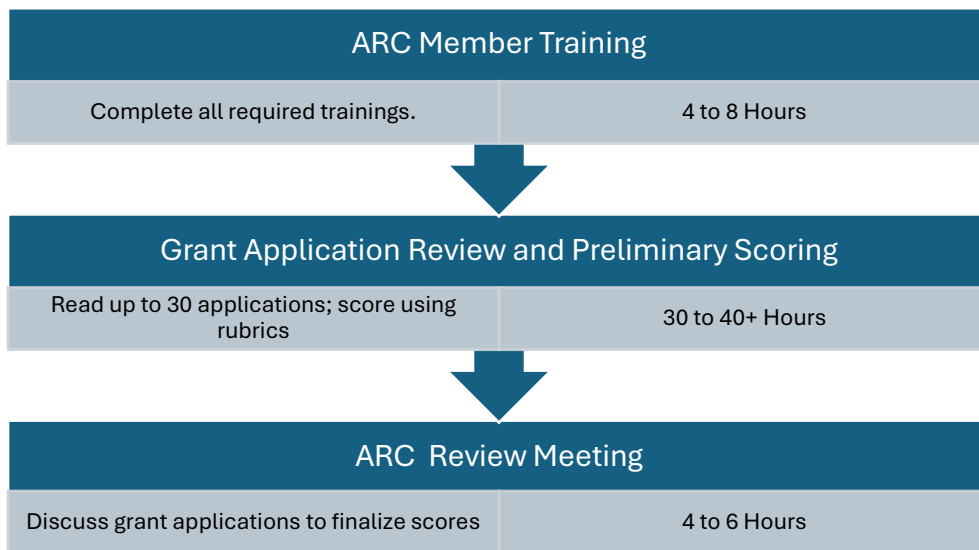
**V. Required Training**

Prior to initiating scoring, all ARC members and PARCS staff involved in facilitating the process will be required to complete the following training:

- 1. Implicit bias and ethics in public service
- 2. The Brown Act
- 3. An orientation on fair and impartial grant application review
- 4. The ARC Handbook
- 5. Conflict of Interest disclosures

**VI. ARC Member Commitment**

It is estimated that participation in the ARC will require a time commitment of **approximately 38 hours or more** over a several-week period. ARC members will receive a stipend for their completion of training, reviewing, and scoring grant applications. ARC members who do not complete the entire service will not receive a stipend.



*Figure 1 - ARC time commitment throughout the review process*

**VII. ARC Group Formation**

- 1. There will be a total of thirty (30) ARC members. Using a randomization, twenty-five (25) members will be split evenly between five groups to form limited term ad-hoc subcommittee Groups A – E, with alternates
  - a. The ad-hoc subcommittees shall:
    - i. Be formed by resolution of the Fresno City Council.

- ii. Consist solely of less than a quorum of the whole ARC.
  - iii. Disband once the application review is completed and scoring recommendations have been submitted to staff for presentation to PRAC for consideration.
2. There will be five (5) trained “alternates” available in the event of resignation, illness, recusal or absence.
  3. Each grant application will be reviewed by a panel of five (5) members.
  4. In each group, member #5 must be from outside of the City of Fresno, but within the state of California.

PARCS may increase the total number of members (above 30) and/or reduce the minimum number of reviewers per group/proposal from five (5) to a minimum of three (3) if it is deemed necessary. This option may be exercised if the number of grant applications received exceeds 150, if several reviewers are unable to fulfill their commitment, or if doing so is determined to be in the public interest to avoid excessive delays due to other unanticipated circumstances. Exercising this option would deploy alternates to form up to five additional groupings. For example, Group A would become Group A-1 and Group A-2 each with 3 reviewers.

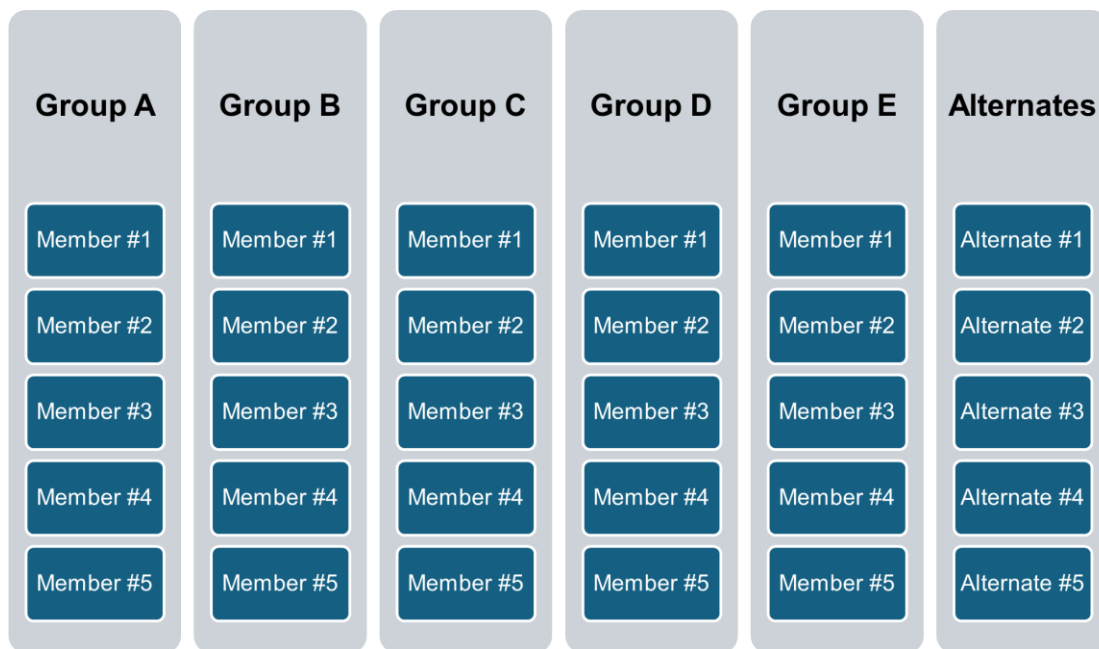


Figure 2 - ARC Grouping

# APPLICATION REVIEW COMMITTEE (ARC) FORMATION PROCESS

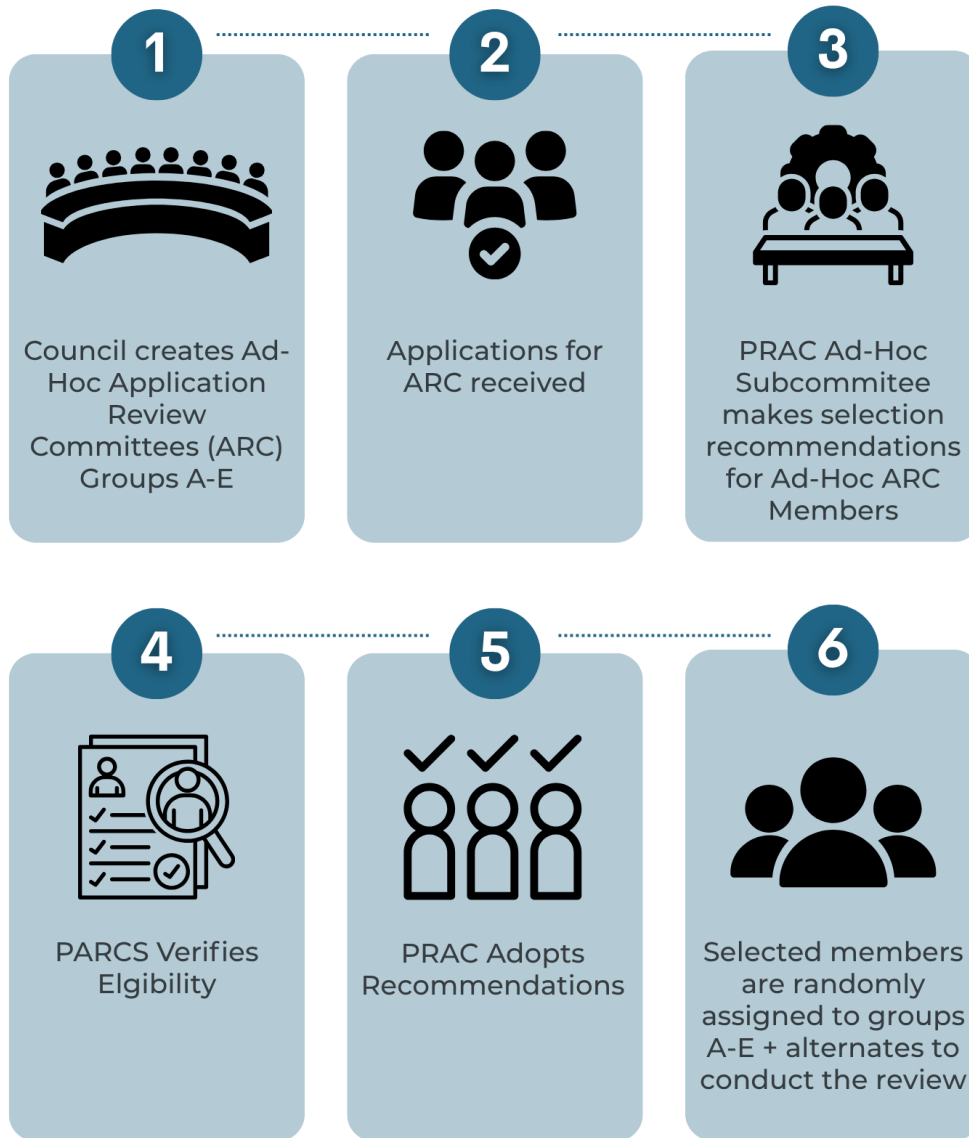


Figure 3 - ARC Formation Process

## **VIII. The Grant Application Review and Scoring Process**

### **A. Step One: Eligibility Review and Redaction**

1. Eligibility Review: Following the application deadline, PARCS staff will review all submitted applications to determine whether they satisfy the eligibility requirements set forth in the Grant Guidelines. Applications that do not meet the eligibility requirements will not be scored. PARCS will notify the applicant(s) if they are determined to be ineligible.
2. Eligibility Determination: Applications that do not meet the eligibility requirements will not advance to the scoring process and will be removed from further consideration. PARCS will provide written notice to applicants determined to be ineligible. Eligibility determinations are final and not subject to appeal.
3. Application Redaction: Eligible applications will be assigned an application number for tracking purposes.
4. Application Redaction: Applicant contact information will be redacted prior to review. The name of the applicant organization and/or fiscal sponsor will not be redacted to facilitate conflict-of-interest disclosures and recusal. References to the organization or individuals contained within the narrative budget or other application materials will be redacted.

### **B. Step Two: Grant Application Assignment and Initial Review Period**

1. Using randomization, up to thirty (30) applications will be assigned to each ARC Group (Groups A-E)
2. After random assignment of grant applications to each group is completed, conflict of interest statements will be reviewed by PARCS staff.
3. A conflict of interest screening list will be provided to each group. The list will include all applicant organizations and names associated with that organization. ARC members will be responsible for reviewing that list and indicating any potential conflicts.
4. If a conflict of interest is identified, the grant application(s) will be reassigned by PARCS to an Alternate who will join the subcommittee. Conflicts that are not disclosed may result in removal from the panel, score disqualification and suspension from participation in scoring future cycles.
5. The number of applications each group reviews will vary based on how many applications are submitted. For example: If there are 150

applications submitted, each group will be assigned up to 30 applications to review (150/5=30). Applications will be split evenly amongst groups.

6. Copies of redacted applications and review sheets will be provided to reviewers to read and score independently.
7. A minimum of 20 days will be allotted to read and score grant applications by subcommittee members independently.
8. ARC members shall limit their review to the application materials provided, and shall not independently research, contact applicants, or attempt to guess missing or unclear information using other sources.
9. **Prohibition on Communications:** During the application review and scoring process, applicants, ARC members, PRAC members, and any person acting on their behalf, shall not directly or indirectly communicate regarding any pending grant application outside of publicly noticed meetings, officially published technical assistance workshops, or communications facilitated by PARCS. All applicant questions, clarifications, and responses shall be routed through PARCS. Any attempt to influence, discuss, or advocate for a grant application outside of the authorized process may result in disqualification of the application, recusal of the reviewer, or other correction action deemed appropriate by the City.
10. ARC members shall not discuss any applications or scores to avoid unintentional serial meetings which are prohibited by the Brown Act.
11. ARC members shall individually read, evaluate, write comments, and log a preliminary score for each application. In preparation for the discussion meeting, ARC members shall submit the preliminary review sheets by the deadline provided by PARCS.
12. PARCS staff will review the preliminary scores to ensure that the review was fully completed. Any scores with an extreme point spread (i.e. one reviewer scored all 1's and one reviewer scored all 5's) will be noted for discussion. Scores between reviewers need not match, but extreme variance in range is a sign that discussion is needed.
13. ARC members shall keep applications and initial scoring confidential during the initial review process.
14. ARC members must complete all reviews to participate in the discussion meeting. Incomplete scoring may be completed by an alternate or excluded from consideration.

### **Clarifying Questions During the Initial Review Period**

1. While reading each proposal, ARC members may submit any clarifying questions they have for the grant applicant by a deadline to be identified using a link provided by PARCS.
2. To ensure a competitive process, questions shall be limited to clarifying in nature and shall not provide an opportunity to substantively change a response. Word counts shall be limited to ensure clarifying questions and answers are focused. Examples will be provided as part of training.
3. Questions will be provided to the grant applicant by PARCS, with a minimum of five (5) business days to reply.
4. A copy of all responses received by the deadline will be provided to all ARC members during the ARC Application Discussion Meetings.

### **Conflict of Interest Disclosure and Recusal Process**

1. If at any point during the initial review process a conflict of interest or the potential perception of a conflict arises, ARC members shall notify PARCS staff immediately of their need for recusal.
2. PARCS staff shall record the recusal and reassign the review to an alternate ARC member.

### **C. Step Three: ARC Application Discussion Meeting**

1. Each Ad-Hoc Subcommittee formed for the purposes of reviewing will be scheduled for an ARC Application Discussion meeting.
2. The meeting is estimated to last between four (4) to six (6) hours depending on the number of applications under review.
3. The meeting shall be held in a publicly accessible location (City Hall, Community Center, etc.)
4. The meeting facilitator will guide the group through the agenda, allotting equal time for all applications to be discussed one-by-one.
5. An ARC member may verbally comment on all proposals but is not required to do so.

### **ARC Application Discussion Meeting Agenda**

The agenda for each **ARC Discussion Meeting** shall include the following general format:

1. Welcome and Introductions (~15 mins)
2. Overview of the agenda and process (~15 mins)
3. Grant Application Review & Discussion (~90 minutes)
  - Discussion shall be timed to a maximum of 10 minutes per application.
  - Facilitator shall post anonymized preliminary scores for discussion along with any clarifying information received as a result of ARC questions.
  - Following completion of each application's discussion, members shall submit their final scoring sheets.
4. Break #1 (15 Minutes)
5. Grant Application Review & Discussion continued (~ 120 minutes)
6. Break #2 (60 minutes) meal provided
7. Proposal Review & Discussion continued (~ 90 minutes)
8. Closing remarks (15 minutes)

### **Observation by the Public**

1. Members of the public may attend the review meeting(s) online as an observer via zoom.
2. Public comment will not be taken, and observer discussion will not be permitted.
3. No actions shall be taken by any party to influence or interfere with the meeting or scoring. If an individual or group willfully interrupts the meeting and order cannot be restored, scoring may be paused and the room may be cleared.
4. PARCS will make a public viewing location available, such as a community center, for individuals who have limited access to Zoom or other virtual meeting platforms. To the extent practicable, the viewing location will be

separate from the location where scoring meets are conducted. Observers are expected to refrain from any conduct that may influence, or appear to influence, the review or scoring process, including verbal, physical, or auditory expressions of approval or disapproval such as clapping, cheering, booing, snapping, sighing, or similar reactions.

#### **D. Step Four: Score Tabulation and Ranking**

1. After all discussion meetings are completed, final scores will be entered into a spreadsheet for each application. This will produce a total score for each application.
2. Total scores will be divided by the number of reviewers to generate an average score for each application. Average scores will be logged to the second decimal (00.00).
3. Grant applications will then be ranked in numerical score order, with the highest scoring grant applications being recommended for funding.
4. The total amount awarded to each grantee will be determined in accordance with the grant guidelines and brought before the Commission via hearing to make recommendations to Council.
5. To identify the total amount awarded, a percentile threshold will be calculated using this calculation:  $[\text{total average score}] / [\text{total points possible}] = \text{percentile threshold}$ .
6. Tiebreaking: If two or more applications have a tied score, and there is not enough funding for all tied proposals, the proposals selected for funding will be selected using a lottery.

#### **IX. Commitment to a Competitive and Transparent Process**

The grant application review and scoring process shall be conducted in a competitive and transparent manner without interference of any kind.

No form of discrimination, harassment, intimidation or retaliation will be tolerated at any point in the process. Engaging in any of these behaviors may result in dismissal and/or disqualification.