



## Community Grant Application

### GRANT PROGRAM DISCRIPTION

The City of Emeryville awards monies to programs or specific community projects that improve the quality of life and build civic pride in Emeryville. The categories covered by this funding are cultural arts, visual arts, education programs or similar activities. In 2022, the City is piloting additional awards exclusively for community organizations and artists working with non-profit sponsors for Visual Arts with a permanent or semi- permanent installation.

### REQUIREMENTS FOR GRANT CONSIDERATION

Organizations or individuals wishing to apply for a Community Grant must comply with the following requirements:

- ♣ Organization or individual must be located in Emeryville, or the activity for which the request is being made must occur in Emeryville.
- ♣ Program or project must directly benefit the Emeryville community and provide long-term community benefit.
- ♣ Organization or individual must demonstrate community support.
- ♣ Organization or individual must be non-profit and provide a copy of non-profit status [501(c)(3) tax-exemption form] along with this application or be sponsored by a non-profit fiscal agent.

**Further, for 2022 Visual Arts Pilot Applications**, applicants must:

- ♣ Sketch a project concept of the installation to be funded by the award
- ♣ Swear to an affidavit they are aware of the City's insurance requirements as presented [here](#) (Aee Attachment A)
- ♣ Secure the signature of the property owner and any affected tenants of the location for the proposed visual arts installation prior to application. Should the installation be proposed to be located on public property, applicants must secure a written approval from the Director of the managing department of the City under which the property is operated, or the City Manager, for inclusion in the grant application. (See Attachment B)
- ♣ Secure the signature of the properties adjacent or affording a view of the proposed installation, able to reach and indicate how notification of other parties not successfully reached is proposed and what assistance is needed (See Attachment C)

### HOW TO APPLY

Applicants must submit one (1) original signed application with supporting documents to the Community Services Department. An organization or individual may propose more than one program or project for consideration; however, each program or project requires a separate application.

## **APPLICATION PROCESS**

When completing the application, please specify the amount that you anticipate you will need for your program or project and submit your application and supporting documents to the Community Services Department. All awards have a funding cap of Ten-Thousand Dollars (\$10,000.00) per application.

Applicants will be invited to present their application(s) to a subcommittee of the Parks and Recreation Committee and the Public Art Committee for consideration. You will be asked to demonstrate your compliance with all requirements during the interview process. After consideration by the subcommittee, recommendations will be made to the Emeryville City Council. The City Council will approve or deny funding requests. If you receive approval for your funding request, an evaluation of your program or project will be required upon completion.

<b>RETURN FORMS TO:      COMMUNITY SERVICES DIRECTOR 4727 San Pablo Avenue. Emeryville, CA 94608</b>
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REV121916

Attachment A – Insurance Affidavit  
Attachment B – Property Owner Project Support  
Attachment C – Neighboring Address Notification

**APPLICANT INFORMATION**

Name of Organization or Individual:			501(c)(3) Certification: (attach) <input type="checkbox"/> YES <input type="checkbox"/> NO	
Location Project Address		City: Emeryville	State CA:	Zip Code: 94608
Program or Project:		Phone No.:	Website:	
Contact Name:				
Organization/individual Street Address: (if different from above)		City:	State:	Zip Code:
Phone No.:		Email:		

**FUNDING REQUEST INFORMATION**

Amount Requested:  \$ 0.00	No. of Residents Served:	Other Sources of Review/Matching Funds:
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**Reason for Request:** (Please explain in detail your request for funding. Why is this project needed? How will funds/project improve the quality of life for Emeryville residents?)

**Supporting Documents:** (Please indicate supporting documents and attach with the completed application)

- |                                          |                                    |                                                 |                                                      |
|------------------------------------------|------------------------------------|-------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Detailed Budget | <input type="checkbox"/> Brochures | <input type="checkbox"/> Sketch                 | <input type="checkbox"/> Insurance Affidavit         |
| <input type="checkbox"/> Flyers          | <input type="checkbox"/> Samples   | <input type="checkbox"/> Neighbor Notifications | <input type="checkbox"/> Signature of Property Owner |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

RETURN FORMS TO:  
**COMMUNITY SERVICES DIRECTOR**  
**4727 San Pablo Avenue. Emeryville, CA 94608**

Processing of your request may take 45-60 days. A representative will be requested to appear and discuss the requests on behalf of the individual or organization. Incomplete applications may delay the process.



# City of Emeryville

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### Attachment A Insurance Affidavit

If awarded a Visual Arts Grant from the City of Emeryville I understand all installation work shall require insurance \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate for bodily injury, personal injury and property damage, including without limitation, blanket contractual liability and as a Contractor shall, at its expense, procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work or Services required by the Contract including Contractor, its agents, representatives, employees or subcontractors. Contractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Contract. The insurance coverage shall be primary insurance as respects the City, its officials, employees, agents and authorized volunteers, or if excess, shall stand in an unbroken chain of coverage excess of Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its officials, employees, agents and authorized volunteers shall be excess of Contractor's insurance and shall not be called upon to contribute with it in any way.

Costs for the policy are the sole responsibility of the applicant though policies are an eligible cost of awards.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



# City of Emeryville

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## Community Grant Application Attachment B Property Owner Project Support

Private Property     School Property     City Property     Uncertain / need guidance

Address of Installation or Description of Public Space or Infrastructure \_\_\_\_\_

Proposed scope of installation (which wall or location on property (e.g. North wall or walkway entry) \_\_\_\_\_

Owner \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

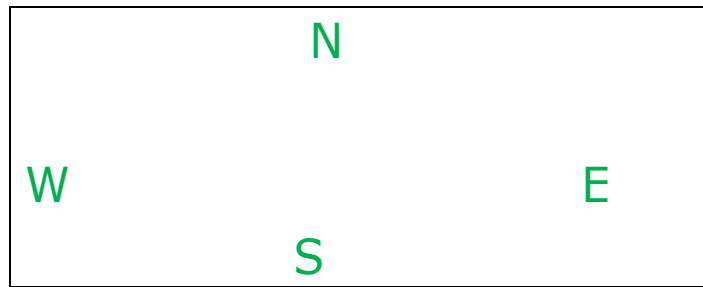
\_\_\_\_\_  
Date



# City of Emeryville

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## Community Grant Application Attachment C Neighboring Address Notification



Addresses to the North: \_\_\_\_\_

Addresses to the West: \_\_\_\_\_

Addresses to the South: \_\_\_\_\_

Addresses to the East: \_\_\_\_\_

Signature indicates you have seen a sketch and support installation

Signature	Address	Print Name	Date
_____	_____	_____	_____
Signature	Address	Print Name	Date
_____	_____	_____	_____
Signature	Address	Print Name	Date
_____	_____	_____	_____
Signature	Address	Print Name	Date
_____	_____	_____	_____
Signature	Address	Print Name	Date
_____	_____	_____	_____

Add sheets as needed