

Cultural Funding Portfolio

investments in art, creativity and culture

PROJECT & PROGRAM GRANTS **2010-11 Program Guidelines**

Important Dates

Grant Application Deadline

Tuesday, February 16, 2010, 5 PM

Pre-application Workshops

Tuesday, December 8, 2009, 5:30 PM

Thursday, December 10, 2009, 12:00 PM

Due to the City-observed holiday (President's Day) on February 15, the Project & Program Grants' deadline was moved to the next business day.

Office of Cultural Affairs Contact Information

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San Jose Office of Cultural Affairs
170 W. San Carlos Street
San Jose, CA 95113-1905
(408) 277-5144 main
(408) 277-3160 fax
8am –5pm, Mon – Fri, closed on legal holidays.

www.sanjoseculture.org

OCA Plans to Move in 2010

The Office of Cultural Affairs is housed temporarily in the old Martin Luther King, Jr. library building on W. San Carlos St., in front of the San Jose McEnery Convention Center.

Temporary Location

Old MLK Library
170 W. San Carlos St.
San Jose CA 95113-2005

New Location

City Hall
200 E. Santa Clara
San Jose CA 95113-1905

E-mail addresses remain the same at both locations, but telephone numbers will change. OCA STAFF WILL NOTIFY ALL GRANT APPLICANTS WHEN THE OFFICE RELOCATION TAKES PLACE.

Pre-application workshops will be conducted in City Hall Tower meeting rooms.

SAN JOSE OFFICE OF CULTURAL AFFAIRS

Our Mission

The Office of Cultural Affairs is the champion of San Jose's cultural growth, resources, and vitality.

What We Do

- Invest in arts and cultural enterprises
- Foster successful festivals and events
- Support creative entrepreneurs and artists
- Build capacity of arts organizations
- Develop and sustain cultural venues
- Enhance the built environment
- Offer and foster art education
- Promote cultural tourism
- Increase participation in the arts
- Stimulate the creative economy

The San Jose Office of Cultural Affairs is a division of the Office of Economic Development, which is a part of the City Manager's Office.

PROJECT & PROGRAM GRANTS

Purpose

Project & Program Grants are a support resource for specific arts activities offered by non-professional arts organizations and community service organizations with continuing arts programs, as well as very small semi-professional and professional arts organizations seeking to secure City support for specific arts activities, rather than general operating support.

Project & Program Grants (PPG) awards are intended to serve as partial support for arts activities. PPG awards will be no more than half of a granted project's budget and will usually be significantly less.

Eligible activities include, but are not limited to, community-based arts projects that involve San Jose residents directly in the artistic process, as well as projects by small artist-centered groups that do not have the need to build the kinds of institutional infrastructure required of Operating Grant applicants.

Project & Program Grants are intended to encourage:

- Opportunities for active public participation in arts and cultural activities;
- Life-long arts and cultural education programs outside the schoolhouse;
- Expressions of culturally-specific traditions of San Jose's diverse population;
- Opportunities to experience the arts in neighborhood and community settings;
- Programs that serve the needs of the clients of health and social service institutions.

Types of activities that grants may support include, but are not limited to:

- Creative expression opportunities for San Jose residents who are not professional artists, through participation in the making and presentation of works of dance, literary arts, media and new media arts, music, theater, visual arts, and other art forms;
- Activities, in any arts discipline, that express the cultural values or heritage of culturally specific communities that make up the City of San José, especially communities that are economically underserved and communities that lack access to formal/conventional arts programs and/or arts venues;
- Arts programs, or individual arts projects, of small groups of artists who have organized for the purpose of producing or exhibiting work for public presentation in San Jose;
- Opportunities for the public to enjoy arts activities in San Jose neighborhood venues, such as community centers, libraries, community halls, parks, churches* and other non-traditional settings outside the downtown core;

* Please note that City funds cannot be used for religious purposes.

- Single activities and extended projects that provide arts and cultural education opportunities for young people, special populations or the community at large in neighborhood, community and institutional-care settings. Such projects may include, but are not limited to, professional artists teaching and working in institutional-care settings, training programs for student or apprentice artists, and projects that introduce people to the arts of any culture.

Except as described above, in-school projects that benefit primarily students of a specific school or school district are not eligible.

Project & Program Grant awards are not intended to provide ongoing program or operating support to an organization. Groups interested in ongoing year-round program support or generally unrestricted support should review the information on Operating Grants.

The PPG is a competitive grants program. **Prior success in receiving a Project & Program Grant award is no assurance that an organization will be awarded a grant in any given year.**

Eligibility Requirements

1. The City will not grant funds for a religious purpose, including for the promotion of any sect, church, creed or sectarian organization, nor to conduct any religious service or ceremony. A grantee shall not spend any portion of the grant to inhibit or promote religion, nor to convey a religious message.
2. The City will not grant funds for, and a grantee shall not spend any portion of a grant for, political advocacy efforts whether for or against a political candidate, ballot measure or bill.
3. Events conducted solely or primarily as fund-raisers will not be eligible for funding.

Subject to subsections (1), (2) and (3) above, in order to be eligible for FPC grant assistance, an event-sponsoring organization must meet the following prerequisites:

At the time of application all Project & Program Grant applicants must meet the following eligibility requirements:

- Submit a PPG grant application and **all required attachments** by the established deadline.
- The group has a principal place of business located in San Jose. *Exception:* A group that does not maintain a central place of business but consistently has had annual budgets of not more than approximately \$150,000 can qualify by offering within San Jose the majority of its arts activities for public attendance/participation.

- The group has 501(c)(3) tax-exempt status, or is the sponsored project of a 501(c)(3) fiscal sponsor.
- The group, in its current form, has at least a one-year history of providing arts programs in San Jose.
- The group provides its arts activities in venues that are accessible to people with disabilities.
- The group is in compliance with requirements pertaining to any previous grant it has received through the Office of Cultural Affairs.

Regardless of the above, organizations that apply to the City's Festival, Parade & Celebration Grant for a particular project may not apply for Project & Program Grants support for the same project in the same year. Departments, divisions or other offices of the City of San Jose and the San José Redevelopment Agency are not eligible to apply for Project & Program Grants support, nor are organizations that apply or intend to apply for an Operating Grant in the same year.

Deadlines & Methods for Submitting Applications

Tuesday, February 16, 2010 is the deadline for submitting a 2010-11 Project & Program Grants application to the Office of Cultural Affairs. This is the day following the President's Day holiday observance.

Applications that miss the deadline cannot be accepted for review.

Applications may be delivered to the Office of Cultural Affairs in person or using a delivery service such as Federal Express (FedEx) or United Parcel Service (UPS). Applications may also be sent via U.S. Mail. Applicants bear the burden of proof that they met the deadline.

- **Delivery (in person or by FedEx, UPS or other commercial service):** Complete application sections must be **received** in the Office of Cultural Affairs **by 5pm on Tuesday, Feb. 16.**
- **U.S. Mail:** *First Class* or *Priority Mail* only, please. Applications must be **postmarked by the U.S. Postal Service no later than Feb. 16, 2010.** Applicants submitting by mail are encouraged to use Certified Mail or to otherwise obtain a date-stamped receipt from the Post Office. Self-generated **postage meter indicia are not sufficient proof** of having met the deadline.

Please mail or deliver completed application packets to:

**Project & Program Grants
Office of Cultural Affairs
170 W. San Carlos Street
San Jose CA 95113-2005**

Note: The Office of Cultural Affairs may move prior to the application deadline. Please contact staff to verify submittal location at least one week prior to deadline.

General Instructions for Preparing Grant Applications

Please read and follow or answer carefully all instructions for and questions on the **Application Checklist** and the **Application Form**.

Application e-Forms

Application forms are provided as e-Forms that can be completed easily on a personal computer, using Microsoft Word (Mac and Windows). Please be sure to download the correct form from the Office of Cultural Affairs website or specify an e-Form when requesting it by e-mail or telephone.

Standards for Preparing Applications

Please read the following carefully. Applicants are responsible for completing and submitting the correct number of copies of the full application and all required attachments by the deadline, except when specifically noted otherwise. Applications that do not conform to these standards may not be competitive. Substantially incomplete applications will not be accepted for evaluation.

- Download the PPG application e-Form from the Web at www.sanjoseculture.org by following the links under Grants to Project and Program Grants.
 - If unable to download or use the application e-Form, please contact **Joe Rodriguez** at (408) 277-5144 x29 or joe.rodriquez@sanjoseca.gov.

The e-Form is comprised of an Application Checklist and Application Form. Detailed instructions are included. It is important to read the questions on the Application Form and to follow the instructions in the Form and the Application Checklist carefully.

- Applicants must not modify the format of the application form or exceed the maximum length of any section of the form, except where otherwise noted.
- All required attachments (except pre-printed ones) must be **typed or computer-prepared** in a type size that is **no smaller than 12 pt. Times/Times New Roman**, or **10 pt. Arial/Helvetica**.
- Complete all pages of the application form and all required attachments. (Use “N.A.” if a section does not apply to the organization.) Provide information that is current as of the application deadline. Budget pages and budget notes must be complete.
- The **original of the application form must be signed** by the organization’s executive director, managing director, president or board chair.
- Unless an advance arrangement has been made with the OCA program staff, the correct number of sets of the application/attachments must be submitted by the deadline.
- Each required copy set of the application form submitted should be three-hole punched and paper-clipped. **Do not staple** the application, or put it in a binder, folder or binding of any kind.

Deliver 13 complete sets of the application — the original with all required attachments, plus 12 copies with required attachments. Submit only **one copy of the completed Application Checklist** included with the application form.

Fiscally sponsored organizations: If the organization is required to have a fiscal sponsor for this application [i.e., the organization is not a 501(c)(3) organization], please be sure to provide a copy of the fiscal sponsorship agreement or have the fiscal sponsor complete the supplemental **Fiscal Sponsor Form** and include it with the application packet. (See Eligibility Requirements on p. 4)

Financial Reports

All PPG applicants are required to submit as part their applications their Year-End Financial Report for their last fiscal/calendar year. Ideally, applicants will provide a compiled, Certified Public Accountant-reviewed, or -audited Financial Report, if available. Include any Management Letter, if provided by the outside accountant.

Applicants that do not normally have Year-End Financial Reports prepared by an outside accountant must submit an internally prepared Financial Report.

If an accountant-prepared Financial Report is appropriate for an applicant but not ready to be delivered by the application deadline, the applicant must submit in its place an **internally prepared** Year-End Income/Expense Statement and Balance Sheet for FY 2008-09/CY 2008 and a **letter from the outside accountant** explaining the nature of the delay.

Applicants that do not normally have **Year-End Financial Reports** prepared by an outside accountant must submit: 1) an internally prepared Financial Report, 2) a Balance Sheet or a cover page that lists a) their bank balances at the end of the fiscal/calendar year, as well as b) any outstanding bills that should have been paid by the end of the fiscal/calendar year but were not and c) any other outstanding debt.

Workshops and Application Assistance

Organizations considering applying for a grant from this program are encouraged to attend either of two pre-application workshops for Project & Program Grants:

- **Tuesday, Dec. 8, 2009, 5:30 PM–7:30 PM**
 - **Location: City Hall – T1446 (14th floor)**
- **Thursday, Dec. 10, 2009, 12:00–1:30 PM**
 - **Location: City Hall – T1446 (14th floor)**

Workshops will be conducted at the City Hall Tower Meeting Rooms. Parking is available in the City Hall Parking Garage. Enter on 6th Street and park in the City Hall Tower section next to the entrance. Bring your parking ticket with you for validation in the meeting room.

RSVP to GrantsWorkshop@sanjoseca.gov.

First-time Applicants

First-time applicants are strongly encouraged to attend a pre-application workshop, and to consult with the program staff well in advance of the application deadline if they have any questions about any requirements of the PPG programs.

California Cultural Data Project

The California Cultural Data Project (CaCDP) is a statewide, collaborative effort of public and private funders throughout California and consists of an on-line system for collecting and standardizing historical financial and organizational data. The CaCDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in California, enabling organizations to view trends in their data, benchmark themselves against like organizations, and enhance their organizational awareness and capacity.

PPG applicants will need to print a pre-formatted OCA report of their *completed* Cultural Data Profile, covering FY2008 and FY2009, and **submit it as part of their application**. If a **new** applicant organization can demonstrate extreme and insurmountable hardship in completing the CaCDP, OCA staff will provide an alternate format if notified no fewer than ten business days prior to the deadline. If a grant is awarded, CDP must be completed by September 30, 2010, or the grant will be forfeited.

Visit www.caculturaldata.org to review the on-line training and start the organization's Data Profile. It must be completed before printing the report required for the grant application. For direct assistance, call (866) 922-5237, or email help@caculturaldata.org.

Application Review

OCA staff will review for completeness and eligibility all applications that meet the deadline. Applications that pass this initial review will then be evaluated for their strengths by a separate Grant Review Panel, which will rely primarily on the application and related materials submitted by applicants, as well as an independent analysis of the financial history provided by each applicant.

The Review Panel is comprised mainly of individuals with substantial background in the arts, usually drawn from the ranks of experienced and skilled managers and board members of Greater Bay Area arts organizations and experienced arts grant-makers from the philanthropic and public sectors. They are frequently joined by a smaller number of individuals drawn from the City's Arts Commission.

Applicants are encouraged to attend the **Review Panel meeting, tentatively scheduled to meet during regular business hours on Thursday and Friday, April 8 - 9, 2010**. The OCA will send the grant review schedule and location to applicants approximately two to three weeks before the Review Panel meeting.

Addressing the Review Panel: Each applying organization is invited to make a brief oral presentation to the Review Panel. **Such presentations are optional.** Specific information will be sent to applicants in advance of the Review Panel meeting.

Project & Program Grants Evaluation Criteria

The Review Panel's task is to consider how effectively each application appears to address the following evaluation criteria. They will apply the criteria in the context of overall arts program goals, and the purpose and goals of Project & Program Grants described on p. 2.

Project/Program Quality 40 % of total score

Key elements: Applications will be assessed on how effectively they demonstrate a commitment to quality and creativity, as appropriate to the proposed project or program and to the applicant's resources, especially as applications relate to:

- the quality (and character or nature) of community participation, if the project is a participatory project;
- a commitment to artistic excellence, especially if the project/program is primarily presentational in character.

The clarity and thoroughness of the project/program description, including the participation process, if appropriate, the qualifications of key participants and artists, the printed and/or audiovisual materials, and the presentation of the application itself are also key elements of this criterion.

Community Impact 30 % of total score

Key elements: Arts Grants promote cultural participation by all of San Jose’s many communities. It is recognized that some programs may appropriately serve specific communities, while others are intended to reach the community at large. Project & Program Grant applications should describe clearly the identity and characteristics of the community—specific or general—that the proposed project/program is designed to serve and show how it will meet a community need that might otherwise not be met. Projects that will take place in a neighborhood setting are likely to carry greater weight, as are projects that are focused on serving economically disadvantaged communities and communities that lack arts venues and/or arts programs.

Organizational Capacity 20 % of total score

Key elements: The Panel will evaluate whether the applicant appears to have the capacity (in terms of appropriate resources — intellectual, financial, physical, etc.) and ability to carry out the project/program successfully. The application should strive to demonstrate the soundness of the proposal; the project/program’s appropriateness to the applicant; its history with respect to similar activities; the sufficiency of volunteer and/or paid personnel to carry out the project/program successfully; and the appropriateness of plans and resources for marketing and/or outreach.

Appropriateness of Budget and Grant Request 10 % of total score

Key elements: The proposed project budget should be realistic, clear and complete. It should reflect realistic cost projections for the proposed activities. Numbers and totals in the budget should be accurate. The Review Panel will evaluate whether revenue projections, whether in the form of other grants and contributions or earned revenues, appear to be realistic; whether the grant request is appropriate, given the project budget and the applicant’s overall profile; and if the applicant appears capable of raising the required matching funds.

Key elements are described so that applicants may have an idea of how the panel will approach each criterion. The key elements represent the most apparent and significant aspects of each criterion. Their inclusion does not preclude consideration of other issues that the Review Panel believes are relevant and appropriate to each criterion.

Appeals

Grounds for Appeal

An applicant organization may file an appeal of a Review Panel's recommendation only if it believes that one or more of the following circumstances has occurred and has affected the grant recommendation for the organization filing the appeal:

- The Arts Commission, or one of its committees, Review Panels and/or Arts Program staff committed a material breach of published grant review policies and procedures;
- Required application materials that were submitted by the deadline were omitted from the materials the Review Panel considered during the review process; or
- A member of the Grant Review Panel did not recuse her/himself even though s/he had a conflict of interest, as such term is defined under state law, in relation to an applicant, which should have resulted in the panelist's recusal from evaluating the applicant or participating in a discussion of the applicant.

The Arts Commission and its committees will not consider appeals that are based on:

- Correcting applicant errors and omissions in the application or review process;
- Disagreements about the merits of the application relative to others the Review Panel considered; or
- Events and/or organizational developments that occurred subsequent to the Review Panel meeting.

Appeals Process

Applicants will be notified of Review Panel results in advance of their being presented to a subcommittee of the Arts Commission. Applicants wishing to appeal must submit their appeals in an approved written form to Arts Program staff by the appropriate deadline, usually approximately one business week after notification has been sent. The notification will specify the deadline to file an appeal.

A special Appeals Panel will weigh eligible appeals. The Appeals Panel will report its findings to a subcommittee of the Arts Commission. If an applicant is dissatisfied with the Review Panel's resolution of its appeal, the applicant may address its appeal further to the Executive Committee and the full Arts Commission, as long as the appeal is based on the Grounds for Appeal described above.

Funding Guidelines

The Project & Program Grants program has the potential to be highly competitive, depending on the number and strength of applications, as well as the amount of funds available. Past grant awards are no assurance of future awards. Recommendations and decisions are made fresh each year. Frequently in recent years, a number of applications have not been recommended for awards.

Grants will support **projects that are planned to take place between July 1, 2010 and June 30, 2011**. Projects that are planned to begin prior to June 30, 2010 but end shortly after June 30 are allowed.

Grants are secured by agreements between grantees and the City of San José. Although funded activities may begin as early as July 1, 2010, grant funds are unlikely to be disbursed much before October 2010.

Grant Size

Organizations may submit PPG grant requests of **up to \$18,000**, with the following limitations:

- The grant request may not exceed 25 percent of the organization's overall actual expenses in its most recent fiscal year.
- The grant request may not be for more than 50 percent of the project's cost, except that organizations with no more than \$50,000 in actual overall expenses in their fiscal year ending in 2009 may apply for a PPG grant of up to \$12,500 or 50 percent of the project's cost, whichever is less.
- All PPG award recipients will need to demonstrate in their final reports that at least 50 percent of the cost of the supported project/program was covered through sources other than the City of San José.
 - Of the costs covered by non-City sources, no more than 50 percent can be in the form of in-kind support. In-kind contributions are allowed only on the following limited bases:
 - The value of in-kind contributions, i.e., goods and services, must offset line-item expenditures in the project budget and their value must be documentable with invoices or billing statements.
 - In-kind contributions cannot represent more than 25 percent of the value of the PPG grant award.

Grants will not be awarded for less than \$2,500.

Grant Recommendation Steps

Based on its evaluations of grant applications, the Review Panel decides for which projects it will recommend a grant. In most years, Review Panels have recommended awarding grants only for project applications that score above a threshold that the Review Panel selects after it is able to take the scores for all the applications into account. The Review Panel then works with OCA staff to develop its proposed grant awards. For each project, it may recommend a grant at the amount requested or for a lesser amount. If partial grants are recommended at various percentages of the amount requested, then higher-ranking projects would be recommended for greater percentages than lower ranking projects.

Following a further review by OCA staff to align proposed grant awards with available funds and for consistency with existing granting policies and guidelines, funding proposals are submitted to a subcommittee of the Arts Commission, which reviews them and makes any modifications it deems necessary in order to be consistent with policy, before forwarding recommendations to the full Arts Commission.

The Arts Commission reviews and adds its recommendation for a report to the City Council. Grant awards become final only if and when the City Council approves them.

Grants are administered through agreements between grantees and the City of San José. **Initial FY2010-11 grant awards are not likely to be disbursed by the City prior to October 2010.**

Funding Exclusions: Project & Program Grants may not be used for religious purposes (neither for religious observances, nor to promote or inhibit religious beliefs, association or practice), nor are they in general intended to support:

- Programs, projects or events not accessible to the public or that are held outside San Jose;
- Purchase of capital equipment or real property;
- Events where fund-raising is the primary purpose;
- Costs of receptions and social activities, except when they are incidental and related to arts activities; and
- Deficit or debt reduction efforts.

Recession Alert

Although FY2010-11 budget projections have not yet been made available, revenues available for granting are likely to be projected lower for next year than they were for FY2009-10. Project & Program Grant awards in FY2010-11 will probably be lower on average than in FY2009-10.

Acknowledging City Support

Grant recipients must acknowledge the City's financial support in all appropriate materials and media. The acknowledgement should read, "**Supported in part by a Cultural Affairs grant from the City of San José**" or similar language, unless the City is a part of a list of supporters. In the latter case, the acknowledgement may say simply **City of San José**. Grantees must display the City's logo whenever other sponsor logos are displayed, and in accordance with City logo use guidelines.

Public Nature of Application Material

Applications submitted for arts grants become the exclusive property of the City of San José. At such time as the Office of Cultural Affairs recommends a grantee to the City Manager or City Council, all applications received become a matter of public record and shall be regarded as public records, with the exception of those elements in the application which are defined by the applicant as business or trade secrets and plainly marked as *Confidential*, *Trade Secret*, or *Proprietary*. The City shall not in any way be liable or responsible for the disclosure of any such application or portions thereof, if they are not plainly marked as *Confidential*, *Trade Secret*, or *Proprietary* or if the disclosure is required under the Public Records Act. *Any application which contains language purporting to render all or significant portions of the application Confidential, Trade Secret, or Proprietary shall be regarded as non-responsive and, therefore, not eligible for review.*

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City may not be in a position to establish that the information that an applicant submits is a trade secret. If a request is made for information marked *Confidential*, *Trade Secret*, or *Proprietary*, the City will provide the applicant who submitted the information with reasonable notice to allow the applicant to seek protection from disclosure by a court of competent jurisdiction.

Copyright Law

No copyrighted musical or visual arts composition shall be performed or played, whether amplified, televised, in the form of a mechanical recording or personal rendition, or otherwise, in connection with any use of City property by a grantee, unless the grantee has first obtained all approvals and paid any license fee or other fee required by the copyright owner. When entering into a Grant Agreement, a grantee indemnifies the City and its officers and employees and agrees to keep them free and harmless from and against any and all liability and responsibility whatsoever for any infringement of and/or other violation of the right of any such copyright owner under any copyright law.

Business Tax and Insurance Requirements

Successful grant applicants must have a current Business Tax Certificate and appropriate insurance coverage in order for their grant awards to be processed. Not-for-profit organizations are normally exempt from paying the San Jose business tax but must apply for the certificate and the tax exemption.

All organizations received PPG grant awards must submit a certificate of insurance, satisfactory to the City of San José Risk Management Office.

Audit Posting Requirement

Although Project and Program Grant Program itself does not *require* all grantees to have annual audited financial statements, the City Council has approved a Citywide policy requires organizations receiving a total of more than \$200,000 in City grants and subsidies in a single fiscal year, aggregated from all City and Redevelopment Agency sources (i.e., multiple departments and programs) to post audited financial information on the Internet within six months of the end of their fiscal years.

Audience and Participant Data

In order to develop a better picture of who is being served through the City's arts grants, the OCA will ask grantees to **include information in their 2010-11 grant final reports on the zip code distribution** of their ticket buyers and other event and program registrants.

There are various ways to collect this information. A simple way to begin is to ensure that everyone handling ticket sales and event or program registrations for the organization is trained to ask every ticket buyer and registrant for his/her residential zip code as part of the purchase or registration transaction. The information can be recorded in a simple database or spreadsheet for later inclusion in the organization's final report.

Environmentally Preferable Procurement Policy

Grantee agrees that, in the performance of this Agreement, Grantee shall perform its obligations under the agreement in conformance with City Council Policy 4-6, Environmentally Preferable Procurement Policy. A description for environmentally preferable procurement and the Policy can be found on the City's website at the following link: <http://www.sanjoseca.gov/esd/natural-energy-resources/epp.htm>.

Environmental procurement policies and activities related to the completion of work will include wherever practicable, but are not limited to:

- A. Use of recycled and/or recyclable products in daily operations (i.e. 30, 50, 100% PCW paper, chlorine process free; triclosan free hand cleaner, etc.)
- B. Use of Energy Star Compliant equipment.
- C. Vehicles and vehicle operations (i.e. Alternative Fuel, Hybrid, etc.)
- D. Internal waste reduction and reuse protocol(s).
- E. Water and resource conservation activities within facilities, including bans on individual serving bottled water and the use of compostable food service products, etc.

Compliance with the Child Abuse and Neglect Reporting Act and Employee/Volunteer Clearance Verification

If awarded a grant, applicants who provide services involving minors must conduct a criminal background check, including fingerprints, on each of its employees and volunteers who have supervisory or disciplinary authority over minors through the database of the California Department of Justice and an FBI criminal database or equivalent national database. Grantees must also comply with the provisions of the Child Abuse and Neglect Reporting Act.

GET LISTED

Artsopolis.com is an online resource for arts and cultural activities in Silicon Valley. Artsopolis also offers a weekly email blast advertising half-priced tickets for groups looking for a new way to fill their houses, especially in the final days before an event.

Artsopolis
(408) 998-2787 x221
www.artsopolis.com

Groups interested in creating a complete dining/overnight package for their patrons should contact the **San Jose Convention & Visitors Bureau** for participating restaurant and hotel referrals. (Events listed at Artsopolis.com will also be included in the ConVis Bureau's concierge referrals.)

San Jose Convention and Visitors Bureau (ConVis)
1 (888) SANJOSE (Free public concierge service)
www.sanjose.org