



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/20/2014
Agenda Placement: 9F
Set Time: 10:45 AM
Estimated Report Time: 1 hour

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Lawrance Florin - Director
Housing and Intergovernmental Affairs
REPORT BY: JoAnn Melgar, STAFF ASSISTANT - BOS - 299-1478
SUBJECT: Special Projects Fund - Arts & Culture Grant Recommendations for FY 2014 - 15

RECOMMENDATION

Director of Housing and Intergovernmental Affairs requests approval of the recommendations made by the Arts & Culture Advisory Committee to award grants to eleven (11) non-profit organizations for the term of July 1, 2014 through April 30, 2015 for a total of \$ 211,109 out of a total of \$224,008 available for this round of funding, and further requests approval of the recommendation made by the Arts & Culture Advisory Committee to utilize the remaining balance of \$12,899 to hire a consultant to give one or more workshops on capacity building and grant writing to Napa County arts and culture non-profits.

EXECUTIVE SUMMARY

The Arts & Culture Advisory Committee ("Committee") has completed its second round of evaluation and scoring of grant applications for FY 2014-15. A total of 24 applications were filed by the deadline of March 25, 2014 in response to the request for proposals/call for grant applications issued on February 3, 2014.

At a regular meeting held on April 28, 2014, the Committee voted to recommend that the 11 non-profit arts and culture organizations listed below receive grant awards in the designated amounts, totaling \$ 211,109 out of a total of \$ 244,008 available for this round of funding:

1. American Canyon Arts Foundation - for a maximum of \$ 9,775;
2. di Rosa - for a maximum of \$ 30,000;
3. Lucky Penny Productions - for a maximum of \$ 10,000;
4. Music in the Vineyards - for a maximum of \$ 20,000;
5. Napa Valley Art Association - for a maximum of \$ 20,000*;
6. Napa Valley Film Festival - for a maximum of \$ 30,000*;
7. Napa Valley Museum - for a maximum of \$ 27,625*

8. Napa Valley State Parks Association - for a maximum of \$ 7,500;
9. Napa Valley Youth Symphony - for a maximum of \$ 7,701;
10. Nimbus Arts - for a maximum of \$ 28,508;
11. Robert Louis Stevenson Museum - for a maximum of \$ 20,000.

*No grant monies are to be used for salaries or ongoing consultant's fees.

The Committee also voted not to recommend that the 13 non-profit organizations listed below receive funding because their applications did not meet the Arts & Culture Capacity Building Grant Program Guidelines adopted by the Committee at its January 27, 2014 meeting:

1. Calistoga Art Center - requested \$ 20,000;
2. Friends & Foundation St. Helena Public Library (# 11685) - requested \$ 11,416;
3. Friends & Foundation St. Helena Public Library (# 11726) - requested \$ 11726;
4. Napa County Historical Society - requested \$ 12,000;
5. Napa County Landmarks - requested \$ 4,500;
6. Napa Valley Festival Association - requested \$ 30,000;
7. Napa Valley Opera House - requested \$ 20,000;
8. Napa Valley Vine Trail Coalition - requested \$ 17,500;
9. Napa Valley Writers - requested \$ 2,973;
10. St. Helena Historical Society - requested \$ 10,000;
11. St. Helena Renaissance Foundation in partnership with the St. Helena Historical Society - requested \$ 9,903;
12. Suscol Intertribal Council - requested \$ 10,000;
13. The History Center - Napa County Landmarks and Napa County Historical Society - requested \$ 9,555.

The Committee made a further recommendation to utilize the remaining balance of \$ 12,899 to hire a consultant to give one or more workshops on capacity building and grant writing to Napa County arts and culture non-profits.

PROCEDURAL REQUIREMENTS

1. Staff reports.
2. Public comments.
3. Motion, second, discussion and vote on the items.

FISCAL IMPACT

- | | |
|---------------------------|-----|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |

Where is it budgeted?

SPECIAL PROJECTS FUND 10540

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: The Special Projects Fund and the funding of Arts and Culture are not required by law, but have been identified as a priority of the Board. The award of these grants is in accordance with the Board's directions to staff relating to allocation of the Special Projects Fund. The total amount available for Arts and Culture grants for this round of funding is: \$ 224,208. The Committee identified 11 grants as eligible to receive funding for a total of \$ 211,109, leaving a balance of \$ 12,899. The Director recommends the Board follow the Committee's recommendation to utilize this balance to hire a consultant to provide one or more workshops on capacity building and grant writing for Napa County Arts and Culture non-profits.

Is the general fund affected? Yes

Future fiscal impact: The 11 arts and culture non-profits recommended for funding by the Committee would not receive funding.

Consequences if not approved: If these recommendations are not approved, the Board will need to determine alternative grant recipients, or Arts and Culture Special Projects funds will not be distributed for Fiscal year 2014 - 2015.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Board of Supervisors established the Special Projects Fund to finance programs or projects related to three priority areas: Parks and Open Space, Visitor Management and Arts and Culture, and committed an annual contribution of 12.5% of the prior year's Transient Occupancy Tax revenues to the Special Projects Fund, fiscal conditions permitting. In 2012, the Board reauthorized the Special Projects Fund to extend to 2017, at which time it will consider extending it further. The Board authorized that 10 percent of the total of the fund be allocated for Arts and Culture. Of that 10 percent, twenty-five percent is reserved for art-related projects and programs proposed by the Arts Council Napa Valley. The remaining seventy-five percent was reserved for the purpose of awarding capacity-building grants.

A total of \$244,008 is available for the FY 2014-15 round of funding. The scoring system selected by the Committee at its January 27, 2014 meeting is a 100 point system with the following grant application evaluation criteria: Project Relevance to Organizational Need (15 points); Good Community Outreach (5 points); Grant Proposal Content (15 points); Leadership (10 points); Organizational Planning (5 points); Community Impact (10 points); Organizational readiness (10 points); Grant guidelines (15 points); Budget (5 points) and Timeline of Project (10 points). All applications and supporting materials were submitted electronically through the Common Grant Software application. Each committee member utilized the Common Grant Software to evaluate and score

applications, however, committee members were not allowed to see the scoring of other committee members.

At the April 28, 2014 Committee meeting, staff reported the average weighted score for each application as listed in Attachment A. Some committee members abstained from voting on applications where they had a conflict of interest, and this was taken into consideration in reporting the average weighted scores for applications. Staff also reported on the number of Committee members who gave a score of 0 for applications under the criterion "Projects or programs relate clearly to the Guidelines for Capacity Building and address the goals of the Napa County Cultural Plan." Out of the 24 applications received, only 5 applications had no 0 votes under this criterion. At the public meeting, the Committee unanimously voted to eliminate from eligibility those grant applications that received 3 or more votes of 0 for this criterion, which resulted in 9 applications automatically declined. The Committee then evaluated the 3 applications that received 2 votes of 0 for this criterion. After discussion, the Committee unanimously voted to eliminate those 3 applications. The Committee then evaluated each of the remaining 12 applications. The Committee voted to unanimously reject one of those applications. After a lengthy discussion, the Committee voted to recommend that the following 11 applications be funded as follows:

1. American Canyon Arts Foundation - for a maximum of \$ 9,775;
2. di Rosa - for a maximum of \$ 30,000;
3. Lucky Penny Productions - for a maximum of \$ 10,000;
4. Music in the Vineyards - for a maximum of \$ 20,000;
5. Napa Valley Art Association - for a maximum of \$ 20,000*;
6. Napa Valley Film Festival - for a maximum of \$ 30,000*;
7. Napa Valley Museum - for a maximum of \$ 27,625*
8. Napa Valley State Parks Association - for a maximum of \$ 7,500;
9. Napa Valley Youth Symphony - for a maximum of \$ 7,701;
10. Nimbus Arts - for a maximum of \$ 28,508;
11. Robert Louis Stevenson Museum - for a maximum of \$ 20,000.

*No grant monies are to be used for salaries or ongoing consultant's fees.

Assuming the Board accepts the recommendations of the Committee, this will leave a balance of \$12,899. After discussion, the Committee unanimously voted to recommend that the Board consider using these funds to hire a consultant to give one or more workshops on capacity building and grant writing to Napa County arts and culture non-profit organizations, a need identified by the committee members.

SUPPORTING DOCUMENTS

A . FY 2014-2015 Arts and Culture Applications

CEO Recommendation: Approve

Reviewed By: Leanne Link