



City of San Jose
OFFICE OF CULTURAL AFFAIRS

**ARTS & CULTURAL EXCHANGE GRANT: ROUND 5
2020 APPLICATION GUIDELINES**

DEADLINE: 5:00 PM, SEPTEMBER 30, 2019
INFORMATION SESSION: 5:30 – 6:30 PM, AUGUST 28, 2019
CITY HALL ROOM #1254

PURPOSE:

The City of San Jose Office of Cultural Affairs will award a limited number of Arts and Cultural Exchange Grants for San Jose arts organizations, artists, and/or arts professionals to travel internationally for art-related activities and to support international artists to travel to San Jose. Through this program, the City of San Jose seeks to:

- Promote cross cultural understanding and relationship building at home and abroad through international artistic exchange.
- Extend the benefits of international exchange to the residents of San Jose through increased access to international artists and through documentation of cultural exchange experiences by local arts professionals.
- Reinforce San Jose's international ties and reputation as a desirable destination for world-class arts and culture.

EXCHANGE GRANT AWARDS:

Projects funded through Arts and Cultural Exchange Grants may include, but are not limited to arts-related performances, exhibitions, residencies, workshops, and lectures.

Funds must be allocated towards direct project and travel expenses, which may include airfare, ground transportation, shipping, lodging, per diem (excluding alcohol), visa and customs expenses, and honoraria.

All projects, including those taking place abroad, must include publicly available documentation through which information about the funded artistic exchange is shared with San Jose residents. Projects may be shared in San Jose through a variety of methods, including lectures, performances, exhibitions, blog-posts, print publications, and documentary-style videos among other examples.

ELIGIBILITY:

- Request must come from a San Jose nonprofit organization or professional San Jose-based artist for arts-related activities abroad or to bring international artists to San Jose for arts-related activities.
- Applicant must have a business or residential address within the City of San Jose.
- Project must take place between January 1, 2020 and December 31, 2020.
- Applicant must be in good standing with respect to prior grants from the City of San Jose.
- Only one application per applicant and/or project is allowed. Artists and arts organizations cannot be included in more than one application.

Please note: If recommended for award, applicant must have a valid business license on file with the City of San Jose and provide proof of current liability insurance in order for payment to be issued. Lack of required documentation can significantly delay payment. Individual artists are highly recommended to apply through a nonprofit fiscal sponsor.

NOT ELIGIBLE:

- Expenses incurred prior to January 1, 2020
- Projects and/or programs directly funded through another Office of Cultural Affairs grant program*
- Organizations or artists that have received an Arts and Cultural Exchange Grant within the past 12 months of the application deadline.
- Previous grantees that have not submitted a final report on their Arts and Cultural Exchange Grant project.
- Applications from students. Grants are intended to fund professional arts exchange. While students may be involved in the Cultural Exchange project, the primary grant applicant may not be a student.
- Incomplete applications, including failure to respond to application questions and/or to submit requested attachments.

*Organizations receiving general operating support under the Operating Grant program of the San Jose Office of Cultural Affairs are eligible to apply; however, *project requests must demonstrate the uniqueness of the cultural exchange opportunity over and beyond the organization's typical programming and should be one-time in nature.*

PRIORITY CITIES:

Eligibility is not limited to any particular country, but priority is given to exchanges that advance

the relationship between the City of San Jose and cities with significant ties to San Jose, including San Jose Sister Cities, cities connected to San Jose via direct international flights, and cities culturally reflected in the population of San Jose.

San Jose Sister Cities include: Dublin, Ireland; Guadalajara, Mexico; Okayama, Japan; Pune, India; San José, Costa Rica; Tainan, Taiwan; Veracruz, Mexico; and Ekaterinburg, Russia. Please visit the City of San Jose's website for more information on the [Sister City Program](#).

Cities connected to San Jose via direct international flights include: Beijing, China; Cabo San Lucas, Guadalajara, Morelia, and Zacatecas, Mexico; London, England; Tokyo, Japan; and Vancouver, Canada.

REVIEW CRITERIA:

- Artistic track record of applicant artist or organization and invited artist(s) as applicable.
- Strength and feasibility of project; including ability to leverage city funds with additional financial support and the likelihood of implementation as planned.
- Uniqueness and timeliness of the artistic or professional opportunity represented by the exchange.
- Depth of cross-cultural exchange and interaction among participants; including artists, audiences, and sponsoring organizations.
- Relevance of the exchange to San Jose residents and relevance of local public programming component.
- Demonstrated international support for the project, including support from international sponsor organization, consulate, or similar entity.
- Priority will be given to high scoring applicants that have not yet received an Arts and Cultural Exchange Grant.

AWARD AMOUNTS:

Total Funds Available: \$25,000

Award Range: \$2,500 - \$5,000

Grants are awarded on a competitive basis. Priority for funding will be determined by an applicant's score in relation to funds available. Please note that not all applications will be funded, and it is unlikely that a project will be fully funded by an Arts and Cultural Exchange Grant. The demonstrated ability to leverage City funds with external support is a positive indicator of a project's feasibility.

Final reports with documentation of project activities will be required at the end of the grant period. The Office of Cultural Affairs will hold 10% of the grant award, which will be released upon approval of the final report.

Applicants funded through the Arts and Cultural Exchange Grant program may not apply for another grant administered by the San Jose Office of Cultural Affairs for the same project.

HOW TO APPLY:

Applications are due by 5:00 PM PST on Monday, September 30, 2019.

To apply, submit a completed application form and required attachments including letters of support via email to arts.program@sanjoseca.gov. In the subject heading write: "Arts and Cultural Exchange Grant Application Submission". Applicants must use the application form.

REVIEW PROCESS:

After an eligibility review by staff, eligible applications will be reviewed by representatives of the Arts Commission and individuals with background in artistic exchange. Recommendations will then be forwarded to the Arts Commission in November 2019.

A brief information session will be held on Wednesday, August 28 from 5:30 pm to 6:30 pm at San Jose City Hall Room 1254. Please RSVP to emily.sevier@sanjoseca.gov or 408.793.4347. *New applicants are encouraged to attend.*

TIMELINE:

Wednesday, July 31, 2019: Guidelines Released
Wednesday, August 28, 2019: Info Session
MONDAY, SEPTEMBER 30, 2019: APPLICATIONS DUE BY 5:00 PM PST
November 2019: Grant Awards Announced
Monday, January 1, 2020: Earliest Project Start Date

CONTACT INFORMATION:

For information on the Arts and Cultural Exchange Grant Program, please contact:
Emily Sevier, Senior Arts Program Coordinator
San Jose Office of Cultural Affairs
Phone: 408.793.4347 or Email: emily.sevier@sanjoseca.gov
www.sanjoseculture.org