

**City of Dublin  
Arts Space Grant Program**

**Application Information**



**DUBLIN**  
CALIFORNIA

## **About the Arts Space Grant Program**

The City of Dublin partners with the arts community by making Arts Space Grants to allow arts organizations and artists limited rent-free use of certain city facilities, for the purpose of offering unique high-quality arts programming for the public. Arts Space Grants are intended to foster the arts in Dublin and make a wide variety of arts programs available to Dublin residents. Priority is given to Dublin-based organizations and artists, and others offering free or discounted programming, open to the public.

Under the Arts Space Grant pilot program, arts organizations and artists may apply to use selected City of Dublin facilities at no charge for up to 40 hours per organization per year. The City will also provide some in-kind marketing support by promoting award recipients' programs through normal City channels on a space available basis.

(Please note, teachers wishing to offer market-rate recreation classes at City facilities should submit instructor proposals and are considered using different criteria.)

Arts Space Grants are awarded through an application process. Applicants are strongly encouraged to apply at least six months in advance in order to benefit from having their programs publicized in the Dublin Activity Guide. At minimum, apply at least two months in advance to allow time for application review. Heritage and Culture Arts Staff review applications monthly on the first of the month, or the next business day. Staff will coordinate facility use, on a space available basis, for applicants that meet the eligibility requirements.

Applicants receiving Arts Space Grants are required to submit a brief report at the completion of their space use, documenting participation – ticket sales, photos, etc. – and describing how well the program met the Objective/Outcome/Measures identified in their application.

## **Eligibility**

To be considered:

- Applicant must have the resources to obtain special event or general liability insurance, just as would be required of any other renter of City-owned or District-owned property.
- Applicant must provide a refundable security deposit of up to \$500, depending on the venue and type of program proposed. Deposit is fully refundable if the facility is vacated on time and left in good condition. Applicants who cancel their reservation, overstay or leave behind damage or mess are subject to having all or a portion of the security deposit withheld. (Security deposits may be waived at the discretion of the Director of Parks & Community Services.)
- Applicants whose programs involve supervision of minors under age 18 must be cleared with a City of Dublin DOJ background check (fingerprinting); passed a TB test in the past two years; and are fully aware of their Mandatory Reporting obligations under the law.

## **Available Spaces**

Applicants may request free use of **up to 40 hours per year**, or two weeks in the case of art exhibits, at any of the following spaces:

***Heritage Sunday School Barn***

Black Box Theater. Suitable for very small theater, dance, acoustic music productions, lectures, non-messy workshops. Seats 100 for performance, 50 for workshops. No technical staff included. Select dates available throughout the year. A total of up to 80 hours will be granted under the program (40 max per organization).

***Heritage Old St. Raymond Church***

Historic white steeple church. Suitable for small acoustic music productions, lectures, film, non-messy workshops, participatory music programs. Seats 84. No technical staff included. Most dates available. A total of up to 80 hours will be granted under the program (40 max per organization).

***Heritage Little Classroom***

Small gallery one large display wall, glass-topped display cases. Suitable for small art exhibit installations to hang no more than two weeks. No technical staff included. Available dates are February/March and August/September. A total of up to four weeks will be granted under the program (two weeks max per organization).

***Shannon Center Ambrose Hall***

Banquet hall with portable stage. Suitable for theater, music productions, art exhibits, film, lectures, non-messy workshops, participatory dance events. Seats up to 300 for performance 150 for workshop. No technical staff included. Select dates available throughout the year. A total of up to 80 hours will be granted under the program (40 max per organization).

***Dublin Senior Center Ballroom***

Banquet hall with small raised stage. Suitable for music productions, art exhibits, film, lectures, non-messy workshops, participatory dance events. Seats up to 248 for performances, 150 for workshop. No technical staff included. Select dates available throughout the year. A total of up to 80 hours will be granted under the program (40 max per organization).

***Dublin Senior Center Art Classrooms***

Classrooms with tile flooring. Suitable for messy and non-messy workshops. Seats up to 30. No technical staff included. Select dates available throughout the year. A total of up to 80 hours will be granted under the program (40 max per organization).

***Dublin Library Community Room***

Large carpeted meeting room. Suitable for art exhibit events, lectures, film, non-messy workshops, participatory music events. Seats up to 120 for assembly. 50 workshops. No technical staff included. Select dates available throughout the year. A total of up to 80 hours will be granted under the program (40 max per organization).

***Dublin City Hall Lobby***

Formal lobby with large canvas bulletin board. Suitable for small art exhibit installations (light weight, two dimensional non-framed pieces only). Most dates available. A total of up to eight weeks will be granted under the program (two weeks max per organization).

***Emerald Glen Amphitheater***

Wide shallow grass amphitheater with concrete stage wired for electrical. Suitable for outdoor concerts, dance, theater. Seats approximately 500 on the lawn, some concrete seat wall seating. A total of up to 80 hours will be granted under the program (40 max per organization).

## **Application & Grant Process**

- Applications may be submitted at any time. Applications are reviewed monthly on the first of the month, or the next business day following. Applicants are encouraged to submit at least six months in advance of desired date, but no less than two months in advance.
- Download an application online at [www.dublin.ca.gov/1930/Arts-Space-Grants](http://www.dublin.ca.gov/1930/Arts-Space-Grants)
- Email completed applications to [tyler.phillips@dublin.ca.gov](mailto:tyler.phillips@dublin.ca.gov)
- Expect email notification from City Staff within 10 business days of submission confirming that your application has been received and is under review, and that the requested dates are available, should your application be approved. If none of your requested dates/locations are available, Staff will provide possible alternate dates/locations. In the event of conflicting requests, requests are considered on a first-come, first-served basis.
- Staff may call for additional information regarding your proposed activity and/or your proposed means of measuring success.
- Grant recipients will have 10 business days to provide the following documentation:
  - General liability insurance or special event insurance (\$1 million)
  - Completed rental application
  - If applicable, on programs being offered for minors:
    - Fingerprint clearance for everyone supervising minors;
    - Verification that those supervising minors are aware they are Mandated Reporters;
    - Proof that those supervising minors have passed TB test within the past 2 years.
- Upon completion of the project, arts space grant recipients will have two weeks from the last date of arts space use to complete a brief project report. Those who fail to submit a report in a timely fashion may not be considered for future art space grants.

## **Questions?**

Contact Heritage & Cultural Arts Supervisor, Tyler Phillips [tyler.phillips@dublin.ca.gov](mailto:tyler.phillips@dublin.ca.gov) (925) 556-4558.

# Arts Space Grants Application

## **About Your Organization**

Organization Name: \_\_\_\_\_

Principal Officer Name/Title: \_\_\_\_\_

Contact Person Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website \_\_\_\_\_

## **About Your Event:**

Event Name: \_\_\_\_\_

Event Genre:

- |  |                                  |  |
|--|----------------------------------|--|
| <input type="checkbox"/> Fine Art          | <input type="checkbox"/> Dance   | <input type="checkbox"/> Literary Arts           |
| <input type="checkbox"/> Folk Art          | <input type="checkbox"/> Theater | <input type="checkbox"/> Cultural Art            |
| <input type="checkbox"/> Film/Digital Arts | <input type="checkbox"/> Music   | <input type="checkbox"/> Multidisciplinary/Other |

Event Type:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Jam or Open Studio   | <input type="checkbox"/> Group Art Project | <input type="checkbox"/> Literary Arts |
| <input type="checkbox"/> Exhibit or Screening | <input type="checkbox"/> Rehearsal         | <input type="checkbox"/> Cultural Art  |
| <input type="checkbox"/> Performance          | <input type="checkbox"/> Workshop or Class | <input type="checkbox"/> Other         |

Requested Location:

- |  |   |
|--|---|
| <input type="checkbox"/> Emerald Glen Amphitheater     | <input type="checkbox"/> Heritage Sunday School Barn        |
| <input type="checkbox"/> Heritage Little Classroom     | <input type="checkbox"/> Heritage Old St. Raymond Church    |
| <input type="checkbox"/> Shannon Center Ambrose Hall   | <input type="checkbox"/> Dublin City Hall Lobby             |
| <input type="checkbox"/> Dublin Senior Center Ballroom | <input type="checkbox"/> Dublin Senior Center Art Classroom |
| <input type="checkbox"/> Dublin Library Community Room |   |

Description of event (3000 characters max): \_\_\_\_\_

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Requested Date (limit 40 hours, or two weeks for exhibits):

First Choice Date(s): \_\_\_\_\_

Second Choice Date(s): \_\_\_\_\_

Third Choice Date(s): \_\_\_\_\_

Event Details:

- How many people can participate or attend? \_\_\_\_\_
  - How many spots are you willing to guarantee for Dublin residents? \_\_\_\_\_
  - What, if anything, are you charging to participate or attend? \_\_\_\_\_
  - What discount, if any, are you offering Dublin residents? \_\_\_\_\_
  - How many performers or artists do you expect to participate? \_\_\_\_\_
  - List any performers or artists who are Dublin residents. \_\_\_\_\_
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**About Your Goals/Measures of Success**

Which of these City of Dublin Cultural Arts goals does your program meet? (Check all that apply)

- Create more art in public places
- Advance historical and cultural aspects of the Dublin Heritage Center
- Develop programs and partnerships that support a broad spectrum of cultural arts
- Provide consistent and ongoing arts education for Dublin's youth
- Promote and market Dublin's heritage and cultural arts

Describe how your event will meet the City of Dublin Cultural Arts goals and your organizational goals or mission (3000 max). \_\_\_\_\_

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Choose how you will quantitatively measure the success of your program. (Check all that apply and estimate the quantity you expect to achieve. You will be asked to document these after your event.)

- Number of artists displaying work \_\_\_\_\_
- Number of performers \_\_\_\_\_
- Number of students enrolled in program \_\_\_\_\_
- Number of public creating art \_\_\_\_\_
- Number of audience members \_\_\_\_\_
- Number of exhibit guests \_\_\_\_\_
- Number of artworks displayed \_\_\_\_\_
- Number of artworks created \_\_\_\_\_
- Total participant hours (number of participants x length of time they participated in the space) \_\_\_\_\_
- Percentage of participants satisfied or very satisfied, based on a survey \_\_\_\_\_
- Percentage of participants increasing knowledge or skill, based on pre- and post-test \_\_\_\_\_
- Percentage of participants \_\_\_\_\_
- Amount of donations received \_\_\_\_\_
- Amount of ticket sales \_\_\_\_\_
- Amount of media coverage received \_\_\_\_\_

What other evidence will you be able to provide afterward to show how successful your event was? (Check all that apply)

- Critical reviews
- Audience reviews/testimonials
- Participant reviews/testimonials
- Photos of the event
- Videos of the event
- Performance or exhibit program

**About Your Event's Budget**

Projected Revenue

Participant Fees \_\_\_\_\_

Ticket Sales \_\_\_\_\_

Concession Sales \_\_\_\_\_

Cash donations \_\_\_\_\_

In-kind donations \_\_\_\_\_

Other grant funding \_\_\_\_\_

Other – please indicate \_\_\_\_\_

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Projected Expenses

*Administrative*

Office Supplies \_\_\_\_\_

Marketing \_\_\_\_\_

Other – please indicate \_\_\_\_\_

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*Personnel*

Administrative Staff \_\_\_\_\_

Artistic Staff \_\_\_\_\_

Production Staff \_\_\_\_\_

Guest Artists \_\_\_\_\_

Other – please indicate \_\_\_\_\_

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*Production*

Facility Rent \_\_\_\_\_

Production Supplies \_\_\_\_\_

Equipment \_\_\_\_\_

Royalties \_\_\_\_\_

Meals \_\_\_\_\_

Artist travel/Lodging \_\_\_\_\_

Other – please indicate \_\_\_\_\_

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**RETURN YOUR APPLICATION TO:**

**Email:** [Tyler.Phillips@Dublin.ca.gov](mailto:Tyler.Phillips@Dublin.ca.gov)

Tyler Phillips, Heritage & Cultural Arts Supervisor  
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