



2018

**Alfred H. and Camilla Muller Arts
Grants to Benefit Children/Youth
Guidelines**

The Stockton Arts Foundation (SAF) is soliciting applications for the 2018 Muller Niven Grant program. SAF is pleased to announce that it has a total of \$18,900 available for mini-grants of up to \$2,500 each. The grants are funded by Mary Muller-Niven in honor of her father and mother Alfred H. and Camilla Muller. The purpose of the grants is to benefit children and youth in the visual and performing arts.

Who May Apply

Those who meet the following residency and eligibility requirements are eligible to apply:

- **Non-Profit Arts Organizations** – Maintain a business office or primary venue that is assigned a Stockton, CA zip code.
- **Artists, Including Student Artists** – Maintain a primary residence that is assigned a Stockton, CA zip code.
- **Arts Educators** – Teach at a school, college or university in Stockton but not necessarily reside in Stockton.
- **Collaborative Proposal** – Collaborative proposal applicants must designate a “Project Principal.” The Project Principal is an organization or individual that meets the residency and eligibility requirements outlined above and will serve as the fiscal agent for the project, receiving and administering the grant’s funding and using one of its two years of eligibility for the grant.

Who May Not Apply

The following are not eligible to apply:

- Non-residents as defined above.
- Businesses that operate for profit (this does not include artists with business licenses).
- Those whose project involves events/activities that are not open to the public.
- Arts educators whose proposed project does not reach an audience beyond an individual classroom.
- Those who have been awarded a grant in the previous two consecutive years (i.e., applicants that received a grant in 2016 **and** 2017). In this circumstance, the applicant must wait at least one year to apply again.
- Previous grantees who have not completed their project as proposed and/or have not submitted an acceptable final report as required.
- Applicants with projects that involve City property but who have not yet obtained authorization and/or approval from the City.
- Applicants that submit or edit an application after the stated deadline.
- Current SAC Commissioners and Officers are not eligible to apply.

Application Process

All applications are submitted electronically at: <https://tinyurl.com/MullerNiven18> by **4:00 pm on April 20, 2018**. Applicants will ensure that their device has cookies and scripts enabled; no login is required. **Applications received or edited after the deadline and/or incomplete applications will not be considered.**

Project Narrative

In the project narrative section, provide a brief summary of how your program will benefit children/youth in the City of Stockton and how it will improve the visibility and promotion of the Arts in Stockton.

Supplemental Materials

Provide a brief explanation of what SAC will find in your attached work samples and supporting material and how it relates to your proposed project. Work samples and

other supporting materials submitted with a grant application become the property of SAC. Nothing over two years should be included.

- Include **no more than two** examples of artistic work and/or supporting materials that will help the Grants Committee understand the character and quality of your work. These may include audio or visual files, photographs and slides of work or materials such as a calendar of events, programs, posters and direct mail pieces. **The Committee is not obligated to review more than two supplemental materials.**
- When submitting supplemental materials, it is preferable to link to multimedia that is hosted on the web instead of attaching files to the online application. **The Committee is not obligated to review more than one supplemental link.**

When submitting files to the online application use only valid, current HTML file formats (see <https://goo.gl/HtCmcA>). The Committee will not consider links or files that do not use the proper format or that cannot be viewed.

Grants Award Process

The Grants Committee serves as SAC's designated authority in awarding grants. Their process is:

1. Applications are screened for eligibility and completeness against the published requirements.
2. A scoring rubric, developed by the Committee, is used by members to individually review, evaluate, and assign a project score to each application. A total score of 100 points is possible. A copy of the scoring rubric is on page 5 of this document.
3. The Committee combines the individual scores and ranks applications from highest to lowest scoring. Funding of individual projects is discussed and agreed to by the Committee based upon this ranking.
4. An official recommendation for funding is presented by the Committee to SAC in May. Upon approval, applicants are advised by mail if they have been awarded or denied a grant and checks are issued to applicants by SAF by July 31, 2018.

Responsibilities of Grant Awardees

It is required that all grant awardees:

- Acknowledge SAC's support on all the project's promotional materials, preferably by use of the SAC logo accompanied by the following language: "[Project name]"

is supported [in part or in full] by a grant from the Stockton Arts Commission.”

- Advise SAC in writing as soon as possible of any substantial changes planned to the project (changes made to awarded projects without prior notification may harm a grantee’s application for future SAC grants).
- Submit a final report to SAC within thirty (30) days of the project’s completion.
- Complete the project before December 31, 2018 or return the grant funds in full.

Final Report Requirements

- Final Reports are submitted electronically at:
<https://tinyurl.com/MullerNiven18-Report>
- Grantees are required to submit a final report to SAC within thirty (30) days of the project’s completion.
- Complete the project before December 31, 2018 or return the grant funds in full.
- Grantees may be asked to present/exhibit a representative sample of their work at a SAC meeting or SAC-sponsored event during their grant year.
- Failure to complete a SAC grant project, including submitting a final report, may result in a request for funding repayment as well as ineligibility for future SAC grants. Please email any questions to stocktonartscommission@stocktonca.gov.

Additional Information

- We appreciate a link or tag to the Stockton Arts Commission in your online promotions. Our website is at: <https://goo.gl/4yNYxG>. Find us on Twitter [@StocktonArtsCom](https://twitter.com/StocktonArtsCom) and Facebook [@StocktonArts](https://www.facebook.com/StocktonArts).
- If you would like the Stockton Arts Commission to promote your event or program, provide all necessary promotional information to stocktonartscommission@stocktonca.gov at least 10 days before you would like the publicity to begin.

**2018
Muller Niven Grant
Scoring Rubric**

Application Number _____

Applicant Name _____

Criteria	Low	Medium	High	Score		
Artistic Value (30 points)						
a) Grant will benefit children and youth in the visual and performing arts (20 points)	Little/no benefit (1-4)	(5-8)	Some benefit (9-12)	(13-16)	Great benefit (17-20)	
b) Originality/creativity (10 points)	Little/no originality or creativity (1-2)	(3-4)	Some originality/creativity (5-6)	(7-8)	Very original/creative (9-10)	
Project Scope (30 points)						
a) Project has potential to impact our community by its range and/or diversity (30 points)	Very little potential to impact community (1-6)	(7-12)	Some potential to impact community (13-18)	(19-24)	Very substantial potential to impact community (25-30)	
Targeted Impact (20 points)						
a) Project has an educational component (10 points)	Does not have an educational component (1-2)	(3-4)	Has some educational components (5-6)	(7-8)	Project is fully educational (9-10)	
b) Project accents local diversity (10 points)	Does not accent local cultural diversity (1-2)	(3-4)	Somewhat accents local cultural diversity (5-6)	(7-8)	Completely accents local cultural diversity (9-10)	
Project Promotion Plan (20 points)						
a) The application includes a SAC promotion plan (20 points)	Very weak plan (1-4)	(5-8)	Somewhat sound plan (9-12)	(13-16)	Very sound plan (17-20)	
Total Score (100 points):						

Comments can be written below.