TRACY ARTS COMMISSION
2025 RE-GRANTING PROGRAM
CALL FOR APPLICATIONS

GUIDELINES

➽ Program Overview & Purpose

On behalf of the City of Tracy, the Tracy Arts Commission (TAC) welcomes applications for the Re-Granting Program for Tracy-based artists of all kinds, arts educators, and arts organizations who seek to develop and presents arts and cultural-based projects in Tracy. Projects must be accessible to the public in the form of events and activities such as classes, exhibits, festivals, performances, screenings, readings, and workshops.

The purpose of the Re-Granting Program is to:

- Strengthen resources available to the creative community;
- Encourage and support collaborative projects;
- Promote arts education while serving diverse audiences;
- Increase public access to the arts.

Projects that receive grant support in the current fiscal year 2025-26 must occur following award, between February 1 and June 30, 2026.

The Tracy Arts Commission intends to award up to $4,000 in grants:

- Two grants in the amount of $2,000 each;
- Matching funding is not required.

A Re-Granting Program Workshop will be hosted by Cultural Arts Division (CAD) Staff to help orientate applicants and answer questions. Attendance is not required to apply.

▸► Eligibility Requirements

Tracy resident artists, arts educators, and arts organizations (both collectives and non-profits) are eligible to apply. Tracy residency is defined as having primary residence in the City, and/or teaching at a public or public charter school in Tracy within the City limits, for at least one year. Community non-profit organizations are required to have three years of continuous operations within the City limits.

All artistic disciplines including (but not limited to) dance, drama, literary arts, music, new media, and visual arts are eligible. Cultural projects relevant to the City's architecture, diversity, and history are eligible. Temporary public art projects are eligible.

Projects focused primarily on religious socialization of participants, grantmaking, fundraising, or political lobbying are not eligible. Non-residents and for-profit/corporate businesses are not eligible.

Collaborative proposals, those involving two or more individuals or groups, must designate a Project Leader. The Project Leader will serve as fiscal agent, receive award, and manage the project from start through completion and evaluation.

Grantees and Project Leaders must be adults, 18 years of age or older. However, minors may participate in collaborative projects.

Grantees may receive awards for two consecutive years, and must wait one year before re-applying.

Grantees must submit required project evaluations after project completion in order to be eligible for future awards.

▸► Grant Application Review Process

The Tracy Arts Commission, with Cultural Arts Division Staff support, will serve to review and evaluate Re-Granting Program applications. The TAC will use the following criteria with each review providing a total possible high score of 75 (15 points x 5 reviewers) per application:

<u>Artistic and/or Educational Excellence – 5 points:</u>
Measure of the creativity (new, original and/or interesting ideas), quality (technical skills) and strength of content (concept and educational value) of the project.

<u>Community Impact – 5 points:</u>
Measure of the diversity and representation of the intended audience(s), activity/event location(s), viewer/participant engagement, and the applicant's collaborations within the project (if applicable).

<u>Ability to Fulfill Project – 5 points:</u>
Measure of the ability to develop and complete the project as described, the experience of the applicant and collaborators, and the project budget.

Each reviewer may score an application between 3/15 (lowest) and 15/15 (highest). After review, total scores will be determined and the TAC will award funds to those with the highest overall scores.
In the event of tie scores, the TAC will continue discussion as needed to determine awards.
Tracy Arts Commissioners who have an employment or professional affiliation with an applicant or project leader within two (2) years of the application, shall recuse themselves from the evaluation of any related applications.

▸► Grant Award & Responsibilities

Cultural Arts Division Staff will manage the Grant Award to grantees. Awards are typically paid in full at the start of the project, when the General Services Agreement is fully executed (signed). In some cases, partial payments may be applicable and determined on a case-by-case basis.

Each grantee must meet the following requirements:

Acknowledge Tracy Arts Commission Re-Granting Program support in all marketing and promotional materials, in print and electronic media. The CAD will provide to the grantee the required copy, logo, etc.

Submit project updates and changes, including schedule, to CAD Staff in writing for review and approval. Submittals must be provided prior to project completion or in April 2026. Grantee shall complete project by June 30, 2026, or return of Grant Award in full.

Submit a final written report (including itemized revenue and expenditures) and project evaluation (feedback and outcomes) to the CAD within 30 days of completion of project. CAD Staff will provide the required document.

▸► Re-Granting Program Schedule

Applications Released:	September, 2025
Re-Granting Program Workshop:	Thursday, October 9, 2025 6:00 p.m. at the Grand Theatre Center for the Arts
Application Deadline:	Friday, November 21, 2025 Received by 5:00 p.m. at the Grand Theatre Center for the Arts
TAC Review:	Tuesday, December 9, 2025 7:00 p.m. at the Grand Theatre Center for the Arts
Grant Agreements & Awards:	January – February 2026
Project Completion:	February – June 2026
Final Reports:	Due Within 30 Days of Project Completion

2025 APPLICATION

Re-Granting Program Application Checklist:

Please provide one complete paper copy of the application, loose (do not fold, staple or bind) and in order, inside of a large labeled envelope, with the following components:

- ☐ Application Form
- ☐ Project Description
- ☐ Project Budget
- ☐ Project Leader(s) & Collaborators
- ☐ Support Materials

▲ 2025 Re-Granting Program Application Form

Applying as (select one): Individual Collective/Organization

Legal Name: _____

Title: _____

Collective/Organization (if applicable):_____

Mailing Address:_____

Phone: _____

Email: _____

Website/Social Media/Other: _____

_____

_____

Project Title: _____

Signature: _____

Date: _____

I certify by my signature that I have reviewed all the information in this application and it is accurate. I also certify that I am not a convicted felon. If this statement is not true, please attach a supplemental explanation.

▲ Project Description

Provide a one to three-page description of your project, desired outcomes, and how it addresses the goals of the Re-Granting Program. Include a project timeline from start to finish, including important milestones. Consider how you will market/promote and measure the success of the project.

▲ Project Budget**

Income

A. Contributed
   1. Government (local/state/federal): $_____
   2. Fundraising: $_____
   3. In-Kind Services (volunteers/trades/etc.): $_____
   4. Other (out of pocket/memberships/etc.): $_____

B. Earned
   5. Admissions/Tickets: $_____
   6. Concessions/Sales/Merchandise/etc.: $_____

Total Project Income: $_____

Expenditures

A. Personnel Fees
   1. Artistic: $_____
   2. Administrative: $_____
   3. Technical: $_____

B. Operating
   1. Advertising/Marketing: $_____
   2. Facility/Rental: $_____
   3. Travel: $_____
   4. Supplies/Materials: $_____
   5. Other: $_____

Total Project Expenses: $_____

** This sample Project Budget is provided for reference, illustrating the basic levels of income and expenditures that could be applicable to a project. Applicants should create an estimated Project Budget that best documents their own appropriate categories. All Project Budgets should include $2,000 of contributed government income. Project Budgets are not required to balance, but should include all estimated income and expenditures.

▲ Project Leader(s) & Collaborators

Please identify the roles of all project leaders (important contributors) and attach resumes and/or biographies for all project leaders as needed. Please identify the roles of all project collaborators (project supporters in auxiliary roles).

▲ Support Materials

Please include up to three relevant and recent samples of your creative work that will help the Tracy Arts Commission evaluate the quality and characteristics of your work. Samples may include electronic or printed promotional materials, images, audio and video samples, etc. Electronic samples can be provided on a USB flash drive.

Non-Profit 501(c)(3) Organizations must include a copies of IRS letter verifying tax-exempt status and California Articles of Incorporation.

All materials submitted to the City of Tracy, as part of the application/proposal(s), are public records subject to the California Public Records Act. Submission of proposal(s) constitutes the acceptance of these terms.

Completed applications are to be mailed and received, or dropped off at:

TAC 2025 Re-Granting Program c/o
Grand Theatre Center for the Arts
715 Central Avenue Tracy, CA 95376

by 5:00 p.m. on Friday, November 21, 2025.

Applications received late are ineligible and will not be reviewed by the Tracy Arts Commission.

For additional information/questions, please contact
William Wilson, Cultural Arts Supervisor at william.wilson@cityoftracy.org

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