



## CITY OF OJAI

### **LIBBEY BOWL FEE WAIVER PROGRAM GUIDELINES 2024**

The Libbey Bowl Fee Waiver Program waives in full or in part the fees charged by the City of Ojai for the use of the Libbey Bowl. The primary purpose of the fee waiver program is to assist individuals, commercial entities, and non-profit organizations that are producing arts, cultural, and community events in the Libbey Bowl for the benefit of non-profit organizations and/or the Ojai community. The goal for events held in the Libbey Bowl receiving a fee waiver could include: encouraging artistic excellence, developing new audiences, promoting diversity in Ojai's cultural life, promoting and encouraging arts and cultural activities in the City of Ojai, and encouraging community engagement.

Support will be considered for events that demonstrate a clear benefit to the Ojai community. The purpose of the waiver program is not to subsidize ongoing expenses.

#### **PLEASE NOTE:**

- Events must be held within the calendar year 2024.
- All publicity for events receiving a fee waiver must credit the City of Ojai.
- A completion report is required after the conclusion of the event.

#### **APPLICATION DEADLINE**

The completed grant application with all requested supporting materials must be received at the Ojai Recreation Department, 510 Park Road, Ojai, CA 93023 by **Friday, October 20, 2023**. Postmarks are not acceptable. Applications that are incomplete or lack the requested supporting materials will not be considered for a fee waiver.

## **GUIDELINES FOR WAIVER APPLICANTS**

### **Review Criteria for Individual Artist Project Grant**

All review criteria listed below will be considered by the appropriate committee and subject to City Council approval. Applications must meet the goals of the Libbey Bowl Fee Waiver Program.

1. Clarity, originality and depth of the idea presented in the proposal.
2. Project's potential effectiveness in addressing a specific community need.
3. Quality and originality of the event, based upon the examples provided.
4. Qualifications of the artists, collaborators, and other key people involved in the project.
5. Soundness of the project plan, including budget and timeline.
6. Impact upon the quality of life in the City of Ojai and the Ojai Valley.
7. Primary focus must be the exhibiting, performing, producing or presenting of arts and cultural programming accessible to City of Ojai residents.
8. Non-profit organizations applying for a waiver or benefitting from an event receiving a waiver must be exempt from federal taxes under section 501 (c) (3) of the Internal Revenue Code. These organizations must also be listed as having an "active" 501 (c) (3) status with the California Secretary of State in order for the grant to be funded. Status can be checked at the Secretary of State's website: [www.irs.gov/charities-and-nonprofits](http://www.irs.gov/charities-and-nonprofits)
9. Organization's demonstrated ability to successfully carry out past projects, if applicable.
10. Organization's strength and role in the community, including its financial health and ability to raise funds, if applicable.
11. Strength and stability of the organization's management and leadership, or strength and appropriateness of fiscal receiver, if applicable.

## **LIBBEY BOWL FEE WAIVER TIMELINE FOR CALENDAR YEAR 2023**

9/12/23 Advertise availability of waiver applications; begin distribution of the waiver application to interested parties; post application on City website.

10/20/23 Completed applications due at Ojai Recreation Department by 5:00 p.m.

11/03/23 Applicants may be required to attend the November 2, 2023 Parks & Rec. Commission meeting to conduct a presentation and answer questions regarding application.

12/12/23 Waiver recommendations submitted to Council for ratification.

12/29/23 All waiver applicants to receive notification of application approval or denial on or before this date.

**Please note projects must begin and end within the calendar year 2024. Waiver recipients must notify the City, upon completion of the event or series, with a brief written summary of the event and final budget report.**