

FY17-18 Artists in Communities Grant Application Instructions



DEADLINE: January 23rd, 2018 by 5:00pm

The California Arts Council has a new grant application system, calartscouncil.smartsimple.com. All applications must be submitted in the system. The new system will be able to be accessed for registration and grant program application on **December 5, 2017**.

Registration information and detailed instructions can be read here:

http://arts.ca.gov/programs/program_files/shared_files/CAC_SmartSimple-Registration_InformationFINAL.pdf

- Please have the following information and documentation prepared prior to beginning your registration at <https://calartscouncil.smartsimple.com>:
- Applicant organization Federal EIN (or that of Fiscal Sponsor, if applicable)
- Applicant organization DUNS (or that of Fiscal Sponsor, if applicable). Obtain a DUNS number at the following URL: <http://fedgov.dnb.com/webform>
- Accurate organizational contact information including business address, mailing address (if different), county name, organizational phone and fax number (if available), and website.
- Number of years organization has engaged in arts programming within California
- Year organization began arts programs and/or services
- Organizational Mission Statement and purpose
- Brief summary of core organizational programs and services

Application Check List:

Required Support Materials:

- Artistic Work Sample Materials
Include up to 3 samples of artistic work providing evidence to the quality of the artists associated with this project. Images, audio, and video (**links**) should be related to your proposed project and generated within the past two years.
- Additional Work Samples: Please provide up to 2 PDF documents that best portray your organization and its work. These may include press materials, flyers, brochures, programs, newsletters, and other marketing pieces generated within the past two years.
- DataArts Funder Report: The California Arts Council requires all applicants to complete a Cultural Data Profile through DataArts (formerly the Cultural Data Project) and submit a Funder Report along with their application. The DataArts Funder Report will be used to assess your organization's fiscal health and activities. You will need two years of financial and programmatic data to fill out your profile. To complete this part of your submission go to the DataArts website: <http://www.culturaldata.org>
- Letter of Support or Testimonial: Please provide a signed statement from a key stakeholder, partner, or member. Statement should substantiate the quality of the organization, and affirm the organization's impact on its constituents.
- Key Biographies
Provide brief biographies (not resumes). Include title, experience, and role within the proposed grant. Indicate where positions are new, to be supported by grant funds for the following individuals:
 - Key Administrative Personnel
 - Artistic Personnel

- Any Consultants to be paid or hired with CAC support
- Letter of Agreement
Please provide a joint Letter of Agreement signed by both the Applicant Organization and the Lead Artist. This letter should indicate mutual commitment to the artistic process and the vision of the Lead Artist, and mutual understanding of the roles and responsibilities of each party.

Required Support Materials for Fiscally Sponsored Projects

- Fiscal Sponsor IRS Form 990 (Required for applicant organizations applying with a Fiscal Sponsor)
- Fiscal Sponsor Letter of Agreement (Required for applicants using Fiscal Sponsor)
Please provide a joint Letter of Agreement signed by both the Applicant Organization and the Fiscal Sponsor. This letter should indicate mutual commitment to the project and mutual understanding of the roles and responsibilities of each party.

Application Questions:

The following are the questions, both narrative and quantitative, that will be asked on the application, as well as required budget information:

Narrative Questions:

- Provide a detailed description of your proposed project including the artistic activities that will occur, and the timeline for this residency. Please give a sense of the arc of the project from beginning, through the middle, to the end.
- How does the proposed project align with your organizational mission? What arts programming and services has your organization previously provided to the community identified in this proposal?
- Please describe the role the community will play in your proposed project. How will the artist engage the community throughout the development and execution of the project?
- How will the organization ensure that the project is accessible to all in the community?
- What are your intended outcomes and methods for evaluating and measuring success?
- Describe plans to promote the project's value and to document and communicate the project's impact to a broad public.
- Artist Statement: To be completed by the Lead Artist or collaboratively completed by collective or ensemble.
Briefly describe your artistic work and processes.
 - How will the project be relevant and responsive to the community in which you are working?
 - What is your artistic vision for this residency, and what do you hope to accomplish?
 - If you are collaborating with other artists as part of a company of collective, please describe proposed roles, goals, and duties for the collaborative efforts.
- Lead artists name and email contact information

Quantitative/Short Answer Questions:

Anticipated Programs and Services

- Number of free events
- Number of concerts/performances/readings
- Number of lectures/demonstrations/workshops/symposiums
- Number of classes or sessions
- Number of artists' residencies

- Number of apprenticeships/internships

Anticipated Individuals Involved

- Number of artists to be directly involved
- Number of total individuals to directly benefit
- Number of individuals to be compensated through this grant

Budget Tables:

You will be required to submit a line-item project budget, including anticipated matching funding.

You will also be required to fill out a Source of Match table, indicating matching sources and the status of the matches (e.g. Pending, Confirmed, etc.). Up to 50 % of the match may be in kind.

Ranking Guide:

A peer panel reviews all applications and work samples in a multi-step process that involves assigning numerical ranks to each application. The 6-point ranking system below is utilized and panelists’ ranks are averaged to obtain the final score.

For each of the following rankings, the description refers to the contents of the application submitted, including work samples and attachments.

6	Exemplary	Meets all of the review criteria to the highest degree possible
5	Strong	Meets all of the review criteria in a significant manner
4	Good	Meets all of the review criteria to some extent; however, areas of the application need improvement, development or clarification
3	Marginal	Does not meet the majority of the review criteria in a significant manner
2	Weak	Significant inadequacies in addressing review criteria; proposals that do not meet the program requirements
1	Ineligible	Incomplete applications, applications that do not meet eligibility criteria or that include significant ineligible expenses in application budget. Former grantee organizations not in compliance with CAC grant requirements.

Below, the qualities of exemplary applications (Ranked 6) in the Artists in Communities program are outlined, and the areas of the application in which those criteria will be assessed are identified.

Review Criteria #1: **Project Design and Implementation:** Project design indicates realistic timeline, appropriate budget, clear artistic and community-based objectives and achievable outcomes. Design articulates methods to evaluate and measure success, collect and analyze data, and document activities. Design demonstrates depth of participant involvement and clear plans for community outreach and marketing.

Qualities of Exemplary Applications:

- Artist's practice, process, and vision are fundamental to achieving project outcomes.
- Project activities and timeline are clearly articulated.
- Project design includes meaningful, regular contact between the artist(s) and community members.
- Clearly articulated intended outcomes and methods for evaluating success.
- Resources, including time and funds, are effectively allocated, and project budget is realistic and complete.
- Applicant maps robust plan for community engagement and clear community investment.
- Application demonstrates plan for promotion, and documentation of program impact.

Areas of Assessment:

- Project narrative
- Project budget
- Letter of Agreement

Review Criteria #2: **Artistic Merit:** Artists involved in the project demonstrate skills, expertise, and experiences that are central to the outcomes of the project design. California artists are engaged at every stage of project design and execution.

Qualities of Exemplary Applications:

- Artist is highly skilled and accomplished in their craft.
- Artist demonstrates history of success in community-based work.
- Artist's work and process is relevant to the community and the intended outcomes of the project.

Areas of Assessment:

- Artist(s) biographies
- Artist Statement
- Work samples

Review Criteria #3: **Community Impact:** Project demonstrates reach and/or depth of engagement in an identified community. Project is responsive to the community to be served. Project execution and evaluation involve significant community participation in accordance with the identified project outcomes.

Qualities of Exemplary Applications:

- The needs and contexts of the specific community being served guide the development of outcomes and activities.
- Applicant organization and artist demonstrate deep connection to and experience working with community.
- Organization uses ongoing evaluation to assess programmatic strengths and areas for growth.
- Program design uses evaluation data to inform the development of the project.

Areas of Assessment:

- Project Narrative
- Organizational history and mission statements
- Artist statement

- Letter of Support or Testimonial

Review Criteria #4: **Management and Leadership**: Ability of applicant organization to implement proposed project is clearly demonstrated by qualifications of project's team, viability of project budget, and overall fiscal and managerial health of applicant and partnering organizations.

Qualities of Exemplary Applications:

- Organizational leadership has significant experience in facilitating projects with individual artists.
- Organizational mission aligns with project goals.
- Staff and board membership are diverse and representative of the project constituents.
- Organization demonstrates strong fiscal health.
- Application, including project narrative and budget, are complete and free from error.

Areas of Assessment:

- Staff and board biographies
- Organizational history and mission
- DataArts funder report
- Project budget
- Completeness and accuracy of application overall