FY17-18
Professional Development Program
Grant Application Instructions

Application Deadlines and Grant Activity Periods:

January 10, 2018, 5:00 PM
Grant Period: February 1, 2018 - May 31, 2018

March 1, 2018, 5:00 PM
Grant Period: June 1, 2018 - September 30, 2018

May 2, 2018, 5:00 PM
Grant Period: October 1, 2018 - January 31, 2019

Purpose

The Professional Development (PD) program assists arts organizations in building their capacity for success by supporting individuals through professional development activities.

Professional Development requests may be made for up to $1,000 for individual staff, artists, administrators or teaching artists who are employed by the applicant organization.

Instructions for Submitting an Application

Please read the program guidelines carefully. CAC Program Specialists are available to answer questions prior to the application deadline however, may not be able to follow up on application details after submission. Applications are forwarded onto the Peer Review Panel as they are submitted to the CAC via calartscouncil.smartsimple.com.

Please read the Review Criteria and Application Evaluation information on page 3 to learn more about how applications are reviewed by the panel during the adjudication process. The PD review panel will meet in January, March and May 2018, and Panel Recommendations will be presented to the California Arts Council at the January, April and June public meetings. Arts Council members make final decisions on all grants.

Staff Contact

Jaren Bonillo
Arts Program Specialist
jaren.bonillo@arts.ca.gov
(916) 322-6584

Click Here for Language Assistance

Checklist for Preparing an Application

- User Registration at calartscouncil.smartsimple.com (one primary contact is recommended)

- Narrative Questions

- Key Staff Biographies

- Letter of Support

- 3 Years' Budget Snapshot

New for FY17-18: Applicants using Fiscal sponsors must submit the Fiscal Sponsor's IRS Form 990 and a Letter of Agreement with application.

General Instructions for Applicants
calartscouncil.smartsimple.com is the CAC's NEW online grants management system. All applications must be submitted in the system by 5:00 p.m. PST.

Click this link for registration information:
http://arts.ca.gov/programs/program_files/shared_files/CAC_SmartSimple–Registration_InformationFINAL.pdf

Organizational Details: The first person to register an organization will become the "Primary Contact" and is responsible for completing the organizational profile, including the organization's mission statement and purpose, and summary of core programs and services. This information will auto populate in the Organization Details tab of the application.

Narrative Questions: The application narrative questions should be specific and address all of the review criteria to the fullest extent possible, in addition to preparing the supporting documents and materials. See pages 2-3 for narrative questions that will be asked on the application.

Grant Request Amount: Beginning in FY17-18, applicants may not apply for more than 50% of their Total Operating Revenue from one or multiple CAC grant programs. The 50% calculation will be based on the figures reported in the 3-Years' Budget Snapshot or DataArts' funder report.

3-Years' Budget Snapshot (Statement of Financial Position): Applicants must provide a Statement of Financial Activities (Income and Expense) for three years. Income and Expenses are asked for Prior, Current, and Projected Fiscal Years (FY). Budget Notes must be provided for any noticeable increases or decreases (surplus or deficits) in line items from one year to the next.

Fiscal Sponsors: Applicants using a fiscal sponsor must demonstrate a need for such if the individual is not currently employed by an arts organization. A signed Letter of Intent from the individual and fiscal sponsor must indicate a mutual commitment to the activity and understanding of the roles and responsibilities of each party. If a grant is awarded, the fiscal sponsor becomes the legal contractor and must provide its IRS Form 990 to be attached and submitted with an application.

Project Budget: The project budget details the planned allocation of CAC funds to be requested for this grant. A list of expenses may be entered into the budget table with an opportunity to add additional rows as necessary for personnel and production expenses.

Matching Funds: Matching funds are not required for this grant. However, if the cost exceeds the grant request amount, you will have an opportunity to indicate the total cost of the entire project.

Accessibility: All CAC-funded programs, services, information, and buildings and facilities where funded activities take place must be accessible. The CAC requires applicants to review the National Endowment's (NEA) Office of Accessibility website and download and review the NEA's Accessibly Checklist. The checklist is an instructive tool created as a guide to ensure physical and communication access to organizations and projects funded by the NEA.

Support Materials
The Review Panel will use the support materials to assess the funding request's quality, relevance and organizational commitment to the professional development activity.

Activity Support Materials: Include relevant information or materials providing evidence to the quality of the proposed learning activity. Materials may include (but are not limited to) conference or workshop information, schedules, promotional information, etc.

Letter of Support: A signed letter from the organization's leadership is required. Letter should demonstrate the organization's support for the participant's attendance at the learning activity. If the Executive Leader is the participant, please provide a signed letter from the Applicant Organization's governing leadership.

For applicants using Fiscal Sponsors:

Fiscal Sponsor Letter of Agreement: A joint Letter of Agreement signed by both the Applicant Organization and the Fiscal Sponsor is required at the time of application. This letter should indicate commitment to the request for CAC funding and understanding of the roles and responsibilities of each party.

Fiscal Sponsor IRS Form 990: Organizations applying with a Fiscal Sponsor are required to upload the Fiscal Sponsor's IRS Form 990 at the time of application submission.

Application Questions

The narrative questions that will be asked on the application provide crucial information for the review panel to assess the funding request. It is recommended that you prepare and save your answers prior to entering them into the online application. Please provide your answers in complete sentences without formatting.

* Provide a brief description of the learning activity, and identify the individual(s) who will participate from the Applicant Organization. (1,000 characters)

* Provide brief biographies (not resumes). Include title, experience, and role within the proposed activity. (1,000 characters)

* Describe how the learning activity will provide quality professional development related to the participant's current artistic or administrative experience. If the participant will attend an activity with multiple opportunities for learning, such as a conference or workshop series, provide specific examples of the sessions, events, activities, etc., in which the participant will engage. (1,000 characters)

* Identify the specific skills that the participant will develop as a result of this opportunity. Explain what will be gained and how it will impact the organization and/or its constituency. (1,000 characters)

Quantitative Questions

The CAC collects quantitative information for funded activities. You will be asked to provide anticipated figures for individuals directly involved or benefiting from the proposed activity.

* Number of artists to be directly involved

* Number of total individuals to directly benefit

Review Criteria

A CAC staff review panel will assess all applications and will recommend grants for applicants that strongly meet the review criteria. The staff panel's review of applications and support materials is a multi-step process and involves assigning "Fund or Not-Fund" to an application.

A staff review panel will evaluate applications based on the following criteria:

1. Quality of Learning Activity:

    a. Strength of the professional development activity and institution that are central to the outcomes of the proposed learning activity;

    b. Degree to which the participant's learning activity is appropriate for the individual and to the organization.

2. Organizational Impact:

    a. Degree to which the organization demonstrates the short and long term impact and benefits of the activity on the individuals and organization.

Application Evaluation

The qualities of exemplary applications in the Professional Development program are outlined below, along with the areas of the application in which the criteria will be assessed.

Qualities of Exemplary Applications:

• Activity, budget and timeline are clearly articulated and demonstrate the professional development and growth of the participating individual(s).

• The identified learning activity is relevant to the organization's identified objectives and outcomes.

• Application, including narrative and project budget, are complete and free from error.

Areas of Assessment:

• Narrative questions

• Budget

• Activity Support Materials