

# FY15-16 CAC Pathways Reference Application

Apply at [cac.culturegrants.org](http://cac.culturegrants.org)

Please review the 2015-16 CAC Cultural Pathways Grant Guidelines available at [www.arts.ca.gov](http://www.arts.ca.gov) for complete program information and submission requirements.

## Instructions:

Prior to starting an online application, visit the “Manage Account” page from the CAC Culture Grants main navigation bar. Verify that all information provided on the “My Account” and “Organization” tabs are current.

Working with an Application: My Forms > My Data

Once you have selected an application under “Open Applications”, it will subsequently be accessible under “My Data”, along with any other grants you may have previously applied to.

You can navigate through the application pages using the “Save”, “Save & Continue”, “Next” and “Previous” buttons. You will see a “Submit” button at the bottom of the final “Certification and Release” page. Note that CAC Culture Grants does not allow applications to be modified, once submitted.

As a security feature, **users will be logged out after 20 consecutive minutes of inactivity**. Be sure to save your work frequently by selecting the “Save” or “Save and Continue” buttons at the bottom of each form page. This will also enable you to return to your work at a later time via the “My Data” tab.

*Be aware that selecting “Previous” or “Next” buttons, or utilizing the back/forward buttons via your web browser will neither retain, nor save your work.*

## Assistance

For general technical assistance navigating the application form pages, visit the “Help” page, also available from the main navigation bar. Context-sensitive help information is available throughout the application by hovering with your cursor over the icon.

For additional assistance, contact the CAC Project Manager for each specific grant, listed under **Staff Assistance** in the grant Guidelines.

## Deadline

Be sure to observe the application deadline (date and time) provided online and in the Guidelines for the specific grant program which you are applying to. Plan and prepare your responses and online submission accordingly. **Exceptions will not be made for any submission attempts after the stated grant deadline.**

## APPLICANT INFORMATION

Grant Request Amount :

All Cultural Pathways applicants apply with a \$5,000 request.

Cultural Pathways Applicants: Regardless of organizational type, all applicants are considered “Organizations” within the CAC Culture Grants system. If your organization does not have a legally recognized name, please provide the organization’s common or popular working name.

Legal Organization Name :

Popular Name of Applicant Organization (if different than above):

Mailing Address 1 \* :

Mailing Address 2 (optional) :

City \* :

State \* :

Zip Code \* :

County \* :

Organization Phone \* :

Organization Fax :

Website :

Applicant Contact First Name \* :

Applicant Contact Last Name \* :

Applicant Contact Title \* :

Applicant Contact Phone \* :

Phone Extension (if applicable) :

Applicant Contact Email \* :

Executive Leadership (Staff)

*If different from the Applicant Contact above, provide information for the primary individual serving in a senior executive leadership capacity. In most cases, this will be the Executive Director. If title differs from “Executive Director”, please enter title in the “Executive Leader Title” field below.*

Executive Leader First Name:

Executive Leader Last Name:

Executive Leader Title :

Executive Leader Phone :

Phone Extension (if applicable) :

## APPLICANT INFORMATION CONT.

Executive Leader Email :

Number of years Organization has been consistently engaged in arts programming within California \* :

Applicant Eligibility and Organization Type

The Pathways program supports California-based arts groups rooted in communities of color, recent immigrant and refugee communities, and tribal groups.

Eligible applicant organizations:

Applicant organizations must be one of the following:

- Incorporated nonprofit arts organizations with 501(c)(3) status with an annual organizational budget of less than \$150,000 for each of the last two completed fiscal years prior to the time of application.
- Unincorporated organizations such as artist groups and artist-led collectives led by California based artists and arts administrators may apply using a fiscal agent (see below).
- Non-arts nonprofit organizations such as community service organizations serving these communities and meeting all other eligibility requirements may apply with the following condition:
  - Must have a distinct arts programming budget of less than \$150,000 for each of the last two completed fiscal years prior to the time of application

Based on the descriptions above, please indicate your organization type. \* :

**Incorporated nonprofit arts organization**

All Pathways applicants must have a history of consistent arts programming (e.g. producing, presenting or exhibiting) for a minimum of two years prior to the time of application.

Indicate the number of years your organization has been consistently engaged in arts programming within California. \* :

Date of Incorporation \* :

Federal EIN and DUNS Numbers

- *All Applicants are required to provide a Federal Employer Identification Number (Federal EIN Number) and Dun & Bradstreet Number (DUNS Number) at the time of application.*
- Please refer to the IRS, EIN support pages, and DUNS Number Instructions for additional information.

Federal EIN Number \* :

DUNS Number \* :

Are you using a Fiscal Agent? \* :

## Organization's Total Fiscal Activity:

### Exclude In-Kind and Pass Through Funds.

- For changes of more than 10% between years, include budget notes in the corresponding field below.
- Incorporated nonprofit arts organizations: Annual organizational budget must not exceed \$150,000 for each of the last two completed fiscal years.
- Non-arts nonprofit organizations: Must also submit a separate budget reflecting only the arts programming-related portion of your organizational budget. This arts programming budget must not exceed \$150,000 for each of the last two completed fiscal years.

## Organizational Budget

Provide Actual, Current and Projected numbers for the years indicated below. For 2015-16, use current budget numbers and project out to the end of your fiscal year. :

	2014-15 or 15 (Actual)	2015-16 or 16 (Current)	2016-17 or 17 (Projected)
A. Income: Earned			
B. Income: Contributed			
C. INCOME TOTAL			
D. Expense: Personnel			
E. Expense: Operating/Production			
F. EXPENSES TOTAL			
G. SURPLUS (DEFICIT)			

### Budget Notes:

Budget notes are required for changes plus or minus 10% between years. Large, unexplained variations in income, expenses and surplus (deficit) positions from year to year may reflect negatively on your application.

# FY15-16 Pathways Fiscal Agent Form

Available for applicants designating a fiscal agent

Complete this section only if the Applicant Organization is **not** tax-exempt, and will be applying to this grant in partnership with a Fiscal Agent.

If your application is funded, the Fiscal Agent will be designated as the legal contractor for this grant from the California Arts Council. By completing this form, you are acknowledging that a Fiscal Agent relationship exists, and that the identified organization has agreed to serve the Applicant Organization in this capacity for the term of the Grant Period.

Legal Name of Fiscal Agent Organization \* :

Popular Name of Fiscal Agent Organization (if applicable) :

Fiscal Agent Date of Incorporation :

Fiscal Agent Federal EIN Number \* :

Fiscal Agent DUNS Number \* :

Mailing Address 1 \* :

Mailing Address 2 :

City \* :

State \* :

Zip Code \* :

County \* :

Executive Director First Name \* :

Executive Director Last Name \* :

Executive Director Phone \* :

Phone Extension (if applicable) :

Executive Director Email \* :

Fax :

Website :

# FY15-16 Pathways Applicant Organization Profile

Applicant Organization's Mission and Purpose (may be used in CAC publications) \* :

Organizational Background \* :

- Provide a brief history of your group and how it developed.

Community \* :

Cultural Pathways supports small and emerging organizations that serve one or more communities of color, immigrant or refugee communities, or tribal groups.

- Please describe your community.
- How is your organization rooted in this community?

Programs and Services \* :

- What are your primary arts activities, programs and/or services?
- How is the artistic practice of your organization tied to the community which you serve?

For Reference Only

# FY15-16 Pathways Narrative

## Proposal Summary:

Briefly outline your proposal and indicate how grant funds would be used. This description will be used to introduce your proposal to the panel. If funded, it will be used to describe your approved grant.

Please begin your thumbnail with the following \* :

With support from the California Arts Council, (insert Applicant Organization Name here) will...

## Proposal Narrative

- How does your organization nurture authentic and creative voices from within your community?
- How will Pathways funding support your organization?
- What is your desired impact?
- How will you document and measure this impact?
- Identify artistic and administrative personnel who will participate in Technical Assistance and Professional Development and peer-to-peer activities related to the program (minimum 40 hrs per year).
- What are the greatest areas of need for your organization?

Please identify which areas of Professional Development you feel would most benefit your organization. Select all that apply. \* :

- Strategic planning and implementation
- Leadership and board development
- Nonprofit financial management
- Fund development strategies
- Marketing and outreach
- Data and systems management
- Arts presenting
- Communicating the value of your work
- Program Evaluation
- Developing and maintaining partnerships

# FY15-16 Pathways Budget

Grant requests cannot exceed an organization's total income from its last completed fiscal year.

## Grant Request Amount \*:

## Proposal Summary \*:

Briefly outline your proposal and indicate how grant funds would be used. This description will be used to introduce your proposal to the panel. If funded, it will be used to describe your approved grant.

Please begin your summary with the following:

With support from the California Arts Council, (insert Applicant Organization Name here) will... \* :

## Grant Request: Budget Detail Instructions

In the Budget Detail below, provide details for each line item to be funded by this grant. For Personnel, Rate of Pay, please indicate if the amount is per year (yr), month (mo), hour (hr), service (svc) or other. Examples: "\$30,000/yr", "\$300/mo", "\$30/hr", or "\$3,000/svc". Personnel and Operating/Production Expenses for this grant must match your "Grant Request Amount". Use the CAC Request column to show your planned allocation of CAC funds.

For Reference Only

# FY15-16 Pathways Budget *cont.*

## Grant Request: Budget Detail:

A. Personnel Expenses	Job Title & # of Staff in ( )	Rate of Pay (per year, month, hour, or service)	CAC Request
1. Artistic			
2. Administrative			
3. Technical			
		SUBTOTAL: Personnel Expenses	
	B. Operating/ Production Expenses	List Expense and describe below	CAC Request
	4.		
	5.		
		SUBTOTAL: Operating/ Production Expenses	
		TOTAL EXPENSES	

After completing the Budget Detail table, select “Save” at the bottom of this page to refresh your screen and update the “Total Expense: CAC Request” field below. Verify that this amount matches your Grant Request Amount above.

**Total Expenses: CAC Request :**

### Budget Detail Notes:

If providing figures for Operating/Production Expenses, “Other”, please describe below. :

### Matching Funds

Please note that Matching funds are **not required** for the first of the two-year cycle of this grant.

In the second year, however, matching funds at a level of 1:1 may be required. The required match may be from any public or private source, or any combination, thereof. In-kind donated services for which a market value can be determined may be used for up to 50% of the required match.

# FY15-16 Pathways Support Material Upload

Please provide artistic samples and required support materials. Work samples may consist of images, audio, and video (links) and should provide evidence of the quality and relevance of the artistic work proposed in this project. Please include work samples for all artists involved in this grant proposal.

## File Types

### Images (*Up to 10 images for Artistic Work Samples*)

**Option 1:** Upload images as individual JPGs. Recommended resolution: 300 dpi. Recommended image size: 800 x 600 pixels. If scanning images, please scan at a resolution of 300 dpi and save/upload as individual JPGs. Size per image file may not exceed 10 MB.

**Option 2:** Combine images within one PDF. Size per document may not exceed 5 MB.

### Audio

Upload recordings in MP3 format only (recordings may be up to 5 mins long). Size per audio file may not exceed 50 MB.

### Video (links)

Provide direct links for video selections on a one-page PDF. Videos may be hosted on Vimeo, YouTube, or your organization's website. Non-password protected videos are preferred; if protected, be sure to provide password information. Do not submit links to websites which require video content to be downloaded. Preferred length is no more than 5 minutes, per video.

### Documents

Upload documents. PDF or MS Word only, no more than 10 pages total. Size per document may not exceed 5 MB.

## File Upload Instructions

01. Click the Upload button to open the **Portfolio Media Uploader** pop-up window.
02. Click **Browse** or **Choose File** (depending on your browser) to select a file from your computer.
03. Enter the **Title** (required) and a brief **Description** (optional for Final Report Uploads) in the appropriate fields. Make titles specific; avoid titles such as "Image #1."
04. Click **Submit** to upload the file. After the file is successfully uploaded, the pop-up window will close, and a thumbnail of the file will appear on the Support Material Upload page.
05. Repeat steps 1 – 4 for additional files.

# FY15-16 Pathways Support Material Upload *cont.*

## Support Materials

### Arts Programming Budget

- Only required for non-arts nonprofit organizations: Provide a budget reflecting only the arts programming related portion of your organizational budget. This arts programming budget must not exceed \$150,000 for each of the last two completed fiscal years.

### Short Biographies

Provide brief biographies (not resumes) for the following individuals. Include title, experience, and role within the proposed grant. Indicate where positions are new, to be supported by grant funds.

*Key Administrative Personnel*

*Key Artistic Personnel*

*Any Consultants to be paid or hired with CAC support*

### Letter of Support

Letter of support from a key stakeholder, partner or collaborator, affirming the organization's capacity to serve the community.

### Other Support Materials

Upload up to two (2) different samples of materials generated within the past two years that best portray your organization and its work. These may include brochures, programs, newsletters, support letters, etc.

### Artistic Work Samples

Include samples of artistic work providing relevant evidence of quality of the artists associated with this project. The peer review panel will spend approximately 5 minutes reviewing the work. If at all possible, include samples related to your proposed project.

# FY15-16 Pathways Certification and Release

This Certification and Release must be signed by an authorized board member or designated organizational representative with the knowledge of the matters contained herein, and holds the legal authority to obligate the organization, with the approval of the organization's board of directors or other governing body.

The undersigned certifies: the represented organization has proof of nonprofit status under sec.501(c)(3) of the Internal Revenue Code, or under sec. 23701d of the California Revenue and Taxation Code, or is a unit of government; that applicant has been consistently engaged in arts programming for a specific number of years prior to time of application; complies with the Civil Rights Act of 1964, as amended; sec 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; observes provisions of the Drug Free Workplace Act of 1988; and California Government Code secs.11135-11139.5 (barring discrimination); complies with the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans with Disabilities Act of 1990; and the Fair Employment and Housing Act; has its principal place of business in California; and has completed prior contract evaluations, if applicable; and has approval of applicant's board of directors or other governing body.

That all information contained herein is accurate or represents a reasonable estimate of operations based on data available at the time of submission; and that there are no misstatements or misrepresentations contained herein or in any attachments.

The undersigned hereby releases the California Arts Council (CAC) and the State of California, their employee & agents, from any liability and/or responsibility concerning damage to or loss of materials submitted to the CAC and the State of California, whether or not such damage of loss is caused by the negligence of the CAC, the State of California, their employees & agents. \* :

Yes, I Certify

## Applicant Signature

The following signature must be by an authorized board member or designated organizational representative.

First Name \* :

Last Name \* :

Title \* :

Date \* :

**ATTENTION: Exceptions will not be made for any submission attempts after the stated Application deadline (date and time).**

After the successful submission of this Application, a confirmation email will be sent to the address of record. Navigate to Manage Account > My Account to verify your contact information. Please forward the confirmation email to additional staff, as necessary.