

FY 15-16 Statewide and Regional Networks (SRN) Grant Application | Apply at cac.culturegrants.org

FY15-16 SRN Applicant Information

Please review the 2015-16 CAC SRN Grant Guidelines available at 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.culturegrants](http://cac.culturegrants.org) navigation bar. Verify that information provided on the “My Account” and “Organization” tabs are current.

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

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. 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.

Be sure to observe the Application deadline (date and time), and prepare your responses and online submission accordingly. **Exceptions will not be made for any submission attempts after the stated grant deadline.**

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

FY15-16 SRN Applicant Information

APPLICANT INFORMATION

Grant Request Amount

Statewide Networks: Request up to \$25,000

Regional Networks: Request up to \$15,000

Legal Organization Name:

Popular Name of Applicant Organization (if applicable):

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) :

Executive Leader Email :

APPLICANT INFORMATION CONT.

Number of years 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.

If the Applicant Organization organization will be applying in partnership with a Fiscal Agent, please reflect Fiscal Agent numbers below. You will also be requested to repeat these on the subsequent Fiscal Agent Form.

Where there is no Fiscal Agent, the Applicant Organization's Federal EIN Number and DUNS Number must be provided below.

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? * :

Fiscal Agent Form available to Applicants indicating "Yes"

Organization's Total Fiscal Activity:

Operating budget only, exclude In-Kind and Pass Through Funds.

- For changes of more than 10% between years, include budget notes in the corresponding field below.
- Please ensure that this budget snapshot matches the budget figures on your California Cultural Data Project CDP Funder Report for these same years. If these numbers do not match your CDP, please explain in the budget notes below.

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	0	0	0
D. Expense: Personnel			
E. Expense: Operating/Production			
F. EXPENSES TOTAL	0	0	0
G. SURPLUS (DEFICIT)	0	0	0

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 SRN 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 SRN Organization Profile

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

Organizational History and Constituency:

- Provide a brief history of your organization, its development and context for current activities.
- Give a detailed description of your constituency and indicate how you serve that constituency.

Constituency Served:

Total individual artists * :

Total arts organizations * :

Infrastructure *:

- Describe the composition of your board and staff. If your organization is comprised of other networks/organizations, indicate the role of each network and their contributions.

Constituency Served:

Paid full-time positions * :

Paid part-time positions * :

Contracted positions * :

Volunteers * :

Programs and Services * :

- Summarize your programs and services; briefly list your accomplishments and challenges over the past year.

FY15-16 SRN Proposal 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 do you identify and address the needs and priorities of your constituency?
- How do you reach your constituents, and how do your constituents provide input and support for your organization?
- What are the greatest areas of need for your organization, and how does that relate to your ability to serve the needs of your constituency?

Leverage and Reach * :

- How do you plan to leverage funds and resources?
- How will you work to advance a statewide or regional arts agenda?

Impact on Constituency * :

- How will you use SRN funding to address your needs? Please include specific goals, expected outcomes and benchmarks.
- How will SRN funding contribute to the advancement of your constituency and the larger field?

FY15-16 SRN Budget

Grant requests may not exceed an organization's total income based on its last completed budget. The maximum grant request amount is \$25,000 for Statewide and \$15,000 for Regional organizations.

Category * :

Grant Request Amount

Statewide Networks: Request up to \$25,000

Regional Networks: Request

up to \$15,000 * :

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.

Matching Funds

All grant recipients must provide a dollar-for-dollar (1:1) match. Use the Matching Funds column to show your planned allocation of these additional funds. The match ratio may vary per line item, and matching funds may be indicated for line items other than the CAC Request.

Total Matching Funds should equal, but not exceed the required matching funds amount; do not overmatch your CAC Request.

FY15-16 SRN 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	Matching Funds
1. Artistic				
2. Administrative				
3. Technical				
		SUBTOTAL: Personnel Expenses	0	0
		B. Operating/ Production Expenses	CAC Request	Matching Funds
		4. Facility Rental		
		5. Equipment Rental		
		6. Travel (in-state)		
		7. Regranting		
		8. Office Supplies		
		9. Postage		
		10. Printing		
		11. Utilities		
		12. Insurance		
		13. Fundraising	(CAC funds may not be used)	
		14. Other	(describe below)	
		SUBTOTAL: Operating/ Production Expenses	0	0
		TOTAL EXPENSES	0	0
		GRAND TOTAL (CAC Request plus Matching Funds)	0	

Total Expenses: CAC Request :

Total Expenses: Matching Funds:

Budget Detail Notes:

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

FY15-16 SRN Budget *Cont.*

C. Source of Match

Indicate the source, amount and status (Projected, Pending, or Committed) of your matching funds. The cash match may be from federal or local government agencies, foundation, corporate, individual contributions, or earned income. Other State agency funds may not be used as a match. In some instances, in-kind donated services for which fair market value can be determined may be used, up to a maximum of 50% of the required match. Contact the CAC Project Manager for this grant, to determine eligibility prior to including in-kind as a portion of our match.

The Total from Matching Fund Sources should equal Total Matching Funds (as well as Total CAC Request) from the Budget Detail, provided above.

If applicable, identify “Other Contributed”, “Earned Income”, and “In-Kind” sources below the Source of Match table.

Income Type	Provide Match Source	Match Amount	Status (Projected, Pending, Committed)
Federal Government			
Local Government/ County			
Local Government/ City			
Foundation			
Corporate			
Individuals			
Other Contributed	(describe below)		
Earned Income	(describe below)		
In-Kind (may not exceed 50% of the Total Match)	(describe below)		
Total from Matching Fund Sources		0	

Source of Match Notes:

If providing figures for “Other Contributed”, “Earned Income”, or “In-Kind”, please identify the Income Type and corresponding Match Source(s) below. If utilizing in-kind donated services to support the match requirement, please describe your method for determining the fair market value of these services.

FY15-16 SRN Support Material Upload

Please provide artistic samples and support materials. Images, audio, and video (links) may showcase art works created, public events produced, presentations, or other activities; documents may include press materials, flyers, programs, and brochures.

File Types

Images

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 SRN Support Material Upload *Cont.*

California Cultural Data Project

The California Arts Council requires all applicants to complete a profile through the California Cultural Data Project and submit a Funder Report along with their application. Each grant program has its own Funder Report. To complete this part of your submission go to the California Cultural Data Project website: <http://www.caculturaldata.org/home.aspx>

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

Artistic Personnel

Any Consultants to be paid or hired with CAC support:

Board of Directors

Provide a current list of Board of Directors or Steering Committee (if applicable) with name, expertise, role on governing body, and county of residence (1 page, if applicable). :

Work Sample Materials

Upload up to three (3) 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. :

FY15-16 SRN Certification

This Certification and Release must be signed by an authorized board member or designated organizational representative of the organization 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 * :