FY 16-17 Artists Activating Communities (AAC) Grant Application | Apply at cac.culturegrants.org

This reference document is intended to assist with preparations for the online application process at cac.culturegrants.org.

FY16-17 AAC Applicant Information

Please review the 2016-17 AAC Artist Activating Communities (AAC) Guidelines for complete program information and submission requirements: http://www.cac.ca.gov/programs/aac.php
For questions regarding the program Guidelines or Application, contact the AAC Project Manager below:

J. Andrea Porras , andrea.porras@arts.ca.gov, (916) 322-6595

Deadline: February 1, 2017, 5:00 PM
Exceptions will not be made for any submission attempts after the stated grant deadline

Instructions:
Prior to beginning an Application, **confirm the contact information is accurate on the My Account tab, and confirm that the organizational mailing address is accurate on the My Organization tab.** If necessary, update and *save* information prior to returning to this Application. **Verify that any changes have been updated below before proceeding.**

Automatic notifications from CAC Culture Grants will be sent to the email address on the My Accounts tab.

Entries and modifications are automatically saved throughout the Application. After a momentary autosave process, navigation buttons at the bottom of each screen will be accessible. Navigating between pages from the forms menu or utilizing the back/forward/refresh buttons via your web browser prior to the completion of the autosave process *will not retain your work*.

Grant Request Amount (up to $18,000): Grant requests plus match cannot exceed 50% of an organization's total income from its last completed fiscal year. Amount must be matched 1:1. *Provide whole dollar amounts, not exceeding the eligible grant request. Modifications to this field will be reflected in all instances within the form.*
$

Grant Request 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:

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With support from the California Arts Council, [insert Applicant Organization Name here] will...

Maximum 500 characters.

Organization Information

Legal Name of Applicant Organization *

Popular Name of Applicant Organization (optional):

Mailing Address 1*:

Mailing Address 2 (optional):

City*:

State*:

Zip Code*:

County*:

State*:

Organization Phone *:

Organization Fax:

Website:

Grant Application Contact

Provide information for the individual serving as primary contact for this specific grant application. Note that this individual may be different than the registered user account holder, as provided on the My Account page.

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:

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Executive Leader Last Name:

Executive Leader Title:

Executive Leader Phone:

Phone Extension (if applicable):

Executive Leader Email:

Applicant Organization Type *
Please indicate your organization agency type below:

__Nonprofit arts organization
__Social service/community nonprofit organization
__Unit of government

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

Date of Incorporation:

Are you using a Fiscal Sponsor? * :

Fiscal Sponsor Form available to Applicants indicating "Yes"

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.

IMPORTANT: For most organizations, the two fields below will be pre-populated with the Federal EIN Number and DUNS Number as provided on the My Organization tab. If either number is **incorrect or missing**, please adjust on the **My Organization** tab, return to this Application, and **verify that accurate numbers have been updated below before proceeding.**

If the Applicant Organization is applying with a Fiscal Sponsor, please leave the two fields blank below. You are required to input your Fiscal Sponsor's numbers on the Fiscal Sponsor page.

Please refer to the IRS, EIN support pages, and DUNS Number Instructions for additional information.

IRS: http://goo.gl/hGuJw a
DUNS: http://fedgov.dnb.com/webform

Federal EIN Number *:

DUNS Number *:

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FY16-17 AAC Fiscal Sponsor Form

Available for applicants designating a fiscal sponsor

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

If your application is funded, the Fiscal Sponsor 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 Sponsor 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 Sponsor Organization *:

Popular Name of Fiscal Sponsor Organization (optional):

Fiscal Sponsor Date of Incorporation:

Fiscal Sponsor Federal EIN Number *:

Fiscal Sponsor DUNS Number *:

Mailing Address 1 *:

Mailing Address 2 (optional):

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:

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FY16-17 AAC Organizational Profile

Applicant Organization's Mission, History and Purpose (may be used in CAC publications)

- State the mission of your organization;
- Provide a brief history of your organization, its development and context for current activities.

Maximum 2,000 characters. *

Programs and Services

- Summarize your programs and services;
- Briefly list your accomplishments and challenges over the past year, and any future plans.

***Maximum 2,000 characters.* ***

Communities Served

Briefly describe the communities you serve.

Maximum 2,000 characters. *

FY16-17 AAC Project Narrative

Grant Request 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...

Maximum 500 characters.

Project Description

Provide a detailed description of your proposed project, including:

- Intended artistic and community-based outcomes
- Timeline indicating the arc of artistic and community-based activities
- Description of how often the artist(s) will interact with the community and for how long
- Project management roles and responsibilities
- Methods for evaluating and measuring success

M***aximum 5,000 characters.***

Community Description

- Please describe the community in which this residency will take place and the need, priority or circumstance that this residency will address.

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- Please describe the applicant organization's relationship to and engagement with the community.

Maximum 3,000 characters.

Communication and Documentation:

- Describe how you will reach out to engage the community in the project.
- What tools will be used to promote the project's value to the community?
- How will you document the project impact and through what media?

Maximum 3,000 characters.

Lead Artist and Artist Statement
Lead Artist Name:
Lead Artist Email:

Artist Statement Question 1 - *To be completed by the Lead Artist*
- Briefly describe your artistic work and development as an artist.
- Please describe how you foster community participation in your work.
- If working with other artists, please describe your collaborative process.

Maximum 4,000 characters.

Artist Statement: Question 2 - *To be completed by the Lead Artist*
- Please describe your relationship to and knowledge of the community to be served.
- What is your artistic vision for this residency, and what do you hope to accomplish?

Maximum 4,000 characters.

FY16-17 AAC Quantitative Questions

Figures entered below should encompass **anticipated activities and individuals** to be *directly affected by or involved in* programs and services if funded by this CAC grant, and occurring within the grant period.

Leave blank any items that are not applicable or for which you do not have supportable estimates.

Based on the anticipated impact of this CAC grant, please use the space below to briefly indicate if quantitative numbers reflect the totality of your programming, or a smaller portion of your programming.
Maximum 250 characters.

Anticipated Programs and Services

1. # of artworks
   Can include student works, adaptations, re-creations, or re-stagings of existing works
2. # of free events
3. # of concerts/performances/readings

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4. # of lectures/demonstrations/workshops/symposiums
5. # of classes or sessions
   Classes or sessions in which students will develop artistic and creative skills
6. # of exhibitions curated/presented
   Include visual arts, media arts, films, film festival, and design. Count each curated film festival as a single exhibition
7. # of artists' residencies
   Artists' activities in schools or other community settings over an extended period of time.
8. # of nonprofit organizational partners
   Organizations that combine resources and will work together
9. # of for-profit business partners
   Businesses that combine resources and will work together. Do NOT include funders unless they will actively participate.
10. # of governmental agency partners
    Agencies that combine resources and will work together. Do NOT include funders unless they will actively participate.
11. # of apprenticeships/internships
12. # of hours broadcast on radio, television, cable, web or other digital networks
    For series, include hours for all broadcasts. Include broadcasts that will occur after the end date of the project only if they will be a direct result of the funding of this award. Do NOT include public service announcements, advertising, or other promotional activities, or Web-casts.
13. # of other events

If providing figures for the question above, please specify "other" anticipated events:
Maximum 250 characters.

Individuals Involved
Enter the total number of individuals who will be involved with the funded activity/activities. This **includes** the categories of Artists participating and Children/Youth Benefitting as well as actual audience numbers and other non-artist project participants.

1. # of artists directly involved
   Artists involved in providing artistic services
2. # of youth benefiting
   Enter the total number of children and youth benefiting directly from the anticipated activity/activities.
3. # of total individuals benefiting
   Enter the total number of individuals who will directly be involved with the anticipated activity/activities. This **includes** the categories of Artists Participating and Children/Youth Benefitting, as well as, actual audience numbers and other non-artist project participants.

FY16-17 AAC Project Budget

Grant Request Amount: (up to $18,000) *Provide whole dollar amounts, not exceeding the eligible grant request. Modifications to this field will be reflected in all instances within the form.*

Grant Request: Project Budget Detail Instructions

In the Project 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.

California Arts Council Funds may not be used to support the following: Hospitality or food costs; Non-arts organizations not involved in arts activities (as applicants); For-profit organizations (as applicants); Fundraising activities or services such as annual campaigns, fundraising events, or grant writing; Programs of other state or federal agencies; Programs or services intended for private use, or for use by restricted membership; Projects with religious purposes; Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions; Trusts, endowment funds or investments; Capital outlay, including construction; purchase of land, buildings, or equipment other than consumable production materials; or for the elimination of accumulated deficit; Out-of-state travel activities; Expenses incurred before the start or after the ending date of the grant.

Grant Request: Budget Detail

✓	C-1	C-2	C-3	C-4	C-5
R-1	A. Personnel	Job Title &	Rate of Pay	CAC Request	Matching Funds
R-2	1. Artistic				
R-3					
R-4					
R-5	2.				
R-6					
R-7					
R-8	3. Technical				
R-9					
R-10					
R-11			SUBTOTAL:	$ 0.00	$ 0.00
R-12		B.	List Expense	CAC Request	Matching Funds
R-13					
R-14					
R-15					
R-16			SUBTOTAL:	$ 0.00	$ 0.00
R-17			TOTAL EXPENSES	$ 0.00	$ 0.00
R-18			GRAND TOTAL	$ 0.00	

Project Budget Detail Notes
If providing figures for Operating/Production Expenses, "Other", please describe below.
Maximum 1,000 characters.

If your CAC Request plus Match represents one part of a larger project, indicate the total cost of the entire project. *Provide whole dollar amounts.*
$

Source of Match Instructions
Provide the name of the funding source, amount and status (Projected, Pending, or Committed) of your matching funds in the **Source of Match Table** below.

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 your 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.

Source of Match Table

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

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Source of Match Notes
If providing figures for "Other Contributed", "Earned Income", or "In-Kind", please identify the 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.
Maximum 1,000 characters.

FY16-17 AAC Support Material Upload

Support Materials
The Peer Review Panel will review no more than 5 minutes of Support Materials. Scroll down the page for Accepted File Types and File Upload Instructions.

Artistic Work Sample Materials – Required
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 Sample Materials – Required
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 – Required
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. To complete this part of your submission go to the DataArts website: http://www.culturaldata.org/

Budget Notes – If applicable
Please explain variations in income, expenses and surplus (deficit) positions from year to year on your Data Arts Report.
Limit to one page, 12 pt. font.

Key Biographies – Required
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 – Required
Please provide a joint Letter of Agreement signed by both the Applicant Organization and the

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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.

Letter of Support or Testimonial – Required
Please provide a 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.

Accepted File Types

Documents – *Maximum of 12 PDF documents*
Size per document may not exceed 5 MB.

Images – *Maximum of 10 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.

Video (links) – *Maximum of 3 videos*
Video files may not be uploaded directly. Provide video selections as online links (URLs) on a single-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.

Audio – *Maximum of 3 recordings*
Upload recordings in MP3 format only. Preferred length is no more than 5 minutes, per audio file. Size per audio file may not exceed 50 MB. Audio selections may also be provided as online links (URLs) on a single-page PDF.

File Upload Instructions

Step 1 - Select a File
Choose an upload option within the Uploaded Materials section below.

Step 2 - Enter Title and Description
After selecting your file, In the uploader pop-up window, provide a **Title** (required) and a brief **Description** (optional, but recommended) in the appropriate fields. Make titles specific; avoiding file names such as "Image #1."

Step 3 - Submit
Click **Save Changes** 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 Materials upload area.

Repeat steps 1 through 3 for additional files.

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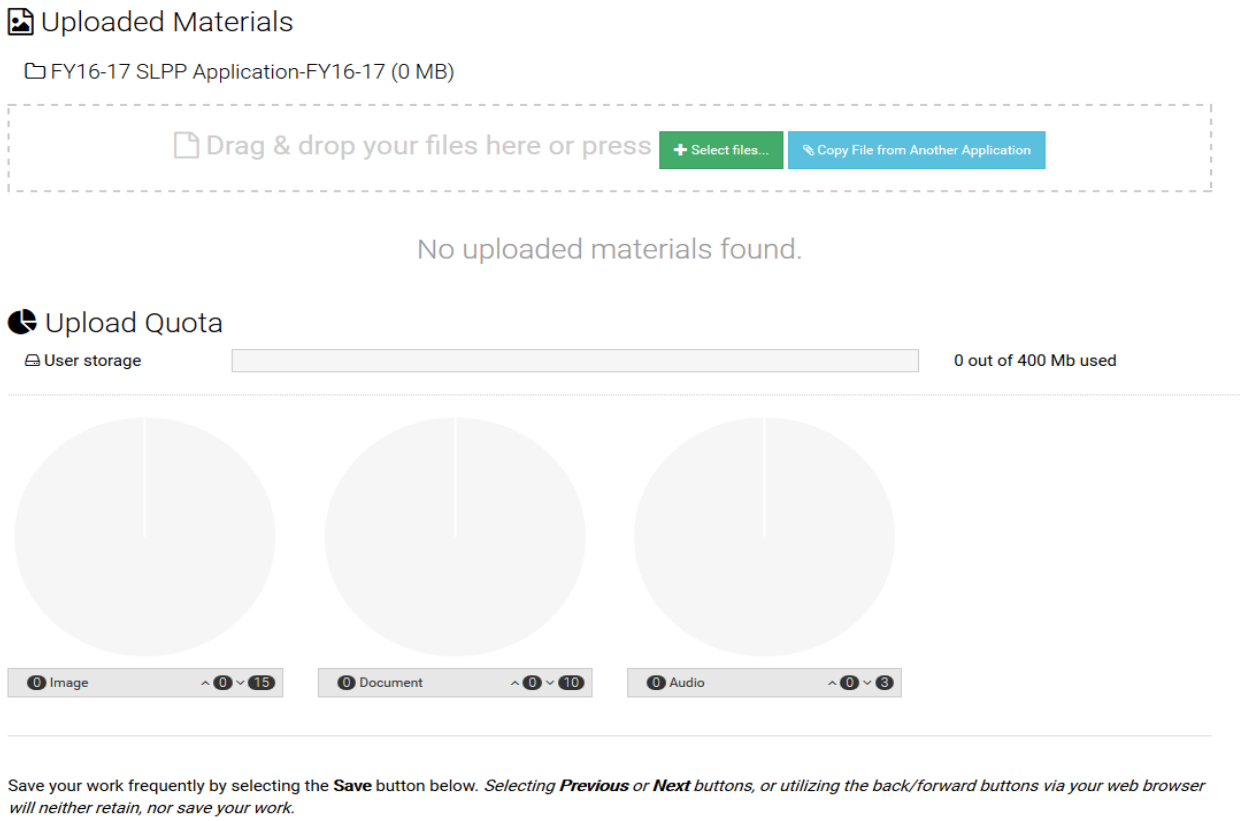
Step 4 - Review
Review Upload Materials section for all required attachments.



FY16-17 AAC 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 the organization'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 employees & 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.

Signature
By providing your information below and submitting this CAC Application, you are certifying that you meet all requirements as a signatory, and that you understand, confirm, and/or agree to all terms of the Certification and Release for this grant.

First Name
Last Name
Title
Date

ATTENTION: Applications to the 2016-17 CAC AAC CAC Professional Development and Consulting grant application must be submitted online through CAC Culture Grants no later than <u>February 1, 2017, 5:00 PM</u>.
Exceptions will not be made for any submission attempts after the stated Application deadline (date and time).

<u>Submitting your Application:</u>
When you are ready to submit your Application (having verified the completion of all required fields and information, and the upload of all required support materials), select the green **Save and Validate** button below.. Alternately, you may select **Validate and Submit** from the Application forms navigation table.

Incomplete required fields will be listed on a validation page with corresponding error messages. Click on the name of the required field to be taken to the specific location within your Application. Address all listed fields and select the green **Submit** button to finalize the Application process.

After the successful submission of this Application, a confirmation email will be sent to the email address of the CAC Culture Grants account holder.

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