

**FY17-18
Statewide and Regional Networks Program
Grant Application Instructions**



Application Deadline and Grant Activity Period:

February 7, 2018, 5:00 PM
Grant Period: June 1, 2018 - May 31, 2019

Purpose

The Statewide and Regional Networks (SRN) program is rooted in the California Arts Council's (CAC) commitment to supporting arts service organizations reflective of California's diverse populations.

SRN provides general operating grants for arts service organizations with regional or statewide reach. Arts service organizations serve as networks to provide specialized, practical services for artists, arts organizations, and cultural communities.

- Statewide Organizations may request up to \$30,000
- Regional Organizations may request up to \$20,000

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 pages 7-9 to learn more about how the applications are reviewed by the panel during the adjudication process. The SRN peer review panel will meet in March 2018 and panel recommendations will be presented to the California Arts Council at the April 2018 public meeting. Arts Council members make final decisions on all grants.

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[Click Here for Language Assistance](#)

Checklist for Preparing an Application

- User Registration at calartscouncil.smartsimple.com (one primary contact is recommended)
- Narrative Questions
- Work Samples
- Key Biographies
- Governing Body List
- Strategic Plan, Executive Summary
- Network List
- Letter(s) of Support
- DataArts CAC Funder Report

New for FY17-18:

Applicants using fiscal sponsors must submit the Fiscal Sponsor's IRS Form 990 and a Letter of Agreement with application.

Grant Request Amount: Beginning in FY17-18, applicants may not apply for more than 50% of their Total Operating Revenue for one or multiple CAC grant programs. The 50% calculation will be based on the figures entered for the organization's Total Operating Revenue from last completed Fiscal Year as reported in the submitted DataArts' CAC Funder Report located in the Applicant Information tab of the application.

New Budget Format: The general operating budget details the planned allocation of CAC funds to be requested for this grant alongside the **totality** of the applicant organization's **projected** FY18-19 or 2018 budget. 1:1 Matching funds will also be detailed in the same budget. See the budget template on pages 5-6 for a reference on what information to provide.

Please note: not all budget fields may be applicable to your organization's budget. You may use the "other" fields to enter and add specific line items relevant to your organization, if necessary.

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. See page 4 for narrative questions that will be asked on the application.

Fiscal Sponsors: 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.

Matching Funds: A 1:1 cash match is required and may be from corporate or private contributions, local or federal government, or earned income. If applying for multiple CAC grants in a single fiscal year, distinct funds must be identified to meet the matching requirement for each grant application. Any in-kind contributions that may be used for up to 50% of the required match must be approved by the program specialist prior to application submission.

DataArts: A copy of your DataArts' Statewide and Regional Networks' (SRN) Funder Report for FY 2016 is required at the time of application. To submit and download the SRN Funder Report to attach, complete your Cultural Data Profile for FY 2016 prior to creating a Funder Report on the DataArts website: <http://www.culturaldata.org/>.

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 Accessibility 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 consulting services.

Work Samples: To further showcase your organization and its work, up to three samples of press materials, flyers, brochures, video, image, newsletters, and/or other marketing pieces generated within the past two years is required.

Key Biographies: Provide brief biographies (not resumes) for key administrative personnel, artistic personnel, and/or any consultants to be paid or hired with CAC support. Indicate where positions are new and include title, experience, and role within the proposed grant.

Governing Body: A current list of Board of Directors, Commissioners, Committee, or other appropriate members of the applicant organization's governing body is required. For each individual, provide their 1) name; 2) expertise; 3) role on governing body; 4) professional affiliations; 5) city of residence; and 6) county of residence.

Strategic Plan, Executive Summary: A summary of the applicant organization's current strategic plan is required. If a current strategic plan is not in place, attach a statement to explain your existing policies and/or procedures, and timeline for developing one.

Network List: A current list of your organization's members and/or partnering organizations representing the network is required.

Letter(s) of Support: Letters of support should substantiate the quality of the organization, its

programs and services, and affirm the organization's impact on its constituents. One or up to three signed letters from key stakeholders, partners, or collaborators is required.

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.

- * Briefly describe how your organization serves as a network for artists, arts organizations and cultural communities. Include how many years working as a network or service organization. (2,000 characters)
- * Provide a detailed overview of the specific California regional or statewide reach including duration of service, demographic populations, counties, municipalities, etc. (2,500 characters)
- * Briefly describe how constituents join the network. Include the criteria for joining and any cost associated with participation. (1,000 characters)
- * How do you ensure that the network's activities and services are developed with efforts to include and respond to the network's needs? (1,000 characters)
- * Describe any organizational efforts to preserve, promote, and protect specific ethnic, cultural and/or artistic disciplines. (1,000 characters)
- * Provide an overview of your organizational structure to serve the needs of the network. Include a detailed description of the governing body, including diversity, approach to developing policies, and fiscal oversight. (2,000 characters)
- * How will you use SRN funding to address the network's needs? Include specific goals, expected outcomes and benchmarks, and how you will measure the impact. Include how CAC support will contribute to the advancement of the network and the larger field. (1,500 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 free events
- * Number of nonprofit organizational partners

- * Number of for-profit business partners
- * Number of governmental agency partners
- * Number of hours broadcast on radio, television, cable, web or other digital networks
- * Number of lectures /demonstrations/workshops/symposiums
- * Number of other events
- * Number of artists to be directly involved
- * Number of youth to directly benefit
- * Number of individuals to directly benefit
- * Number of individuals to be compensated through this grant

Budget – General Operating (With Matching Funds)

		PROJECTED FY18-19	CAC REQUEST	APPLICANT MATCHING FUNDS
Revenues - Contributed				
	Federal Government	\$-	\$-	\$-
	State Government	\$-	\$-	\$-
	Local/Municipal Government	\$-	\$-	\$-
	Individual Corporations	\$-	\$-	\$-
	Board Contributions	\$-	\$-	\$-
	Business/Corporate Contributions	\$-	\$-	\$-
	Foundations	\$-	\$-	\$-
	Memberships	\$-	\$-	\$-
	Fundraising Events	\$-	\$-	\$-
	Other	\$-	\$-	\$-
	Subtotal Revenues - Contributed	\$-	\$-	\$-
Revenues - Earned				
	Admissions	\$-	\$-	\$-
	Touring	\$-	\$-	\$-
	Other Contracted Services	\$-	\$-	\$-
	Tuition/Workshops	\$-	\$-	\$-
	Product Sales/Concessions	\$-	\$-	\$-
	Investment Income	\$-	\$-	\$-
	Other Contracted Services	\$-	\$-	\$-
	Subtotal Revenues - Earned	\$-	\$-	\$-
TOTAL REVENUE		\$-	\$-	\$-

		PROJECTED FY18-19	CAC REQUEST	APPLICANT MATCHING FUNDS
Personnel Expenses				
	Executive Director (including benefits)	\$-	\$-	\$-
	Administrative Staff (full-time)	\$-	\$-	\$-
	Other Administrative	\$-	\$-	\$-
	Fringe Benefits	\$-	\$-	\$-
	Consultants & Professional Fees	\$-	\$-	\$-
	Other Personnel	\$-	\$-	\$-
	Subtotal Personnel Expenses	\$-	\$-	\$-
Operating Expenses				
	Facility Expenses / Space Rental	\$-	\$-	\$-
	Marketing and Public Relations	\$-	\$-	\$-
	Regranting	\$-	\$-	\$-
	Fundraising Expense	\$-	\$-	\$-
	Insurance	\$-	\$-	\$-
	Printing and Reproduction	\$-	\$-	\$-
	Staff Development	\$-	\$-	\$-
	Postage and Delivery	\$-	\$-	\$-
	Travel Expense	\$-	\$-	\$-
	Office Equipment and Repairs	\$-	\$-	\$-
	Office Expense	\$-	\$-	\$-
	Taxes, Licenses, and Permits	\$-	\$-	\$-
	IT and Communications	\$-	\$-	\$-
	Art Supplies	\$-	\$-	\$-
	Other Expenses (describe below)	\$-	\$-	\$-
	Subtotal Operating Expenses	\$-	\$-	\$-
TOTAL EXPENSE		\$-	\$-	\$-
TOTAL NET INCOME - SURPLUS (DEFICIT)		\$-		

Budget Notes: A space to provide additional budget details is provided.

Review Criteria

The information below is intended to act as a guide to assist applicants in composing successful applications to the **Statewide and Regional Networks** grant program.

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 the majority of the review criteria; 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
1	Ineligible	Inappropriate for CAC support. Incomplete applications, applications with significant ineligible expenses, and proposals that do not meet program requirements are deemed ineligible.

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

Review Criteria #1: *Statewide and Regional Arts Networking*: Degree to which the organization serves as a network for artists, arts organizations and cultural communities through communications, professional development opportunities, networking and arts advocacy; Evidence of advancing a statewide or regional arts agenda, constituent base and field.

Qualities of Exemplary Applications:

- Organizational activities and programs are clearly articulated, are well developed, and demonstrate how they strengthen and advance the collective group.
- Application evidences active, effective, and relevant statewide or regional reach.
- Application includes clearly articulated outcomes and benchmarks for success, and clear methods for gathering and analyzing relevant data.
- Organizational activities and programs support the network to discover and work with one another across geographic locations, enabling new partnerships and ideological convergences.

Areas of Assessment:

- Proposal Narrative
 - List of Programs and Services
 - Letter of Support or Testimonial
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Review Criteria #2: *Community Engagement*: Strength of reach in programs and services; Programs, services or activities are demonstrated to include and respond to constituent needs.

Qualities of Exemplary Applications:

- Organization demonstrates that the needs and contexts of the particular network being served guide the development of outcomes and activities.
- Applicant clearly articulates a plan for reaching the entirety of the network, and for continuously improving and/or expanding the network and the reach of services.
- Organization demonstrates the accessibility and equity of its activities leading to greater efficiency, shared intelligence, and innovation.

Areas of Assessment:

- Organizational Profile
 - Proposal Narrative
 - Work samples
 - Network List (if applicable)
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Review Criteria #2: *Access and Equity*: Degree to which the organization maintains fair practices for providing access to and inclusion in programs, services or resources for all communities.

Qualities of Exemplary Applications:

- Organization demonstrates that the needs and contexts of the particular network being served guide the development of outcomes and activities.
- Applicant clearly articulates a plan for reaching the entirety of the network, and for continuously improving and/or expanding the network and the reach of services.
- Organization demonstrates the accessibility and equity of its activities leading to greater efficiency, shared intelligence, and innovation.

Areas of Assessment:

- Organizational Profile
 - Proposal Narrative
 - Work samples
 - Network List (if applicable)
-

Review Criteria #3: *Fiscal Leadership and Management*: Degree to which the organization demonstrates fiscal health as indicated by a positive fund balance; absence of substantial, recurring deficits; a realistic organizational budget, and a diversity of revenue sources; Maintains and develops best practices in governance policies and structure, and ensures governing/advisory body is representative of the county and diverse in backgrounds; Develops an organizational culture of inclusiveness and equity in the arts for all communities.

Qualities of Exemplary Applications:

- Application includes evidence of qualified administrative personnel and organizational structure necessary to implement proposed activities, programs, and services.
- Organization demonstrates overall fiscal health.
- Staff and board membership are diverse and representative of the entirety of the network.
- Organization demonstrates clear short and long range planning for sustainability and strategic planning.
- Application, including project narrative and budget, are complete and free from error.

Areas of Assessment:

- Proposal Narrative
 - Data Arts Profile
 - Board of Directors' List
 - Key Biographies
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