FY19-20 ARTS EDUCATION: EXPOSURE
Grant Application Instructions

Application Instructions
*DEADLINE: **November 8, 2019 by 11:59 PM***

New applicants to this program are highly encouraged to contact the designated staff to confirm eligibility before starting an application.

All grant applications must be submitted in the California Arts Council online grants management system, calartscouncil.smartsimple.com.

Registration and Certification

An authorized representative of the Applicant Organization must be registered, and organizational information must be certified, in advance. The following information and documentation should be prepared prior to beginning this process:

- Applicant Organization Federal EIN (or that of Fiscal Sponsor, if applicable)
- Applicant Organization DUNS Number (or that of Fiscal Sponsor, if applicable), obtainable from the Dun and Bradstreet Request Service website (requested, but not mandatory at the time of certification)
- Applicant Organization contact information, including business address, mailing address (if different), county name, phone and fax number (if available), and website
- Number of years Applicant Organization has engaged in arts programming
- Year Applicant Organization began arts programs and/or services
- Organizational mission statement and purpose
- Brief summary of Applicant Organization's core programs and services

Please refer to CAC Registration Information for additional guidance.

Application Checklist

Required Support Materials:

- Artistic Work Samples: Please include up to three samples of artistic work providing evidence to the quality of the artists associated with this project. Images, audio, and video (links) should be recent, relevant, and related to your proposed project.
- Additional Work Samples: Please provide up to two 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.
- Letter of Support or Testimonial: Please provide a signed statement from a key stakeholder, partner, or community member. The statement should substantiate the quality of the organization and affirm the organization's impact on the community it serves.

- List of Participating Schools: Provide a list of schools whose participation in the program is anticipated (final list will be submitted along with Final Report). Include full address information as well as contact information for key partner at each school.
- Sample Curriculum Materials: Provide a sample of curricular materials that would be used to extend student learning outcomes in relation to attendance at the performance or exhibition.
- Support Materials Notes: Provide brief descriptions of artistic work samples and other support materials. For video or audio samples, provide specific start and end times for the portion you would like the panel to review. Be sure to clearly indicate which specific files your notes are referencing.
- Payee Data Record (STD 204) – a fillable PDF is available to download, complete, and upload within the application.

Required Support Materials for Fiscally Sponsored Applicant Organizations:
- Legal name of Fiscal Sponsor Organization
- Fiscal Sponsor Organization Federal EIN
- Fiscal Sponsor Organization DUNS Number
- Fiscal Sponsor Organization executive leader's name, phone number, and email
- Fiscal Sponsor Organization mailing address
- Number of years the Fiscal Sponsor Organization has been engaged in arts programming and/or services
- A brief description of the history of the Fiscal Sponsor Organization's arts programming and/or services
- An IRS 990, 990-EZ or 990-PF form for the Fiscal Sponsor Organization; no other types of 990 forms will be accepted
- A Letter of Agreement between the Applicant Organization and the Fiscal Sponsor Organization confirming their understanding of and compliance with the [CAC Fiscal Sponsor Policy](#)
- Payee Data Record (STD 204) – available to download, complete, and upload within the application

Please refer to the [CAC Fiscal Sponsor Policy](#) for additional information.

Application Questions
The following questions will be asked on the application:

Narrative Questions:
- Provide a detailed description of your proposed project, including the artistic activities that will occur. *(2500 characters)*
- Timeline: All activities to be funded by this CAC grant must occur within the stated Grant Activity Period of July 1, 2020 – June 30, 2021.
  Please indicate the start and end dates for your project in the fields below.
- Provide a detailed timeline of all key arts programming and/or services that will occur within the Grant Activity Period. *(3000 characters)*

- Describe the individual school community(ies) that will be served, including demographic information, priority student populations, and any areas of academic focus (e.g. magnet programs). *(3000 characters)*
- How and why will this specific arts education project be impactful for this school community(ies)? *(2000 characters)*
- How does this project align with the school district and/or county's Strategic Arts Plan, and/or the specific school site(s) goals? Please describe how this project complements other arts education opportunities and/or how it is part of an ongoing sequence within students' educational programs. For data on course offerings and enrollment by school site in grades 7-12, please see the California Arts Education Data Project: www.createca.dreamhosters.com/artsed-dataproject. *(2000 characters)*
- What skills and knowledge will the students acquire through this project? How do project activities support the development of these skills and knowledge bases? *(2000 characters)*
- How will you evaluate the project to determine its impact? If you have completed a similar project in the past, please share the evaluation results. *(2000 characters)*

Quantitative Questions:
- Artistic disciplines to which students will be exposed
- Number of sites served
- Number of total individuals to benefit directly (individuals participating in the core program activities)
- Number of individuals to benefit indirectly (audience members, beneficiaries of public art installations, etc.)

Key Personnel Bios:
- Provide a brief biography for each key individual (artistic, technical, or administrative) involved in this project. Include name, title, whether to be supported by CAC funds, relevant experience as it relates to this project, and role within the proposed activities.
- If proposing therapeutic outcomes, applicants must establish the qualifications of service providers, how strategies are appropriate to the clinical and/or community arts setting, and how support is culturally responsive to participants. *(1000 characters)*

Equity:
- Describe how your project design and implementation reflects a commitment to include and represent the communities to be served. *(2500 characters)*

Accessibility:
- Describe your approach to ensuring the physical accessibility of programs and services for this project, as well as the accessibility of print and online materials. Consider personnel of the Applicant Organization and any partnering

organizations, as well as program participants and potential audience members in your response. *(1500 characters)*

- Accessibility Contact Details: Identify the primary individual who will be responsible for managing aspects of accessibility as it relates to this proposal. This may be a program manager, accessibility coordinator, or other staff member of the Applicant Organization.

Budget Tables

A Budget Snapshot is required, providing basic financial information (revenue and expenses) for a minimum of two and up to three years. Budget Notes must be provided for any noticeable increases or decreases (surplus or deficits) in line items from one year to the next.

A line-item project budget is required, including anticipated matching funds. Please refer to What the CAC Does Not Fund within the program Guidelines to ensure that all line items are eligible expenses.

You will also be required to fill out a Matching Funds table, indicating sources for the required matching and the status of those funds (i.e., Projected, Pending, Confirmed).

Application Assessment

Panelists may consider any aspect of an application when ranking for each review criteria, including but not limited to the Areas of Assessment indicated below.

Review Criteria #1: Project Design and Implementation

Areas of Assessment:
- Narrative and quantitative questions
- Project budget
- Sample curriculum

Review Criteria #2: Artistic Merit

Areas of Assessment:
- Artist(s) bio(s)
- Artistic work samples

Review Criteria #3: Community Impact:

Areas of Assessment:
- Narrative and quantitative questions
- Organizational history and mission
- Letter of support or testimonial
- Participating schools list
- Additional work samples

Review Criteria #4: Management and Leadership

Areas of Assessment:

- Narrative and quantitative questions
- Key personnel bio(s)
- Organizational history and mission
- Budget Snapshot
- Project budget
- Overall completeness and accuracy of application submission

Review Criteria #5: Equity and Accessibility

Areas of Assessment:

- Narrative questions