FY19-20 ORGANIZATIONAL DEVELOPMENT
Grant Application Instructions

Application Instructions
DEADLINE: **November 1, 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:
- Letter of Agreement: Provide a joint Letter of Agreement signed by both the consultant and organizational leadership. This letter should confirm the intention of working together, if awarded CAC funds.
- Consulting History: Provide consultant's resume or detailed consulting history and organizational overview. Include a list of consultant's past and/or current clients.
- 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 brief description and timeline of the one-time consulting service(s) or activities. *(1500 characters)*
- Provide Project Start Date and Project End Date.
- What are the non-profit/public sector best practices and/or operational processes to be gained from the consulting service? What are the objectives and anticipated outcomes of the project? How will this activity advance the applicant's organizational mission? *(2000 characters)*
- Provide a brief description of why this specific consultant or consulting organization has been selected. Describe how the consulting services are directly related to the proposed activity. *(1000 characters)*
- Describe how the consultant activity/activities will demonstrate long-term impact on the Applicant Organization. *(1500 characters)*
- Number of individuals to benefit indirectly (audience members, beneficiaries of public art installations, etc.)
- 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. Please refer to What the CAC Does Not Fund within the program Guidelines to ensure that all line items are eligible expenses.

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 questions
- Letter of Agreement
- Project budget

Review Criteria #2: Professional Merit
Areas of Assessment:
- Narrative questions
- Consulting history

Review Criteria #3: Organizational Impact
Areas of Assessment:
- Narrative questions
- Budget Snapshot

Review Criteria #4: Equity
Areas of Assessment:
- Narrative questions