

FY19-20 PROFESSIONAL DEVELOPMENT Grant Application Instructions



Application Instructions
DEADLINE: October 25, 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 Support: Provide a signed letter from the Applicant Organization's leadership. Letter should demonstrate the organization's support for the participant's attendance at the learning activity. If the Executive Leader is the participant, please provide a signed letter from the Applicant Organization's governing leadership.
- Activity Support Materials: Include relevant information or materials providing evidence to the quality of the proposed learning activity. Materials may include, but are not limited to, conference or workshop information, schedules, promotional information, etc.
- 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 Project Start Date and Project End Date.
- Provide a description of the professional development activity and identify the individual(s) from the Applicant Organization who will participate. *(1000 characters)*
- Provide a brief biography of the participant(s). Include their title, experience, role within the organization, and role within the proposed activity. *(1000 characters)*
- Describe how the professional development learning activity will support professional growth and leadership training for the participating individual(s). How will the activity demonstrate value and impact on the current or future work of the individual(s)? *(1500 characters)*
- Describe how the professional development activity will strengthen the applicant organization's operational capacity. How will the activity demonstrate value and impact for the organization? *(1000 characters)*
- Identify the specific skills that the participant(s) will develop as a result of this opportunity and how the development of those skills encourages a culture of learning within the Applicant Organization. *(1000 characters)*
- 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: Quality of Learning Activity

Areas of Assessment:

- Narrative questions
- Activity support materials

Review Criteria #2: Professional Impact

Areas of Assessment:

- Narrative questions
- Letter of support

Review Criteria #3: Organizational Impact

Areas of Assessment:

- Narrative questions
- Project budget
- Budget Snapshot

Review Criteria #4: Equity

Areas of Assessment:

- Narrative questions