

FY19-20 Statewide and Regional Networks Grant Application Instructions



Application Instructions
DEADLINE: November 15, 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:

- **Work Samples:** Provide up to three different samples of materials generated within the past two years that best portray your organization, its arts programming and/or arts services. These may include marketing collateral such as flyers, brochures, and newsletters, as well as programs, reviews, etc.
- Provide a current list of Board of Directors, Commissioners, Committee, or other appropriate members of your governing body.

For each individual provide:

- Name
- Expertise
- Role on governing body
- Professional affiliations
- City of residence

- County of residence
- Strategic Plan - Executive Summary: Provide the executive summary for your organization's current strategic plan. If a current strategic plan is not in place, describe any existing policies and/or procedures, and timeline for developing a strategic plan.
- Network List: Provide a current list of your organization's members and/or constituents, including geographic representation (such as by county or by region).
- Letters of Support: Please provide up to two signed letters from key stakeholders, partners, or collaborators. Letters should substantiate the quality of the organization, its programs and services, and affirm the organization's impact on its constituents.
- 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.
- SMU DataArts Funder Report: The California Arts Council requires all applicants to complete two Cultural Data Profiles (CDP) through SMU DataArts (formerly the Cultural Data Project) and generate a Funder Report to include with their application. The Funder Report will be used to assess your organization's fiscal health and activities. You will need two years of financial and programmatic data to fill out your CDPs. To complete this part of your submission, log in to the [SMU DataArts](#) website. See DataArts Instructions below for step-by-step instructions.
- 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:

- Describe how your organization serves as a network for artists, arts organizations, and cultural communities, giving details on the activities and services selected above, as well as any other activities and services not listed. (2500 characters)
- Provide a timeline for key high-level organizational arts programming and/or services that will occur within the Grant Activity Period. (1500 characters)
- Provide a detailed overview of the regional or statewide reach of your activities and services. If statewide, please describe your impact and relevance in Northern, Southern, and Central regions of California. If regional, please describe your impact and relevance in counties and municipalities served. (2500 characters)
- Describe how constituents access the organization's services and activities. Include outreach methods, criteria for joining (if applicable), and any cost associated with participation. (100 characters)
- Describe how the organization ensures that activities and services are developed to include and respond to constituents' needs and how your organization measures the impact of programs and services. (2500 characters)
- Describe any organizational efforts to preserve, promote, and protect specific ethnic, cultural and/or artistic disciplines. (2000 characters)
- Provide an overview of your organizational structure. Include a detailed description of staffing and governing body, approach to developing policies, and fiscal oversight. Indicate your approach to ensure that your leadership is demographically inclusive of your constituency. (2000 characters)

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.

Equity:

- Describe how your organization maintains equitable practices for providing access to programs, services and resources, despite geographic, economic, disability, and other barriers to participation. (1500 characters)
- Describe how your organizational operations include equitable practices and policies. (1500 characters)

Accessibility:

- Describe your organization's approach to ensuring the physical accessibility of programs and services, as well as the accessibility of print and online materials. Consider organizational personnel and any partnering organizations, as well as

beneficiaries of arts programming and services, and potential audience members in your response.

- **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

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).

SMU DataArts Instructions

Follow these instructions to complete a Cultural Data Profile (CDP) and Funder Report:

1. Go to the SMU DataArts website and use the orange login button to access your DataArts account. If your organization does not yet have a SMU DataArts account, choose the “Create an account” link to register.
2. Create and complete two CDPs, one for each fiscal year. Enter data using your board-approved financial audit/review or year-end financial statements.
 - a. If your organization is not audited/reviewed, enter data using your board-approved, year-end financial statements.
 - b. If your organization is an arts program/department within a larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a [parent organization](#) when selecting your organization type on the Customize Your Survey screen.
 - c. DO NOT enter project budgets, budgets for future years, or incomplete or not-yet-approved audits/reviews/financial statements.
3. Some errors may be triggered as you enter financial data, and you will be able to review and resolve them as you work on your survey. Select the “Check and Complete” button to run a final, comprehensive error check when you are finished entering data, and correct any errors that may arise at that time. If you need assistance, call the SMU DataArts Support Center at 1-877-707-3282.
4. After you have finished entering and completing your two fiscal year surveys, you will then use your CDP data to generate a Funder Report to be included with your application materials.
 - a. Go to Funder Reports and Grants and search for California Arts Council. Find the grant program which you will apply to, select the “View” dropdown, then “Submit Data” to share your data with California Arts Council. A PDF Funder Report will then generate. **Once you have run your report from SMU DataArts, download, save, then upload your Funder Report below.** You can also find a video of step-by-step instructions [here](#).

Applicant Organizations should direct questions concerning the CDP or Funder Report to:

SMU DataArts Support Center:

Toll Free: (877) 707-3282

Email: help@culturaldata.org

The Support Center is available Monday – Friday from 6:00 AM to 5:00 PM PST.

SMU DataArts website: <https://culturaldata.org>

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.

- Statewide or Regional Programming, Services, and Networking
- Community Impact
- Management and Leadership
- Equity
- Access