FY17-18 Local Impact
Grant Application Instructions

CALIFORNIA ARTS COUNCIL
A CALIFORNIA STATE AGENCY

Local Impact Application Instructions

*DEADLINE: **March 8, 2018 by 5:00pm***

The California Arts Council has a new grant application system, calartscouncil.smartsimple.com. All applications must be submitted in the system. The new system will be able to be accessed for registration and grant program application on **December 12, 2017.**

Registration information and detailed instructions can be read here:
http://arts.ca.gov/programs/program_files/shared_files/CAC_SmartSimple–Registration_InformationFINAL.pdf

- Please have the following information and documentation prepared prior to beginning your registration at https://calartscouncil.smartsimple.com:
- Applicant organization Federal EIN (or that of Fiscal Sponsor, if applicable)
- Applicant organization DUNS (or that of Fiscal Sponsor, if applicable). Obtain a DUNS number at the following URL: http://fedgov.dnb.com/webform
- Accurate organizational contact information including business address, mailing address (if different), county name, organizational phone and fax number (if available), and website.
- Number of years organization has engaged in arts programming within California
- Year organization began arts programs and/or services
- Organizational Mission Statement and purpose
- Brief summary of core organizational programs and services

Application Check List:
Required Support Materials:
- Artistic Work Sample Materials
  Include up to 3 samples of artistic work providing evidence to the quality of the artists associated with this project. Images, audio, and video (**links**) should be related to your proposed project and generated within the past two years.
- Additional Work Samples: Please provide up to 2 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.
- DataArts Funder Report: The California Arts Council requires all applicants to complete a Cultural Data Profile through DataArts (formerly the Cultural Data Project) and submit a Funder Report along with their application. The DataArts Funder Report will be used to assess your organization's fiscal health and activities. Your will need two years of financial and programmatic data to fill out your profile. To complete this part of your submission go to the DataArts website: http://www.culturaldata.org
- Letter of Support or Testimonial: Please provide a signed statement from a key stakeholder, partner, or member. Statement should substantiate the quality of the organization, and affirm the organization's impact on its constituents.
- Key Biographies
  Provide brief biographies (not resumes). Include title, experience, and role within the proposed grant. Indicate where positions are new, to be supported by grant funds for the following individuals:

o   Key Administrative Personnel
o   Artistic Personnel
o   Any Consultants to be paid or hired with CAC support

Required Support Materials for Fiscally Sponsored Projects
- Fiscal Sponsor IRS Form 990 (Required for applicant organizations applying with a Fiscal Sponsor)
- Fiscal Sponsor Letter of Agreement (Required for applicants using Fiscal Sponsor)
  Please provide a joint Letter of Agreement signed by both the Applicant Organization and the Fiscal Sponsor. This letter should indicate mutual commitment to the project and mutual understanding of the roles and responsibilities of each party.

Application Questions:
The following are the questions, both narrative and quantitative, that will be asked on the application, as well as required budget information:

Narrative Questions:

- Provide a detailed description of your proposed project including the artistic activities that will occur, and the timeline for this residency. Please give a sense of the arc of the project from beginning, through the middle, to the end.
- How does the proposed project align with your organizational mission? What arts programming and services has your organization previously provided to the community identified in this proposal?
- Please describe the community in which this project will take place, including how this community is historically marginalized. Describe how your proposed will project benefit this specific community.
- How will the organization ensure that the project is accessible to all in the community?
- What are the intended outcomes for the community? Please describe the methods for evaluating and measuring success.
- Describe plans to promote the project's value and to document and communicate the project's impact to a broad public.

Quantitative/Short Answer Questions:

Anticipated Programs and Services
- Number of free events
- Number of concerts/performances/readings
- Number of lectures/demonstrations/workshops/symposiums
- Number of classes or sessions
- Number of apprenticeships/internships

Anticipated Individuals Involved
- Number of artists to be directly involved
- Number of total individuals to directly benefit
- Number of individuals to be compensated through this grant

Budget Tables:
You will be required to submit a line-item project budget, including anticipated matching funding.

You will also be required to fill out a Source of Match table, indicating matching sources and the status of the matches (e.g. Pending, Confirmed, etc.). Up to 50 % of the match may be in kind.

Ranking Guide:
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 all of the review criteria to some extent; 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; proposals that do not meet the program requirements
1	**Ineligible**	Incomplete applications, applications that do not meet eligibility criteria or that include significant ineligible expenses in application budget. Former grantee organizations not in compliance with CAC grant requirements.

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

- **Review Criteria #1:** *Project Design and Implementation:* Project design indicates realistic timeline, appropriate budget, clear artistic and community-based objectives and achievable outcomes. Design articulates methods to evaluate and measure success, collect and analyze data, and document activities. Design demonstrates depth of participant involvement and clear plans for community outreach and marketing.

Qualities of Exemplary Applications:
- Project activities and timeline are clearly articulated and support the realization of specific, community-driven vision, needs or priorities.
- Application identifies opportunities for recurring engagement of community members in multiple aspects of the planning, execution, and/or evaluation of project.
- Resources, including time and funds, are effectively allocated, and project budget is realistic and complete.
- Application clearly articulates intended outcomes and methods for evaluating success.
- Applicant maps robust plan for community outreach and promotion, and documentation of program impact.

Areas of Assessment:
- Project narrative
- Project budget

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Review Criteria #2: _Artistic Merit:_ Artists involved in the project demonstrate skills, expertise, and experiences that are central to the outcomes of the project design. California artists are engaged at every stage of project design and execution.

Qualities of Exemplary Applications:
- Artistic personnel are highly skilled and accomplished in their craft.
- Artistic personnel demonstrate experience and capacity in executing similar projects (i.e. they have a history of success as Teaching Artists, community-based artists, etc.).
- The work and processes of the artistic personnel are appropriate to and for the community and the intended outcomes of the project.

Areas of Assessment:
- Artistic personnel biographies
- Work samples

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- **Review Criteria #3:** _Community Impact:_ Project demonstrates reach and/or depth of engagement in an identified community. Project execution and evaluation involve significant community participation in accordance with the identified project outcomes.

Qualities of Exemplary Applications:
- Application clearly articulates how the specific marginalized community is included in all aspects of project development and implementation.
- The needs and contexts of the specific community being addressed guide the development of project outcomes and activities.
- Applicant organization and artistic personnel demonstrate deep connection to and experience working with intended community.
- Organization uses ongoing evaluation to assess programmatic strengths and areas for growth.
- Program design uses evaluation data to improve the program.

Areas of Assessment:
- Project narrative
- Organizational history and mission statements
- Letters of support or testimonials

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- **Review Criteria #4:** _Management and Leadership:_ Ability of applicant organization to implement proposed project is clearly demonstrated by qualifications of project's team, viability of project budget, and overall fiscal and managerial health of applicant and partnering organizations.

Qualities of Exemplary Applications:
- Organizational leadership has significant experience in facilitating similar projects.
- Organizational mission aligns with project goals.
- Staff and board membership are diverse and representative of the project constituents, including the target community.
- Organization demonstrates strong fiscal health, with an operating budget under $1,000,000.
- Application, including project narrative and budget, are complete and free from error.

Areas of Assessment:
- Staff and board biographies
- Organizational history and mission
- DataArts funder report

Completeness and accuracy of overall application