FY17-18
Organizational Development Program
Grant Application Instructions

Application Deadline and Grant Activity Period:

March 1, 2018, 5:00 PM
Grant Period: June 1, 2018 - May 31, 2019

Purpose

The Organizational Development (OD) program assists arts organizations in building their capacity for success through small grants to support consulting services.

Organizational Development requests may be made for up to $5,000 for consultant activities including but not limited to the assessment, recommendations, and training related to Financial Management, Plans and Strategies, Learning and Evaluation or Technology Improvements.

Instructions for Submitting an Application

Please read the program guidelines carefully. CAC Program Specialists are available to answer questions prior to the application deadline however, may not be able to follow up on application details after submission. Applications are forwarded onto the Staff Review Panel as they are submitted to the CAC via calartscouncil.smartsimple.com.

Please read the Review Criteria and Application Evaluation information on page 3 to learn more about the applications are reviewed by the panel during the adjudication process. The OD review panel will meet in March 2018 and Panel Recommendations will be presented to the California Arts Council at the April 2018 public meeting. Arts Council members make final decisions on all grants.

Staff Contact

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[Click Here for Language Assistance](#)

Checklist for Preparing an Application

- User Registration at calartscouncil.smartsimple.com (one primary contact is recommended)
- Narrative Questions
- Consultant's resume and client list
- Letter of Support
- 3 Years' Budget Snapshot

New for FY17-18: Applicants using Fiscal sponsors must submit the Fiscal Sponsor's IRS Form 990 and a Letter of Agreement with application.

General Instructions for Applicants
calartscouncil.smartsimple.com is the CAC's NEW online grants management system. All applications must be submitted in the system by 5:00 p.m. PST.

Click this link for registration information:
http://arts.ca.gov/programs/program_files/shared_files/CAC_SmartSimple–Registration_InformationFINAL.pdf

Organizational Details: The first person to register an organization will become the "Primary Contact" and is responsible for completing the organizational profile including the organization's mission statement and purpose, and summary of core programs and services. This information will auto populate in the Organization Details tab of the application.

Narrative Questions: The application narrative questions should be specific and address all of the review criteria to the fullest extent possible, in addition to preparing the supporting documents. See page 2 for narrative questions that will be asked on the application.

Grant Request Amount: Beginning in FY17-18, applicants may not apply for more than 50% of their Total Operating Revenue for one or multiple CAC grant programs. The 50% calculation will be based on the figures reported in the 3-Years' Budget Snapshot.

3-Years' Budget Snapshot (Statement of Financial Position): Applicants must provide a Statement of Financial Activities (Income and Expense) for three years. Income and Expenses are asked for Prior, Current, and Projected Fiscal Years (FY). Budget Notes must be provided for any noticeable increases or decreases (surplus or deficits) in line items from one year to the next.

Fiscal Sponsors: A signed Letter of Intent from the individual and fiscal sponsor must indicate a mutual commitment to the activity and understanding of the roles and responsibilities of each party. If a grant is awarded, the fiscal sponsor becomes the legal contractor and must provide its IRS Form 990 to be attached and submitted with an application.

Project Budget: The project budget details the planned allocation of CAC funds to be requested for this grant. A list of expenses may be entered into the budget table with an opportunity to add additional rows as necessary for personnel and production expenses.

Matching Funds: Matching funds are not required for this grant. However, if the cost exceeds the grant request amount, you will have an opportunity to indicate the total cost of the entire project.

Accessibility: All CAC-funded programs, services, information, and buildings and facilities where funded activities take place must be accessible. The CAC requires applicants to review the National Endowment's (NEA) Office of Accessibility website and download and review the NEA's Accessibly Checklist. The checklist is an instructive tool created as a guide to ensure physical and communication access to organizations and projects funded by the NEA.

Support Materials

The Review Panel will use the support materials to assess the funding request's quality, relevance and organizational commitment to the consulting services.

Consulting History: The identified consultant's resume or detailed consulting history and organizational overview and a list of consultant's past and/or current clients is required.

Letter of Support: A letter signed by the organization's leadership and identified consultant is required. Letter should confirm the intention to work together.

For applicants using Fiscal Sponsors:

Fiscal Sponsor Letter of Agreement: A joint Letter of Agreement signed by both the Applicant Organization and the Fiscal Sponsor is required at the time of application. This letter should indicate commitment to the request for CAC funding and understanding of the roles and responsibilities of each party.

Fiscal Sponsor IRS Form 990: Organizations applying with a Fiscal Sponsor are required to upload the Fiscal Sponsor's IRS Form 990 at the time of application submission.

Application Questions
The narrative questions that will be asked on the application provide crucial information for the review panel to assess the funding request. It is recommended that you prepare and save your answers prior to entering them into the online application. Please provide your answers in complete sentences without formatting.

* Provide a brief description of the consulting services to be provided and why they are needed by the Applicant Organization. (1,000 characters)

* Provide a brief description of why this specific consultant or consulting organization has been selected. (1,000 characters)

* Describe the goals and objectives of the consulting services and how CAC funds will support your organization's development and infrastructure. Include the timeline for services and anticipated outcomes. (1,000 characters)

* What is the anticipated impact that the work will have on the operations of the applicant organization? (1,000 characters)

Quantitative Questions
The CAC collects quantitative information for funded activities. You will be asked to provide anticipated figures for individuals directly involved or benefiting from the proposed activity.

* Number of artists to be directly involved

* Number of total individuals to directly benefit

Review Criteria

A CAC staff review panel will assess all applications and will recommend grants for applicants that strongly meet the review criteria. The staff panel's review of applications and support materials is a multi-step process and involves assigning "Fund or Not-Fund" to an application.

A staff review panel will evaluate applications based on the following criteria:

1) Project Design and Implementation:
   a) Strength of proposed activity indicates realistic timeline, appropriate budget, clear objectives and achievable outcomes;
   b) Design articulates methods to evaluate and measure success, collect and analyze data, and document activities.

2) Professional Merit:
   a) Strength of the Consultant's skills, expertise, and experiences that are central to the outcomes of the proposed activity;
   b) Degree to which the consultant demonstrates experience working with focus area.

3) Organizational Impact:
   a) Activity processes and outcomes are appropriate to the organization.
   b) Degree to which the organization demonstrates the short and long-term impact and benefits of the activity on the individuals and organization.

Application Evaluation
The qualities of exemplary applications in the Organizational Development program are outlined below, along with the areas of the application in which the criteria will be assessed.

Qualities of Exemplary Applications:
• Activity, budget and timeline are clearly articulated and detail the short and long-term impact on how the activity will strengthen the operations of the applicant organization.
• The identified consultant's experience and background are relevant to the proposed activities, and the organization's identified objectives and outcomes.
• Application, including project narrative and budget, are complete and free from error.

Areas of Assessment:
• Narrative questions
• Budget
• Consulting History