

**ARTS AND PUBLIC MEDIA
2016-2017 APPLICATION INSTRUCTIONS &
REFERENCE MATERIALS**

DEADLINE: March 15, 2017, 5:00PM

Apply at <https://cacapplications.wufoo.com/forms/cac-201617-arts-public-media-grant-application/>



APPLICATION INSTRUCTIONS: PLEASE REVIEW THE FOLLOWING INFORMATION CAREFULLY BEFORE BEGINNING AN ONLINE APPLICATION.

This document outlines the application questions you will need to complete in the online application, and provides templates for the required application attachments you will need to prepare in advance of submitting your online application. All support materials and attachments must be completed and ready for upload prior to starting the online application.

Your online application must be started and completed in one sitting. You will **not** be able to save, exit, and re-enter the online application in your web browser.

The online application is organized in 5 sections, as outlined below and detailed in this document. The online application can be found at this link:

<https://cacapplications.wufoo.com/forms/cac-201617-arts-public-media-grant-application/>.

1	Applicant Information	2	Upload: Organizational Profile, Project Narrative, and Quantitative Questions	3	Upload: Project Budget	4	Upload: Support Material	5	Certification and Release
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FY16-17 Applicant Information

Please review the 2016-17 Arts and Public Media (PM) guidelines for complete program information and submission requirements: <http://arts.ca.gov/programs/aoa.php>

For questions regarding the program guidelines or application, contact Caitlin Fitzwater at caitlin.fitzwater@arts.ca.gov.

Deadline: March 15, 2017, 5:00 PM

Exceptions will not be made for any submission attempts after the stated grant deadline.

Organization Information

Legal Name of Applicant Organization *

Popular Name of Applicant Organization (optional):

Mailing Address Line 1*:
Mailing Address Line 2 (if applicable):
City*:
State*:
Zip Code*:
County*:
State*:
Organization Phone *:

Website:

Grant Application Contact

Provide information for the individual serving as primary contact for this specific grant application.

Applicant Contact First Name *:
Applicant Contact Last Name *:
Applicant Contact Title *:
Applicant Contact Phone *:
Phone Extension (if applicable):
Applicant Contact Email *:

Executive Leadership (Staff)

*Provide information for the primary individual serving in a senior executive leadership capacity, **only if different** from the Applicant Contact above. In most cases, this will be the Executive Director. If title differs from "Executive Director", please enter title in the "Executive Leader Title" field below.*

Executive Leader First Name:
Executive Leader Last Name:
Executive Leader Title:
Executive Leader Phone:
Phone Extension (if applicable):
Executive Leader Email:

Applicant Organization Type *

Please indicate your organization agency type below:

Nonprofit media organization
 Unit of government

Number of years Organization has been consistently engaged in arts programming within California:

Federal EIN and DUNS Numbers

All Applicants are required to provide a Federal Employer Identification Number (Federal EIN Number) and Dun & Bradstreet Number (DUNS Number) at the time of application.

IMPORTANT: For most organizations, the two fields below will be pre-populated with the Federal EIN Number and DUNS Number as provided on the My Organization tab. If either number is **incorrect or missing**, please adjust on the **My Organization** tab, return to this Application, and **verify that accurate numbers have been updated below before proceeding.**

If the Applicant Organization is applying with a Fiscal Sponsor, please leave the two fields blank below. You are required to input your Fiscal Sponsor's numbers on the Fiscal Sponsor page.

Please refer to the IRS, EIN support pages, and DUNS Number Instructions for additional information.

IRS: <http://goo.gl/hGuJwa>

DUNS: <http://fedgov.dnb.com/webform>

Federal EIN Number *:

DUNS Number *:

Grant Request

Grant Request Amount: (up to \$15,000) Provide whole dollar amounts, not exceeding the eligible grant request. Grant requests plus match cannot exceed 50% of an organization's total income from its last completed fiscal year. Amount must be matched 1:1.

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Grant Request Summary

Briefly outline your proposal and indicate how grant funds would be used. This description will be used to introduce your proposal to the panel. If funded, it will be used to describe your approved grant.

Please begin your summary with the following:

With support from the California Arts Council, [insert Applicant Organization Name here] will...

Maximum 500 characters.

Organization Type

Select the primary activity of your organization. *

- Public Radio Station Public Television Station Public Radio & Television Station
 Media Service Organization Community Media Station (Public Access) Podcast
 Online Radio Radio Documentary Production Television Documentary Production
 Film Production Other

FY 16-17 Organizational Profile, Project Narrative, and Quantitative Questions Upload

Profile, Narrative, and Quantitative Questions Required Upload

Download and complete the profile, narrative, and quantitative questions worksheet available at the link below. You will be required to upload a completed Word document at the time of application.

<http://arts.ca.gov/programs/files/CAC%20-%202016-17%20PM%20Narrative%20-%20Upload.docx> (Word File)

FY16-17 Project Budget Upload

Project Budget Detail Required Upload

Download and complete the project budget detail template available at the link below. Instructions are included in the Excel file. You will be required to upload a completed Excel file at the time of application.

<http://arts.ca.gov/programs/files/CAC%20-%202016-17%20PM%20Budget%20Chart%20-%20Upload.xlsx> (Excel File)

If your CAC Request plus your Match represents one part of a larger project, indicate the total cost of the entire project. *Provide whole dollar amounts.*

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FY16-17 PM Support Material Upload

Support Materials

The Peer Review Panel will review no more than 5 minutes of Support Materials. Scroll down the page for Accepted File Types and File Upload Instructions.

Work Sample Materials – Required

Please provide a total of up to 3 artistic samples and support materials from the applicant organization and/or key project personnel. Images, audio, and video (links) may showcase media works created, public events produced, journalistic samples, or other related activities.

DataArts – Required

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. To complete this part of your submission go to the DataArts

website: <http://www.culturaldata.org/>

Budget Notes – *If applicable*

Please explain variations in income, expenses and surplus (deficit) positions from year to year on your Data Arts Report.

Limit to one page, 12 pt. font.

Key Biographies – *Required*

Provide brief biographies (not resumes) for paid media professionals. Include title, experience, and role within the proposed grant. Indicate where positions are new, to be supported by grant funds for the following individuals:

- *Key Administrative Personnel*
- *Media Personnel*
- *Any Consultants to be paid or hired with CAC support*

Letter(s) of Intent or Support – *Optional*

If formal community partnerships are an integral part of the project design, please provide a statement from community partner(s) affiliated with the proposed project. Statement should substantiate the quality of the project and the role of the partner organization.

Accepted File Types

Documents – *Maximum of 6 PDF documents*

Size per document may not exceed 5 MB.

Images – *Maximum of 5 images*

Option 1: Provide images as individual JPGs. Recommended resolution: 300 dpi. Recommended image size: 800 x 600 pixels. If scanning images, please scan at a resolution of 300 dpi and save/upload as individual JPGs. Size per image file may not exceed 10 MB.

Option 2: Combine images within one PDF. Size per document may not exceed 5 MB.

Video (links) – *Maximum of 3 videos*

Video files may not be uploaded directly. Provide video selections as online links (URLs) on a single-page PDF. Videos may be hosted on Vimeo, YouTube, or your organization's website. Non-password protected videos are preferred; if protected, be sure to provide password information. Do not submit links to websites which require video content to be downloaded. Preferred length is no more than 5 minutes, per video.

Audio (links) – *Maximum of 3 recordings*

Audio files may not be uploaded directly. Audio selections must be provided as online links (URLs) on a single-page PDF. Audio files may be hosted via a service such as Soundcloud or on your website. Preferred length is no more than 5 minutes, per audio file.

File Upload Instructions

Step 1 - Name Your Files

Include your organization name and the title of the support materials in each file name. Make titles specific; avoiding file names such as "Image #1."

Step 2 - Compress Your Files into 1 Zip File

Place all your files into one folder and compress the folder for upload. Please use the file name "YOUR ORG NAME - 2016-17 PM Support Materials"

More information on ZIP files can be found at this link: <http://www.wikihow.com/Make-a-Zip-File>

Step 3 - Upload Your Zip File

Choose your file using the button provided in the application.

FY16-17 PM Certification and Release

This Certification and Release must be signed by an authorized board member or designated organizational representative with the knowledge of the matters contained herein, and holds the legal authority to obligate the organization, with the approval of the organization's board of directors or other governing body.

The undersigned certifies: the represented organization has proof of nonprofit status under sec.501(c)(3) of the Internal Revenue Code, or under sec. 23701d of the California Revenue and Taxation Code, or is a unit of government; that applicant has been consistently engaged in arts programming for a specific number of years prior to time of application; complies with the Civil Rights Act of 1964, as amended; sec 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; observes provisions of the Drug Free Workplace Act of 1988; and California Government Code secs.11135-11139.5 (barring discrimination); complies with the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans with Disabilities Act of 1990; and the Fair Employment and Housing Act; has its principal place of business in California; and has completed prior contract evaluations, if applicable; and has approval of the organization's board of directors or other governing body.

That all information contained herein is accurate or represents a reasonable estimate of operations based on data available at the time of submission; and that there are no misstatements or misrepresentations contained herein or in any attachments.

The undersigned hereby releases the California Arts Council (CAC) and the State of California, their employees & agents, from any liability and/or responsibility concerning damage to or loss of materials submitted to the CAC and the State of California, whether or not such damage or loss is caused by the negligence of the CAC, the State of California, their employees & agents.

Signature

By providing your information below and submitting this CAC Application, you are certifying that you meet all requirements as a signatory, and that you understand, confirm, and/or agree to all terms of the Certification and Release for this grant.

First Name

Last Name

Title

Date

Exceptions will not be made for any submission attempts after the stated Application deadline (date and time).