

FY15-16 CCC Planning Grant Reference Application

Apply at cac.culturegrants.org

Please review the 2015-16 CAC CCC Grant Guidelines available at www.arts.ca.gov for complete program information and submission requirements.

Instructions:

Prior to starting an online application, visit the “Manage Account” page from the CAC Culture Grants main navigation bar. Verify that all information provided on the “My Account” and “Organization” tabs are current.

Working with an Application: My Forms > My Data

Once you have selected an application under “Open Applications”, it will subsequently be accessible under “My Data”, along with any other grants you may have previously applied to.

You can navigate through the application pages using the “Save”, “Save & Continue”, “Next” and “Previous” buttons. You will see a “Submit” button at the bottom of the final “Certification and Release” page. Note that CAC Culture Grants does not allow applications to be modified, once submitted.

As a security feature, **users will be logged out after 20 consecutive minutes of inactivity**. Be sure to save your work frequently by selecting the “Save” or “Save and Continue” buttons at the bottom of each form page. This will also enable you to return to your work at a later time via the “My Data” tab.

Be aware that selecting “Previous” or “Next” buttons, or utilizing the back/forward buttons via your web browser will neither retain, nor save your work.

Assistance

For general technical assistance navigating the application form pages, visit the “Help” page, also available from the main navigation bar. Context-sensitive help information is available throughout the application by hovering with your cursor over the icon.

For additional assistance, contact the CAC Project Manager for each specific grant, listed under **Staff Assistance** in the grant Guidelines.

Deadline

Be sure to observe the application deadline (date and time) provided online and in the Guidelines for the specific grant program which you are applying to. Plan and prepare your responses and online submission accordingly. **Exceptions will not be made for any submission attempts after the stated grant deadline.**

APPLICANT INFORMATION

Project Grant Request Amount :

Legal Organization Name :

Popular Name of Applicant Organization (if applicable):

Mailing Address 1 * :

Mailing Address 2 (optional) :

City * :

State * :

Zip Code * :

County * :

Organization Phone * :

Organization Fax :

Website :

Applicant Contact First Name * :

Applicant Contact Last Name * :

Applicant Contact Title * :

Applicant Contact Phone *:

Phone Extension (if applicable) :

Applicant Contact Email * :

Executive Leadership (Staff)

If different from the Applicant Contact above, provide information for the primary individual serving in a senior executive leadership capacity. 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) :

APPLICANT INFORMATION CONT.

Executive Leader Email :

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

Date of Incorporation * :

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

Federal EIN Number * :

DUNS Number * :

If you do not currently have a DUNS Number, see Instructions to create one at this time

Organization’s Total Fiscal Activity:

Operating budget only, exclude In-Kind and Pass Through Funds.

- For changes of more than 10% between years, include budget notes in the corresponding field below.
- All nonprofits arts organizations must also complete a Cultural Data Profile through DataArts <http://www.culturaldata.org/> (formerly the Cultural Data Project) and submit a Funder Report at the time of application (see Support Material Upload page).
- Please ensure that this budget snapshot matches the budget figures on your California Cultural Data Project CDP Funder Report for these same years. If these numbers do not match your CDP, please explain in the budget notes below.

Organizational Budget

Provide Actual, Current and Projected numbers for the years indicated below. For 2015-16, use current budget numbers and project out to the end of your fiscal year. :

	2014-15 or 15 (Actual)	2015-16 or 16 (Current)	2016-17 or 17 (Projected)
A. Income: Earned			
B. Income: Contributed			
C. INCOME TOTAL	0	0	0
D. Expense: Personnel			
E. Expense: Operating/Production			
F. EXPENSES TOTAL	0	0	0
G. SURPLUS (DEFICIT)	0	0	0

Budget Notes:

Budget notes are required for changes plus or minus 10% between years. Large, unexplained variations in income, expenses and surplus (deficit) positions from year to year may reflect negatively on your application.

FY15-16 CCC Planning - Narrative

Planning Grant Narrative:

Please review the CCC Planning Grant Guidelines for program information and submission requirements.

Only complete this section if you are applying for a planning grant.

Proposal 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 thumbnail with the following * :

With support from the California Arts Council, (insert Applicant Organization Name here) will...

Applicant and Partner Organizational Information * :

- Applicant organization mission and purpose
- Proposed partner organization mission and purpose

Partnership Description:

- What is the nature of your current relationship and why do you want to plan a creative placemaking project together?
- How will this planning grant benefit the applicant and partnering organizations?

Intent:

- Please describe the motivations for pursuing a creative placemaking partnership.
- How will you work together to begin to address creative placemaking goals stated in grant guidelines?
- What are the desired outcomes for this project?

Project Plan:

- Describe your planning process and timeline.
- What action steps are you taking to prepare to launch a CCC program?
- What arts activities are you preparing to explore?
- How will those activities address the CCC goals and purpose stated in the guidelines?

Key Personnel and Activities * :

- Bios of key personnel from applicant and partnering organizations that are involved in the planning process
- Description of artists and art forms that are under consideration for inclusion in this project.

FY15-16 CCC Planning - Budget

Only complete this section if you are applying for a planning grant.

Category * :

Planning Grant Request Amount:

Grant requests cannot exceed an organization’s total income from its last completed fiscal year. Planning Grant requests should be made for \$2,500.

Grant Request: Budget Detail Instructions:

In the Budget Detail below, provide details for each line item to be funded by this grant. For Personnel, Rate of Pay, please indicate if the amount is per year (yr), month (mo), hour (hr), service (svc) or other. Examples: “\$30,000/yr”, “\$300/mo”, “\$30/hr”, or “\$3,000/svc”. Personnel and Operating/Production Expenses for this grant must match your “Grant Request Amount”. Use the CAC Request column to show your planned allocation of CAC funds.

Grant Request: Budget Detail:

A. Personnel Expenses	Job Title & # of Staff in ()	Rate of Pay (per year, month, hour, or service)
1. Artistic		
2. Administrative		
3. Technical		

After completing the Budget Detail table, select “Save” at the bottom of this page to refresh your screen and update the “Total Expense: CAC Request” field below. Verify that this amount matches your Grant Request Amount above.

Total Expenses: CAC Request :

Budget Detail Notes:

If providing figures for Operating/Production Expenses, 4.-5., and listed expenses are not self-explanatory, please describe below.

FY15-16 CCC Support Material Upload

Please provide artistic samples and required support materials. Work samples may consist of images, audio, and video (links) and should provide evidence of the quality and relevance of the artistic work proposed in this project. Please include work samples for all artists involved in this grant proposal..

File Types

Images (*Up to 10 images for Artistic Work Samples*)

Option 1: Upload 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.

Audio

Upload recordings in MP3 format only (recordings may be up to 5 mins long). Size per audio file may not exceed 50 MB.

Video (links)

Provide direct links for video selections on a one-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.

Documents

Upload documents. PDF or MS Word only, no more than 10 pages total. Size per document may not exceed 5 MB.

File Upload Instructions

- 01.** Click the Upload button to open the **Portfolio Media Uploader** pop-up window.
- 02.** Click **Browse** or **Choose File** (depending on your browser) to select a file from your computer.
- 03.** Enter the **Title** (required) and a brief **Description** (optional for Final Report Uploads) in the appropriate fields. Make titles specific; avoid titles such as "Image #1."
- 04.** Click **Submit** to upload the file. After the file is successfully uploaded, the pop-up window will close, and a thumbnail of the file will appear on the Support Material Upload page.
- 05.** Repeat steps 1 – 4 for additional files.

FY15-16 CCC Support Material Upload *cont.*

Support Materials

DataArts

Nonprofit arts organizations must submit a California Cultural Data Project (CDP) Funder Report as your organizational budget. 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. Each grant program has its own Funder Report. To complete this part of your submission go to the CDP website: <http://www.culturaldata.org/>

Letters of Intent

Letters of commitment from each partner organization on official letterhead and signed by appropriate signatory. Letters should outline what responsibilities and provision of resources (staff time/expertise, financial or in-kind contributions, space, etc.) each is making.

OPTIONAL Artistic Work Samples

Include samples of artistic work providing relevant evidence of quality of the artists associated with this project. The peer review panel will spend approximately 5 minutes reviewing the work. If at all possible, include samples related to your proposed project.

FY15-16 CCC Certification

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 applicant'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 employee & 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 of loss is caused by the negligence of the CAC, the State of California, their employees & agents. * :

Yes, I Certify

Applicant Signature

The following signature must be by an authorized board member or designated organizational representative.

First Name * :

Last Name * :

Title * :

Date * :

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

After the successful submission of this Application, a confirmation email will be sent to the address of record. Navigate to Manage Account > My Account to verify your contact information. Please forward the confirmation email to additional staff, as necessary.