FY 16-17 Professional Development and Consulting (PDC) Grant Application | Apply at cac.culturegrants.org

This reference document is intended to assist with preparations for the online application process at cac.culturegrants.org.

FY16-17 PDC Applicant Information

Please review the 2016-17 CAC Professional Development and Consulting (PDC) Guidelines for complete program information and submission requirements: http://www.cac.ca.gov/programs/pdc.php
For questions regarding the program Guidelines or Application, contact the SLP Project Manager below:

Jaren Bonillo, jaren.bonillo@arts.ca.gov, (916) 322-6584

Deadline: December 14, 2016, 5:00 PM
Exceptions will not be made for any submission attempts after the stated grant deadline

Instructions:
Prior to beginning an Application, **confirm that the email address for the CAC Culture Grants registered user is accurate on the My Account tab**. Automatic notifications from CAC Culture Grants will be sent to this address.

Next, **confirm that the organizational mailing address is accurate on the My Organization tab**. If necessary, update and *save* your mailing address information prior to returning to this Application. **Verify that any changes have been updated below before proceeding.**

Entries and modifications are automatically saved throughout the Application. After a momentary autosave process, navigation buttons at the bottom of each screen will be accessible. Navigating between pages from the forms menu or utilizing the back/forward/refresh buttons via your web browser prior to the completion of the autosave process *will not retain your work*.

APPLICANT INFORMATION

Category
Before you proceed, you must indicate either the "Professional Development" or "Consulting" grant, using the radio button below. The corresponding Application Narrative form pages will be available after your grant category is selected.

Professional Development (up to $1,000)
Consulting (up to $5,000)

Organization Information
Legal Name of Applicant Organization *

Popular Name of Applicant Organization (optional):

Mailing Address 1*:

Mailing Address 2 (optional):

City*:

State*:

Zip Code*:

County*:

State*:

Organization Phone *:

Organization Fax:

Website:

Grant Application Contact
Provide information for the individual serving as primary contact for this specific grant application. Note that this individual may be different than the registered user account holder, as provided on the My Account page.

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):

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.

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 will be applying in partnership with a Fiscal Sponsor, please leave the two fields blank below. You will have an opportunity to reflect 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/hGuJw a
DUNS: http://fedgov.dnb.com/webform

Federal EIN Number *:

DUNS Number *:

Are you using a Fiscal Sponsor? * :

Fiscal Sponsor Form available to Applicants indicating "Yes"

FY16-17 SLP Fiscal Sponsor Form

Available for applicants designating a fiscal agent

Complete this section only if the Applicant Organization is **not** tax-exempt, and will be applying to this grant in partnership with a Fiscal Sponsor.

If your application is funded, the Fiscal Sponsor will be designated as the legal contractor for this grant from the California Arts Council. By completing this form, you are acknowledging that a Fiscal Sponsor relationship exists, and that the identified organization has agreed to serve the Applicant Organization in this capacity for the term of the Grant Period.

Legal Name of Fiscal Sponsor Organization *:

Popular Name of Fiscal Sponsor Organization (optional):

Fiscal Sponsor Date of Incorporation:

Fiscal Sponsor Federal EIN Number *:

Fiscal Sponsor DUNS Number *:

Mailing Address 1 *:

Mailing Address 2 (optional):

City *:

State *:

Zip Code *:

County *:

Executive Director First Name *:

Executive Director Last Name *:

Executive Director Phone *:

Phone Extension (if applicable):

Executive Director Email *:

Fax:

Website:

FY16-17 PDC Organizational Profile

Applicant Organization's Mission, History and Purpose (may be used in CAC publications)
Maximum 2,000 characters.

- State the mission of your organization;
- Provide a brief history of your organization, its development and context for current activities.

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.
- Non-arts nonprofit organizations: Must also submit a separate statement of fiscal health for the most recently completed fiscal year (see Support Material Upload page).

Organizational Budget
Provide Actual, Current and Projected numbers for the years indicated below.

Organizational Budget

	2015-16 or 16 (Actual)	2016-17 or 17 (Current)	2017-18 or 18 (Projected)
A. Income: Earned	$ 0	$ 0	$ 0
B. Income: Contributed	$ 0	$ 0	$ 0
C. INCOME TOTAL	$ 0	$ 0	$ 0
D. Expense: Personnel	$ 0	$ 0	$ 0
E. Expense: Operating/ Production	$ 0	$ 0	$ 0
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.

Maximum 1,000 characters.

FY16-17 PDC – PD Narrative and Budget

THIS PAGE WILL APPEAR IF YOUR ARE APPLYING FOR A CONSULTING GRANT.

Professional Development Grant Request Amount
If you have selected Professional Development, request up to $1,000.

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.

Provide a brief description of the learning activity, and identify the individual who will participate from the Applicant Organization.
Maximum 1,00 characters.

Describe how the learning activity will provide quality professional development related to the participant's current artistic or administrative experience. If the participant will attend an activity with multiple opportunities for learning, such as a conference or workshop series, provide specific examples of the sessions, events, activities, etc., in which the participant will engage.
Maximum 1,000 characters.

Identify the specific skills that the participant will develop as a result of this opportunity. Explain what will be gained and how it will impact the organization and/or its constituency.
Maximum 1,000 characters.

Grant Request: Budget Detail Instructions
In the Budget Detail below, itemize each expense to be funded by this grant. Use the CAC Request column to show your planned allocation of CAC funds. Total Expenses must match your "Grant Request Amount", above. Additional Funds should be noted, but are not required.

Additional Funds should be noted, but are not required.

Grant Request: Budget Detail

Expenses (please itemize below)	PDC Request	Additional Funds
	$ 0	$ 0
	$ 0	$ 0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
TOTAL EXPENSES	0	0

Budget Detail Notes
If any itemized expenses are not self-explanatory, please describe below.
Maximum 1,000 characters

FY16-17 PDC Consulting Narrative and Budget

THIS PAGE WILL APPEAR IF YOUR ARE APPLYING FOR A CONSULTING GRANT.

Consulting Grant Request Amount
If you have selected the Consulting Grant Category, request up to $5,000

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.

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

Describe the goals and objectives of the consulting services and how these services will improve business operations. Identify the following:
Maximum 3,000 characters.

- consultant or consulting organization and qualifications
- the tasks to be undertaken
- timeline
- anticipated outcomes
- impact that the work will have on the operations of the Applicant Organization

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

Grant Request: Budget Detail Instructions
In the Budget Detail below, itemize each expense to be funded by this grant. Use the CAC Request column to show your planned allocation of CAC funds. Total Expenses must match your "Grant Request Amount", above. Additional Funds should be noted, but are not required.

Additional Funds should be noted, but are not required.

Grant Request: Budget Detail

Expenses (please itemize below)	PDC Request	Additional Funds
	$ 0	$ 0
	$ 0	$ 0
	$0	$0
	$0	$0
	$0	$0
	$0	$0
TOTAL EXPENSES	0	0

Budget Detail Notes
If any itemized expenses are not self-explanatory, please describe below.
Maximum 1,000 characters

FY16-17 PDC Support Material Upload

Upload the required support materials for your specific grant category.

Professional Development Support Materials

Attach the following:

- Participant bio or resume;
- Letter of support from the Applicant Organization's Executive Director or Board President that clearly demonstrates the organization's support for the participant's attendance at the learning activity;
- Relevant information or materials related to the learning activity;
- Supplemental materials may include (but are not limited to) conference or workshop information, schedules, etc.

Consulting Support Materials

Attach the following:

- Consultant's resume or detailed consulting history and organizational overview;
- List of consultant's past and/or current clients;
- Letter of support from the Applicant Organization's Executive Director or Board President that clearly that clearly demonstrates the organization's commitment to the consulting project.

File Types

Documents
Upload PDF documents only. Size per document may not exceed 5 MB.

File Upload Instructions

Step 1 - Select a File
There are two recommended upload options within the Uploaded Materials section below.

- Click the **Select Files** button to open a window, where you can select **Open**, **Browse** or **Choose File** (depending on your browser) to select a file from your computer.
- **Drag and drop** files from an existing File Explorer (Windows) or Finder (Mac) window into the indicated target area

Step 2 - Enter Title and Description
After selecting your file, In the uploader pop-up window, provide a **Title** (required) and a brief **Description** (optional, but recommended) in the appropriate fields. Make titles specific; avoiding file names such as "Image #1."

Step 3 - Submit

Click **Save Changes** 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 Materials upload area.

Repeat steps 1 through 3 for additional files.
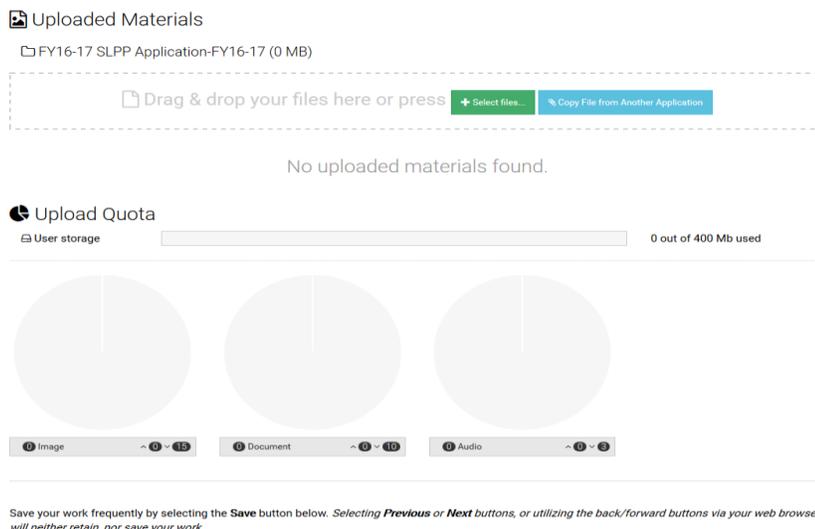
FY15-16 PDC Certification and Release

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 of 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

ATTENTION: Applications to the 2016-17 CAC Professional Development and Consulting grant program must be submitted online through CAC Culture Grants no later than <u>December 14, 2016, 5:00 PM</u>.
Exceptions will not be made for any submission attempts after the stated Application deadline (date and time).

<u>Submitting your Application:</u>
When you are ready to submit your Application (having verified the completion of all required fields and information, and the upload of all required support materials), select the green **Save and Validate** button below.. Alternately, you may select **Validate and Submit** from the Application forms navigation table.

Incomplete required fields will be listed on a validation page with corresponding error messages. Click on the name of the required field to be taken to the specific location within your Application. Address all listed fields and select the green **Submit** button to finalize the Application process.

After the successful submission of this Application, a confirmation email will be sent to the email address of the CAC Culture Grants account holder. Verify this email address on the user profile, **My Account** tab. Please refer to the instructions within the confirmation email and forward to additional staff, as necessary.