

**RESEARCH IN THE ARTS  
2016-2017 APPLICATION INSTRUCTIONS &  
REFERENCE MATERIALS**

**DEADLINE: March 29, 2017, 5:00PM**

Apply at <https://cacapplications.wufoo.com/forms/research-in-the-arts-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 attachments must be completed and ready for upload prior to completing 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 3 sections, as outlined below and detailed in this document. Online application link: <https://cacapplications.wufoo.com/forms/research-in-the-arts-application/>.

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**NOTE:** This online application must be started and completed in one sitting. You will not be able to save, exit, or re-enter the online application in your web browser. If you have not already done so, please review the "Application Instructions & Reference Materials" document prior to beginning your application: <http://www.cac.ca.gov/programs/ria.php>

Please review the 2016–17 Research in the Arts Guidelines for complete program information and submission requirements: <http://www.cac.ca.gov/programs/ria.php>

For questions regarding the program Guidelines or Application, contact the Program Managers:


Shelly Gilbride, shelly.gilbride@arts.ca.gov, (916) 324-0075  
Josy Miller, josy.miller@arts.ca.gov, (916) 322-6385

Deadline: March 29, 2017 by 5:00 PM

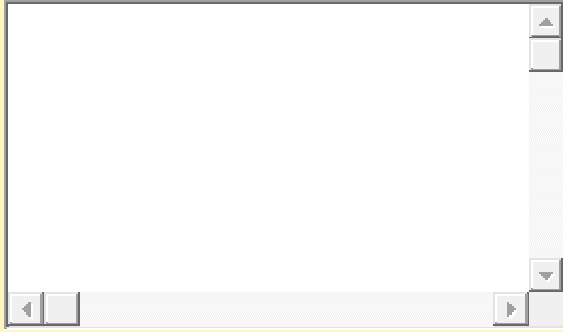
Exceptions will not be made for any submission attempts after the stated grant deadline.

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### Applicant Information

- Legal Name of Applicant Organization \*
- Popular Name of Applicant Organization (optional)
- Address \*  
 Street Address  Address Line 2  City  
 State / Province / Region  Postal / Zip Code  
 Country
- County \*
- Phone Number\*
- Website
- Number of years organization has engaged in arts-based research \*
- Date of Incorporation  MM /  DD /  YYYY 
- Federal EIN Number \*
- DUNS Number \*
- Applicant Contact Name \*  First  Last
- Applicant Contact Title \*
- Applicant Contact Phone \*
- Applicant Contact Email \*
- Grant Request Amount \* \$  Dollars.  Cents

- **Research Grant 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 Allowed: 500 characters.

### Support Material Uploads

For each required document below, please combine files into a single PDF prior to upload.

- **Project Narrative – Required**

Project Narrative template is available at [http://www.cac.ca.gov/files/FY16-17\\_CACRIANarrative.docx](http://www.cac.ca.gov/files/FY16-17_CACRIANarrative.docx). Please upload the completed template here. \*

- **Project Budget – Required**

Please upload project budget, detailing line items for compensation (separately for each member of the research team, artists, and other personnel) and other costs directly related to project activities. All grant recipients must provide a dollar-for-dollar (1:1) match.

Use a separate Matching Funds column to show your planned allocation of these additional funds. The match ratio may vary per line item, and matching funds may be indicated for line items other than the CAC Request.

Sources of Match: In the budget table, provide the name of the funding source, amount, and status (Projected, Pending, or Committed) of your matching funds in the field below. The cash match may be from federal or local government agencies, foundation, corporate, individual contributions, or earned income. Other State agency funds may not be used as a match. In some instances, in-kind donated services for

which fair market value can be determined may be used, up to a maximum of 50% of the required match.

Contact the CAC Project Manager for this grant, to determine eligibility prior to including in-kind as a portion of your match.

California Arts Council Funds may not be used to support the following: Hospitality or food costs; Non-arts organizations not involved in arts activities (as applicants); For-profit organizations (as applicants); Fundraising activities or services such as annual campaigns, fundraising events, or grant writing; Programs of other state or federal agencies; Programs or services intended for private use, or for use by restricted membership; Projects with religious purposes; Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions. CAC funds may not be used for course buy-out or for academic month salaries for college or university faculty.; Trusts, endowment funds or investments; Capital outlay, including construction; purchase of land, buildings, or equipment other than consumable production materials; or for the elimination of accumulated deficit; Out-of-state travel activities; Expenses incurred before the start or after the ending date of the grant. \*

- **Research Team CVs – Required**

Include a CV for all members of the research team who will be compensated under this agreement. \*

- **Research Samples – Required**

Include at least one article-length sample of a publication authored by the lead member of the research team. If there are multiple lead researchers, please include a publication they have co-authored, or individual publications by each lead researcher. \*

- **Literature Review/Working Bibliography – Required**

Include a brief literature/research review or working bibliography for research project. \*

- **Additional Work Sample Materials – Required**

Please provide additional documents that feature the subjects of your research. These may include samples of data sets, images, audio or video samples, press materials, or marketing pieces.\*

- **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/> \*

## 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. \*

Yes, I certify.

- **Signature**

First  Last

- **Title**

- **Date**  MM/  DD/  YYYY 