

2021 Impact Projects Grant Application Instructions

DEADLINE: February 2, 2021 by 11:59 PM



All grant applications must be submitted in the California Arts Councils online grants management system, calartscouncil.smartsimple.com.

Please refer to [CAC Registration Information](#) for additional guidance.

Please review current year Impact Projects Guidelines at [CAC Impact Project Grant Program Guidelines](#) for complete program information and submission requirements.

Staff Assistance: CAC staff is available to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. People who are Deaf, Hard of Hearing, Deaf-Blind, or have difficulty speaking may dial 711 to reach the California Relay Service (CRS). Organizations with budgets including total operating revenues of less than or equal to \$250,000 seeking technical assistance should contact:

Josy Miller, Ph.D.
she/her/hers
Arts Program Specialist
josy.miller@arts.ca.gov
(916) 826-0068

Organizations with budgets including total operating revenues of more than \$250,000 seeking technical assistance should contact:

J. Andrea Porras
they/them/theirs
Arts Program Specialist
andrea.porras@arts.ca.gov
(916) 826-2218

Please have the following information and documentation prepared prior to beginning your registration:

- Applicant organization Federal EIN (or that of fiscal sponsor, if applicable)
- Applicant organization DUNS Number (or that of fiscal sponsor, if applicable), obtainable from the [Dun and Bradstreet Request Service](#) website
- Applicant organization contact information, including business address, mailing address (if different), county name, phone and fax number (if available), and website
- Number of years applicant organization has engaged in arts programming
- Year applicant organization began arts programs and/or services
- Organizational mission statement and purpose
- Brief summary of applicant organization's core programs and services
- Organization's racial equity statement

Required support materials for fiscally sponsored applications:

- Legal name of fiscal sponsor organization
- Fiscal sponsor organization federal EIN
- Fiscal sponsor organization DUNS Number
- Fiscal sponsor organization executive leader's name, phone number, and email
- Fiscal sponsor organization mailing address
- Number of years the fiscal sponsor organization has been engaged in arts programming and/or services
- A brief description of the history of the fiscal sponsor organization's arts programming and/or services
- An IRS 990, 990-EZ or 990-PF form for the fiscal sponsor organization; no other types of 990 forms will be accepted
- A Letter of Agreement signed by both the applicant organization and the fiscal sponsor organization confirming their understanding of and compliance with the [CAC Fiscal Sponsor Policy](#)

Please refer to the [CAC Fiscal Sponsor Policy](#) for additional information.

Application Questions: The following questions will be asked on the application.

Applicant Information:

- Total operating revenue from last completed fiscal year (this amount must match the figure reported in your submitted Budget Snapshot, Total Operating Revenue field)
- Grant request amount (Organizations may request up to \$18,000. For organizations with total operating revenue above \$250,000, the sum of requests for CAC grants during the same year of funding cannot exceed 50% of the total operating revenue from the most recently completed fiscal year, as it appears in the Budget Snapshot.)
- Provide a brief summary of your proposal indicating how CAC grant funds would be used. This description will be used to introduce your proposal to the review panel. If funded, this description may be used as the Scope of Work in your grant contract and will be binding. It may also be edited by CAC and used to summarize your proposal in public documents. (Please begin your summary with the following: "With support from the California Arts Council, [your organization name] will ...")
- Is your organization applying to this grant in partnership with a fiscal sponsor? (If yes, Fiscal Sponsor tab will appear.)

Organization Details: This information is repeated from your Organization Profile. Review for accuracy and completion. If necessary, modifications may be made by accessing the Organization Profile from the dashboard of the applicant organization's Primary Contact (see below).

Note: Applicant organizations are required to submit a racial equity statement as part of the application. Please complete this field in the Organization Profile.

Project Design:

- Provide a detailed description of your project, including a timeline and key activities. Outline how your project will address the current challenges and/or opportunities your community is experiencing, including but not limited to systemic/structural racism, education, poverty, health disparities, housing insecurity, violence, food insecurity, cultural/social justice, intergenerational learning, environmental sustainability, and the digital divide. (3000 characters)
- Project Topics: Select the topics your project addresses:
 - Cultural & Social Justice
 - Education
 - Health & Wellness
 - Intergenerational Learning
 - Race & Equity
 - Sustainability & Environment
 - Other:
- Two-Year Budget Snapshot: Use the date selector tool to indicate the applicant organization's fiscal year end date. Provide revenue and expense figures in the fields shown for the indicated years. Totals will auto-calculate. Address significant changes in line items from one year to the next and explain anticipated surpluses or deficits in the Budget Snapshot Notes. Once Budget Snapshot Notes have been provided, select "Save" and then "Close" to return to the application Budget tab.
- Project Budget: Provide details for each line item to be funded by this grant. List the expenses in the fields shown, selecting "+" to add additional rows under each category as necessary. Include job title, number of staff, and rate of pay for personnel expenses. Enter the planned allocation of CAC funds in the CAC Request Amount column. Totals will auto-calculate.

Community Engagement & Social Impact:

- How do you plan to engage and elevate community members' voices throughout the project to help shape the project outcomes, documentation strategies, and measures of success? Include a description of how your project will address the healing, stabilizing, uplifting, and/or transforming of a community particularly impacted by the COVID-19 pandemic. (3000 characters)
- Communities to be engaged: Select up to four communities that will be most deeply impacted by this project:
 - Arab, MENASA (Middle Eastern, North African, South Asian)
 - Asian
 - Black/African American
 - California Native American / Indigenous
 - Currently Incarcerated / Experiencing Incarceration
 - Disabled
 - Elders, Seniors
 - Health Workers
 - Indigenous, Tribal
 - Latinx/Chicanx

- LGBTQIA+
- Low Income
- Neuro-Divergent
- Pacific Islander
- People of Color
- Rural
- Returned Residents / Formerly Incarcerated
- Students of Color
- Trans and/or Non-Binary People
- Immigrants (Documented and/or Undocumented) / Refugees / Asylum Seekers / Migrants
- Unhoused / Transient
- Veterans (defined as an individual who has previously served in the United States military, or an individual who has previously served in a similar military capacity alongside and/or at the request, direction, and command of U.S. military forces)
- Youth (0-24)
- Other:

Local Artist Support:

- Please include a statement (either video or written) from the lead artist(s) describing their vision for the project and their connection to the community to be engaged.
- Biographies: Provide brief biographies of all project artists, culture bearers, administrators, and other individuals to be compensated through this CAC grant award. The artists leading the project identify as members of the community that will be engaged and have expertise in the forms of arts and cultural expression that are unique to, and/or historically rooted in, that community. Accepted file types: documents (docx and PDF), images (jpg and png), video (links), audio (mp3 and links).
- Artistic Discipline(s): Select the artistic discipline(s) your project uses:
 - Folk and Traditional Arts
 - Literary Arts
 - Media Arts
 - Interdisciplinary Arts
 - Performing Arts
 - Visual Arts
 - Other:
- Work Samples: Provide up to three (3) samples of artistic work providing evidence to the quality of the artists associated with this project. Images, audio, and video (links) should be recent, relevant and related to your proposed project. Accepted file types: documents (docx and PDF), images (jpg and png), video (links), audio (mp3 and links).

- Work Sample Notes: Provide brief descriptions of work samples and other support materials. For video or audio samples, provide specific start and end times for the portion you would like the panel to review.

Accessibility:

- Describe your organization's approach to ensuring the physical accessibility of programs and services, as well as the accessibility of print and online materials. Consider organizational personnel and any partnering organizations, as well as beneficiaries of arts programming and services, and potential audience members in your response. *(2500 Characters)*
- Identify the primary individual who will be responsible for managing accessibility for your organization. This may be a program manager, accessibility coordinator, or other staff member of the applicant organization. Include their name, title, phone number, and email address.
- National Endowment for the Arts (NEA) Accessibility Checklist: NEA Office of Accessibility <https://arts.gov/accessibility/accessibility-resources/nea-office-accessibility> provides information and support to make the arts accessible for people with disabilities, older adults, veterans, and people living in institutions. By checking the box below, verify that you have downloaded and reviewed their Brief Accessibility Checklist <https://www.arts.gov/sites/default/files/BriefChecklist-February2020.pdf>, an instructive tool created as a guide to ensure physical and communication access to organizations and projects.

Certification & Release:

- The undersigned certifies the following: California Secretary of State Certificate of Status.
- The undersigned certifies the following: The represented organization has valid proof of tax-exempt 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; or for grant programs allowing fiscal sponsors, is applying in partnership with a fiscal sponsor entity meeting all fiscal sponsor eligibility requirements as indicated in [CAC Fiscal Sponsor Policy](#); that the applicant organization has been consistently engaged in arts programming for a specific number of years prior to time of application; has its principal place of business in California; and has completed prior contract requirements, if applicable; and has approval of the organization's board of directors or other governing body; and that the applicant organization and fiscal sponsor, if applicable, both comply 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; 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; and is aware that modification of the proposal at any point may require a contract amendment, rescinding of a grant award or cancellation of contract. The undersigned hereby

releases the California Arts Council (CAC) and the State of California, their employees and 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 and agents.