

**2021 Administering Organization -
Relief for Individual Artists and
Cultural Practitioners
Grant Application Instructions**
DEADLINE: February 25, 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 the [CAC Administering Organization – Relief for Individual Artists and Cultural Practitioners 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 seeking technical assistance should contact:

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

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

- Applicant organization Federal EIN
- Applicant organization DUNS Number, 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

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: This grant is for \$1,361,875. Please enter this amount in the field below.
- 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 ...”)

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.

Organizational Capacity & Readiness:

- Please describe your organization’s and your partner organization’s (if applicable) history of working in the nonprofit arts and culture sector in California, including at least five years of experience reaching diverse communities across the state, and at least two years of grants management experience. Describe your organization’s and your partner organization’s (if applicable) administrative and organizational capacity to administer grant programs, including application submission and review processes, financial tracking, and grants management capability. (500 words)

- **Work Samples: Provide up to two (2) sample documents providing evidence to the grantmaking and outreach capacity of the organization and its partners.** Use file names that are brief but specific to the provided content and to your organization. Any uploaded materials exceeding the maximum permitted for each field will not be reviewed nor considered in the adjudication of your proposal. For video and audio, provide start and end times for the portion you would like the panel to review in the Work Sample Notes field.
- **File types and restrictions:**
 - Images, audio, and video (links) should be recent, relevant and related to your proposed project
 - Documents (docx and PDF)
 - Images (jpg and png) – resolution: 300 dpi; size: 800X600 pixels
 - Audio (mp3 and/or links listed on PDF)
 - Video files and/or URL/links in the fields below
- **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.

Program Design & Implementation:

- Describe your plans for developing and executing an equitable statewide rapid relief program for individual artists, cultural practitioners, and culture bearers of color, outlining specific strategies for identifying and promoting the opportunity to a wide range of potential applicants, including those living in rural communities and regions outside of major metropolitan areas. *(500 words)*
- **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.

Experience with Engagement & Equity:

- Please describe how you will outreach and engage artists and cultural practitioners of color across the state of California who face dire economic consequences due to the COVID-19 pandemic. *(500 words)*
- Biographies: Provide brief biographies of all project administrators, consultants, and other individuals to be compensated through this CAC grant award. Each biography should include the individual's proposed role, their experience with equity, as well as their experience and expertise relevant to the development and implementation of a rapid relief program across the state.

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. *(500 words)*
- 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.