



Los Angeles County Arts Commission COMMUNITY IMPACT ARTS GRANT 2018-19 APPLICATION INSTRUCTIONS

CIAG DEADLINE

OCTOBER 11, 2017, 11:00 PM PST

The LA County Arts Commission (Arts Commission) is pleased to announce the launch of the Community Impact Arts Grant (CIAG) program application for Fiscal Year (FY) 2017-18. The Los Angeles County Arts Commission fosters excellence, diversity, vitality, understanding and accessibility of the arts in Los Angeles County, encompassing 88 municipalities, and provides leadership in cultural services. The CIAG program recognizes the value of the arts as a vital tool for civic problem solving across a range of issue areas and supports arts programming taking place at nonprofit social service and health organizations, municipal departments and institutions of higher education as part of larger missions to provide services to individuals and communities.

NEW

The Arts Commission has transitioned to a new online grants management system, FluidReview, for all applications, forms and grants reports. New applicants must register a user account, linking it with an organization in order to access the CIAG application.

ELIGIBILITY

Full eligibility and programmatic requirements are discussed in detail in the [Guidelines](#). The Guidelines should be used to assist you in determining whether your organization currently meets requirements for CIAG funding.

INSTRUCTIONS

These Application Instructions, together with the Guidelines, are intended to support your completion of a competitive CIAG Application. Essential information, including images from the online form, technical and content-related instructions, is provided in detail. A [sample application](#) is provided to show each field of the application with helpful tips, links and makes reference to the corresponding Review Criteria.

WORKSHOPS

We strongly encourage all applicants to attend one of the CIAG Application Workshops offered in all five County Supervisorial Districts. Workshops provide an overview of the application, a walkthrough of the guidelines, eligibility requirements and tips on submitting a strong proposal. Visit the Arts Commission website for the full [Workshop Schedule](#) and to reserve a seat.

In addition to the application workshops, technical assistance workshops will be offered to emphasize specific areas of the application. Full descriptions are available on the [Workshops & Convenings](#) page of the Arts Commission website.

I. DOWNLOAD AND REVIEW COMMUNITY IMPACT ARTS GRANT PROGRAM GUIDELINES

- Download the Community Impact Arts Grant Guidelines and review them thoroughly.
https://www.lacountyarts.org/sites/default/files/2018_ciagguidelines.pdf

II. ACCESSING THE ONLINE GRANT APPLICATION

- Beginning in 2017, applications and all artistic and support materials will be submitted electronically using the new online Grants Portal FluidReview.

REMINDERS:

- The Arts Commission strongly recommends submitting the application no later than 5 days prior to the deadline to provide ample time to troubleshoot and resolve any technical or system errors.

GETTING STARTED

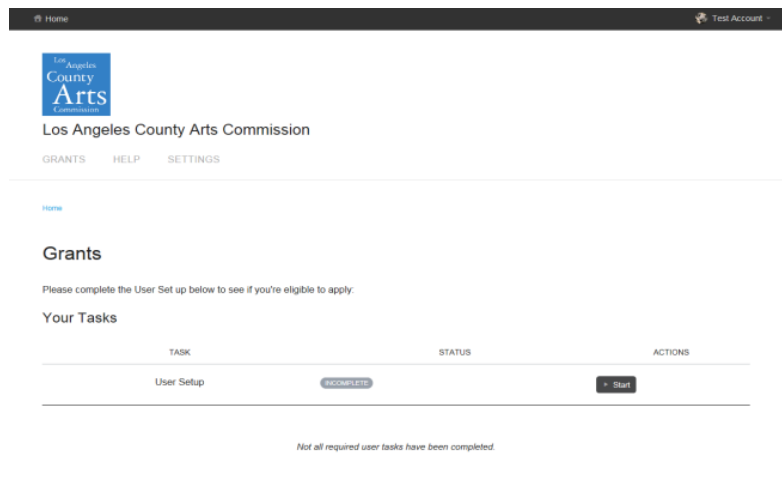
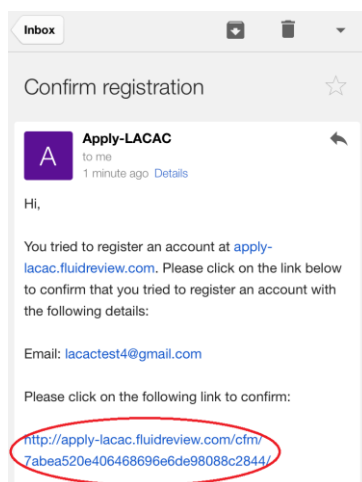
- Visit <http://lacountyarts.org/apply>
Returning Applicants - Enter the username and password from the FluidReview account
First Time Applicants - Register an organization account.

REGISTRATION STEPS:


- Click Sign up to register a **new** user account and profile.

TIP: When registering, the account will be for an individual. Only one email may be used per individual account, so do not use an organizational general email.

- Complete the User Information registration. Note: User avatar is optional.
- Once finished, click Register. This should lead to a page titled: "Thank You for Registering" which will inform you that a confirmation email has been sent.
- The email will be titled "Confirm registration" from Apply-LACAC. Within are instructions to a link to confirm. Click this link and you will arrive at the dashboard of your account.




USER SETUP

- 1) The first task is to complete the User Setup Form. Click  to begin.
- 2) As a CIAG applicant, choose "Organization".

What type of applicant are you?

☒ Organization

☐ Individual



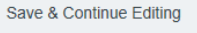




- 3) Fill out the information as it applies.
- 4) There may or may not be information populated in this area:

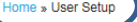
County Vendor Name*:
County Vendor Number*:
LACAC CRM Name (internal use):

*If your County vendor information has changed please contact the Arts Commission staff.

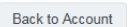
If there is no information there, do not be alarmed. This will be added in at a later point by grants staff. Please create an account with the LA County Vender Services [here](#).

- 5) To save and submit, click . This should direct you back to the dashboard. The status on the task should read .
- 6) To save your current progress, click . This will save your progress. It will redirect you back to the same form. If there are any errors, the error description will appear as such:

 Your changes have been saved successfully. 



User Setup




 Please check your answers below and correct them before continuing.

Note: The green shows that your progress has been saved. The red will show that the task is still incomplete.

To leave this task, click "Home". The status on the task will read .

501(C)3 VERIFICATION



- 1) Once USER SETUP has been completed, a new task will appear: 501(C) 3 VERIFICATION. To begin this task, click .
- 2) It should appear like so:

501c3 Verification

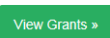



Please enter your EIN (Employer Identification Number):




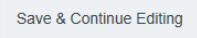





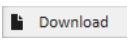
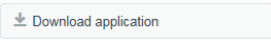
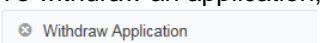

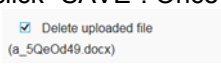



- 3) Type in your FEIN number. Once submitted, a page with your company's FEIN, name, city, state, and country will be listed. If this is incorrect, please check your FEIN number.
- 4) To leave this task, click . If you would like to edit or change your FEIN number, click .

ACCESSING THE APPLICATION

- 1) Once USER SETUP and VERIFICATION have been completed, a “Your Grants” section should appear.
- 2) To open a new application, click  .
- 3) Click the  button to the right of “Community Impact Arts Grant Program.” This will take you to the application’s task list page. You may complete the tasks in any order.

BUTTON GUIDE AND ATTACHMENTS

- To start a task, click the  button next to the task, or just click the task name.
- To go back to the task list page, click the  button at the top right of your task. *Changes will not be saved, unless the “Save & Continue Editing” button has been chosen.*
- To submit a task, click the  button. This will take you back to the application task list page.
- To save your progress on a task, click the  button. This will save your progress. Note: This button will redirect you back to the same form and show red errors where information is invalid or incomplete. To leave a form incomplete, you must click  which will take you back to the application task list page. The status on that task will show as  .
- To view a task that has been submitted, click  .
- To edit a form that has been submitted, click  .
- To download a task, click  and then click  in the top right corner.
- To download the entire application, go to the application task list page. Under the logo, click  .
- To withdraw an application, go to the application task list page. Under the progress bar and list, click  .
- To submit a document when prompted, optional or mandatory, click  , and then select your Document.
 - i. NOTE: The document is uploaded when you hit “SAVE”.
 1. If you would like to submit a different document, open the page once more and select the box  . Then click “SAVE”. Once the page has reloaded, upload your new document and save again.

- 4) Once an application has been started, it will appear under the “Your Grants” section. Any previous grant applications will appear here if awarded a grant within the last year. To open an application, either click on the name or click  .

After completing the User Set up, click “View Grants” to create a application:

Your Grants

Your Grants

STATUS: Any

Go

SEARCH: Search...

Go

| APPLICATION ID | GRANT | DEADLINE | STATUS |
|---|--------------|-----------------------------|---|
| Test Account's application to Community Impact Arts Grant | A-0516918985 | Community Impact Arts Grant | -- <div>IN PROGRESS</div> <div>Edit</div> |



CIAG Grant Main Page

- In this task, please fill out the appropriate information. You will notice that some fields have answers already. Those have been prepopulated based on your User Setup.
- Please make sure phone numbers are typed in 10 digits with dashes and no parentheses. If there are extensions, put a – in front of the extension as the prompt directs. For example: xxx-xxx-xxxx or xxx-xxx-xxxx-xxx.
- *Note for fiscally sponsored groups - Your Fiscal Sponsor is the main applicant, but all contact information should be completed for the fiscally sponsored project that will be overseeing the project proposed in this application.*

Project Request

- In this task, provide Organizational and Project Request information.
- Organizational Budget Size.
 - Type in your budget size.
 - This number must correspond with the organization's **most recently submitted Federal Form 990** for a tax year ending on or after **December 31, 2015**.
 - Organizations with **operating budgets over \$2M** should reference the **most recently completed audit** for a tax year ending on or after **June 30, 2015**.
 - Reference the [2018 CIAG Guidelines](#) for more information.
- If applicant is a fiscal sponsor or parent organization, you must also provide the annual operating budget of the fiscally sponsored project/site.
 - Annual Operating Budget should be reported as listed on the Revenue & Expense or Profit & Loss Statement.
- Grant Request Amount.
 - Fill out the amount request box as it pertains to your application.
 - Grant Amount Request can range from \$5,000 - \$20,000.
- Organization Type/Community Served
 - Check all that apply.
- Discipline of Proposed Project.
 - Choose the appropriate discipline, selecting the discipline that best reflects your organization's mission and programming.
 - If you are proposing a **Multidisciplinary** project, specify the multiple disciplines the project will work in using the disciplines listed.
 - Give a brief project description. Complete the sentence, "The applicant requests funding from the Los Angeles County Arts Commission to support..." ensuring that the description **clearly** and **concisely** summarizes the specific purpose of the project. *Character limit 250.*
 - Examples include:
 - ... to support cultural programming that is responsive to community needs.
 - ... to support music workshops for immigrant communities in South LA.
 - ... to support teaching artist fees and rental costs for an afterschool arts program.
 - ... to support arts programs for the veteran community.

CIAG Narrative Part 1 - Organizational Information

- In this task, you will be asked to describe your organization or fiscally sponsored project, as applicable.
REMINDER: Save work often.
IMPORTANT: If there is new information pertinent to the current proposed project or a change in the leadership of the organization, CIAG applicants should submit an update to their submitted application for the panel review. Updates should be one page on organization letterhead, signed by an authorized individual and submitted via mail or e-mail to ciag@arts.lacounty.gov by December 1, 2017.
 - **A. Mission/Purpose of Applicant:** Provide mission statement. **[CRITERIA 2, 5]** *Character limit 500.*
 - **B. History/Programming:** **[CRITERIA 2, 5]** *Character limit 2000.*
 - 1) Briefly describe the history current core programs and services.
 - 2) Note any significant administrative or artistic changes and/or major accomplishments and initiatives that have taken place over the past two years.

- **C. How many arts-related classes/workshops/events did your organization produce in the last two year?** Numerical value. Reference the [2018 CIAG Guidelines](#) for full definition.
- **D. History/Programming: [CRITERIA 1, 5] Character limit 1500.**
 - 1) Describe history of arts programming as part of the services you provide.
 - 2) What kinds of programming did you provide?
 - 3) How did this arts programming support your mission?
 - 4) How are artists selected to work with the program?
 - 5) How are they paid?
- **E. Community/Core Audience: [CRITERION 5] Character limit 750.**
 - 1) Describe core constituency in terms of geography, age, cultural and economic characteristics, as applicable.
 - 2) Please include demographic information.

CIAG Narrative Part 2 – Proposed Arts Project Info

- In this task, you will be asked to describe the project in more detail.
- *TIP: Responses should provide Who, What, Where, Why, When and How details. If your request is salary support for a current position, the project period will coincide with the grant period: July 1, 2018 to June 30, 2019.*
 - **A. Project Overview: [CRITERIA 1, 3] Character limit 1500.**
 - 1) Describe the project for which funds are requested.
 - 2) Does this arts project relate to any previous initiatives?
 - 3) Is this a new initiative or an expansion of a current program?
 - **B. Project Timeline and Participants: [CRITERIA 3, 5] Character limit 750.**
 - 1) When will the project/program begin and end?
 - 2) Where will it take place?
 - 3) What is the total number of participants you expect to serve?
 - 4) Describe in detail the target participants for your arts project/program.
 - 5) How are they selected for participation?
 - **C. Project Activities: [CRITERIA 1, 3] Character limit 1500.**
 - 1) Describe what happens/will happen during project planning and implementation.
 - 2) If applicable, what happens during a workshop, class or presentation?

Note - attach a sample lesson plan/curriculum/agenda in the Support Materials section if applying to support a workshop/class based program.
 - **D. Project Partners/Artists/Staff/Volunteers: [CRITERIA 1, 3, 5] Character limit 1500.**
 - 1) How have partner organizations/artists/staff/volunteers been selected for this project/program?
 - 2) If they have not yet been selected, what are the criteria for selections?
 - 3) How much will they be paid for this project/program?
 - 4) If you are working with a partner organization(s) or artist(s), please describe what role each will be filling and describe the planning process of working with them.
 - 5) If utilizing temporarily employed individuals or volunteers, how are they trained?
 - **E. Project Fees:**
 - 1) Is there a fee constituents/clients must pay to participate in the project/program? **Y/N**
 - 2) If yes, please describe.
 - **F. Project Goals and Objectives: [CRITERIA 3, 4] Character limit 1000.**
 - 1) What are the goals and objectives of this arts project/program?
 - 2) How does this project/program serve your overall mission?
 - 3) How does it meet your constituent/client needs?
 - **G. Project Evaluation: [CRITERION 4] Character limit 750.**
 - 1) How will you monitor, measure and track the success of this arts project?
 - 2) What qualitative (narrative) and/or quantitative (numbers/data) will you use to demonstrate how well you are achieving the arts project/program goals and objectives, as described above?

- **H. Project Outreach: [CRITERION 5] Character limit 1000.**

- 1) What kind of outreach/marketing strategy do you have for this arts project/program?
- 2) How are culminating events promoted, if applicable?

- *TIP: Be sure to include benchmarks or concrete outcomes to help measure the expansion of a program (i.e. attendance/registration that collect zip codes, demographics, feedback on the quality of the programs, suggestions for future programming, frequency of visitation, etc.).*

CIAG Arts Partners Information - Optional

- In this task, you are provided the space to describe your arts partners, whether organizations or individual artists. You will have the option to include a primary and secondary partner.
- If this is not applicable to you, select NO to move onto the next section.

Project Budget

- In this task, there are two forms, CIAG Project Budget Expense Detail and CIAG Project Budget Income Detail.

CIAG Project Budget Expense Detail

| | CIAG Fund Request | CIAG Required Match |
|----------------------|-------------------|---------------------|
| Request/Match Amount | 20000 | 20000 |

- NOTE: The amounts listed in the table at the top of the page will automatically populate using the Grant Request Amount entered in the Project Request task. This will also provide the minimum CIAG Required Match amount.
- **CIAG Project Budget Expense Detail**
 - The total MATCH EXPENSES must be equal (1:1) or more than the CIAG FUND REQUEST.
 - TIPS: Matching Funds do not need to match CIAG Request column line items category-by-category.
 - REMINDER: CIAG Funds cannot be used for Catering & Hospitality, Lodging & Meals or Travel expenses.
- Your GRANT TOTAL EXPENSE will automatically calculate. If it meets the requirements for a (1:1) match, the table will look like this:

| GRAND TOTAL EXPENSE | \$ 20000 | \$ 21000 |
|---------------------|----------|----------|

| Meets or Exceed Explanations | true | true |
|------------------------------|------|------|

- Use the Budget Expense Explanations section to explain, clarify and detail the type, frequency and breakdown of expenses as requested, or that would benefit from additional clarity. In addition, provide a detailed list of expenses entered in the "other" category and any oddities or items that would benefit from additional clarity.
 - TIP: Panelists rely heavily on the budget notes to understand how applicant organizations implement a project. The absence of any notes is often negatively noted in panel reviews. Use the budget notes fully to explain how project funds will be used. Reference the item name in the explanation and if any number is entered in line 22 "Other," provide an explanation. Expenses can be explained in a narrative format.
- Partner Expenses - Optional
 - If partner is independently paying for a portion of the project, please describe. If not applicable, enter N/A.
- **CIAG Project Budget Income Detail**
 - Provide a list of cash match sources specific to the project by entering both anticipated and confirmed sources of funding. The total match amount must at least equal (1:1) the CIAG request.
 - Your total will automatically calculate. If it meets the requirements, the table should look like this:

Grand Total Project Income

21000

Meets or Exceed Requirements

true

- If the requirement reads false, please check your numbers. The Total CIAG Request should be less than or equal to Total Matching Income.
- Use the Budget Income Explanations section to explain, clarify and detail sources of income. In addition, if there are multiple sources of income in the Corporate, Foundation, Government (City, County, State, Federal) or Other Public income categories, name the sources along with the amount of each contribution. This is also an area to explain any oddities.

Project Primary Staff & Artists Profiles

- In this task, provide short biographies of key organization staff and/or artists. Begin with the organization's leadership (e.g. Executive Director, Programming Director) outlining details of their involvement with the project, if applicable.
 - *TIP: For key project staff and/or artists, emphasize their experience in areas of direct relevance to the proposed project. All volunteer organizations should provide the biographies of volunteers who are accomplishing work on the proposed project. If necessary, you may upload an additional attachment to accommodate more staff.*

Board of Directors

- In this task, provide a list of the applicant organization's board of directors beginning with board officers (President, Vice President, Secretary, Treasurer) listed in first four rows. You may upload an additional attachment to accommodate more board members

Support Materials

- In this task, you will provide all the artistic documentation and support materials needed.
- CIAG applicants are required to submit artistic documentation and support materials.
- Failure to provide REQUIRED documentation will result in an incomplete and/or ineligible application. Give yourself ample time to upload all required materials.
- **A. Artistic Documentation**
 - STANDARDS FOR ARTISTIC SAMPLES
 - Naming: Assign file names using the following naming convention:
 - Organization Name-Artistic Documentation-Video
 - Organization Name-Artistic Documentation-Images
 - Organization Name-990
 - Organization Name-501c3
 - Organization Name-*Fiscally Sponsored Project*-Annual Budget
 - Etc.
 - TIP: Please be sure the organization's name is clearly visible on documents included as Artistic Documentation/ Supplemental Material, i.e. in the header or footer.
 - File Types
 - The system accepts the following file extensions: jpg, jpeg, gif, bmp, png, tif, 3gp, avi, flv, mov, mp4, mpg, rm, wmv, doc, docx, txt, xls, xlsx, pps, ppt, pptx, pdf, aac, mp3, mpa, ra, wav, wma, eps. Each item should be less than 256MB.
 - Video Samples
 - No longer than 5 minutes long
 - Maybe provided as YouTube or Vimeo links
 - Image Samples
 - Submitted as a slideshow in a Powerpoint (PPT) file.
 - No more than 10 images may be in sample
 - No more than one image per slide
 - Include title, artist and date in the description
 - For specific information about required artistic documentation and supplemental material, please open a new tab to review the [2018 CIAG Guidelines](#).

- Choose how many artistic samples you are including, one or two. You may submit materials via hyperlink or attachment.

How many artistic samples are you including?

☐ One

☒ Two

Please denote how you have submitted artistic samples:

☐ As hyperlink(s) Two hyperlink text fields (with instruction to enter hyperlinks)

☒ One hyperlink/ One attachment – One Text Field (with instruction to enter hyperlink) one upload button

☐ Upload attachments- Upload buttons

- For each sample, there will appear either a text box (for inputting a link) or an upload box (for attachments). Underneath the submissions, there are text boxes where you may briefly describe the artistic sample and explain the relationship of the artistic sample to the application. Descriptions of the materials should include type of file, title of piece, artist(s) name(s), date the work was completed and running time (for audio and video).

Link - Sample A

format: <http://www.URL.com>

Upload Attachment - Sample B

Sample A

Briefly describe the artistic sample and explain the relationship of the artistic sample to the application. Description of materials should include type of file, title of piece, artist(s) name(s), date the work was completed and running time (for audio and video).

Sample B

Briefly describe the artistic sample and explain the relationship of the artistic sample to the application. Description of materials should include type of file, title of piece, artist(s) name(s), date the work was completed and running time (for audio and video).

- Beneath this, you may submit optional supplemental materials with directions for each.
- B. Letters of Recommendation**
 - Two reviews or letters of recommendation, on letterhead, written within the past 18 months are required.
- C. Sample Lesson Plan**
 - Required of applicants proposing workshops or class-based arts programs.
- D. Promotional Materials – Optional**
 - One piece of promotional material, i.e. season brochure, flyer, postcard, review, etc.
- Financial Information**
- E. Federal Form 990, 990 EZ, 990-N**
 - For a tax year ending on or after December 31, 2015.

- **F. Financial Audit**
 - Required of Organizations with operating budgets of \$2,000,000 or more for the most recently completed fiscal year or tax year ending on or after June 30, 2015.
- **G. Revenue & Expense Statement of Fiscally Sponsored Projects**
 - Revenue & Expense or Profit & Loss Statement of the Annual Operating Budget.

Site Visits

- In this task, you may provide site visit options.
- The Arts Commission encourages grant peer review panelists to observe the work of applicant organizations prior to the panel review, as there is no substitute for a live arts experience. We would appreciate it if you would provide a pair of complimentary tickets if you receive a call or email from a panelist.
 - Provide a contact and a list of workshops, performances, exhibitions or events occurring in November and December 2017 for panelists to observe the organization's work.
- Fill out the information as it applies.

Finalizing and Submitting the Application

- In this task, you will certify your application.
- Read the instructions and insert the necessary certification. Check the "I Certify" box to certify.

Once You Have Completed all Tasks, you may click "Submit". This will complete your application. Congratulations!

If you have any questions, contact Grants Staff (213) 202-5858 or by email at ciag@arts.lacounty.gov

CIAG TIMELINE:

