

Enriching Lives



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

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OVERVIEW

The Community Impact Arts Grant (CIAG) Program provides financial support for exemplary arts projects produced by nonprofit organizations whose primary mission is outside the arts.

CIAG recognizes the value of the arts as a vital tool for civic problem solving across a range of issue areas. The program seeks to support the complex arts ecology of Los Angeles County by increasing access and strengthening the quality of arts programming wherever it happens – in health, human services, criminal justice, or environment, to name a few. This grant is designed to promote cross-sector strategies and support organizations that provide high-quality arts programs as part of their larger mission to provide services to individuals and in the community.

CALENDAR + TIMELINE

The Community Arts Impact Grant Program supports one year projects which must occur between July 1, 2018 and June 30, 2019.

Community Impact Arts Grant program applications are accepted annually.

Guidelines, Application Available	August 30, 2017
Application Workshops	September – October 2017
Application Deadline	October 11, 2017, 11:00 p.m. PST
Staff Review	October – November 2017
Panel Review	December 2017
Commission Review	February 2018
Board of Supervisors Approval	April 2018
Notifications Sent via Email	April 2018
Contracting	April – May 2018
Grant Period	July 1, 2018 – June 30, 2019

ACCESSING THE ONLINE GRANT APPLICATION

Applicants are required to submit applications, program documentation and support materials via the Arts Commission's online grant system at <http://lacountyarts.org/apply>. The Arts Commission strongly recommends submitting your application at least **five (5)** days prior to the deadline to give yourself ample time to troubleshoot and resolve any problems that you might encounter.

CIAG ELIGIBILITY REQUIREMENTS

The Community Arts Impact Grant welcomes projects that include cross-sector partnerships with artists and arts organizations. The primary applicant must meet all eligibility requirements for the application to be accepted for consideration. The primary applicant may partner with a nonprofit arts organization(s). These must be true partnerships. Constituents from the primary applicant must be served by the grant. Applicant cannot apply simply on behalf of an arts organization.

Nonprofit organizations and municipalities in Los Angeles County may apply.

Nonprofit organizations must meet **all** of the following eligibility requirements at the time of application:

- a. **501(c)3 Tax exempt status**, as defined by the IRS
- b. Organizational operating **budget of \$25,000 or more**.
- c. **Principal offices in Los Angeles County**.
- d. **A functioning board of directors** that meets regularly with at least 51% of members residing in California.
- e. **At least two (2) full and consecutive years of providing arts-based services or activities in Los Angeles County**. During the two year period the organization is required to have produced or hosted at least four arts-based workshops, classes, performances or presentations each fiscal year. Fundraising events and programs do not qualify.

- f. **A submitted Federal Form 990 for a tax year ending on or after December 31, 2015.** A submitted Federal Form 990, 990-EZ or 990-N is required of all applicants. Religious organizations should submit a reviewed financial statement or annual profit/loss and balance sheet information.
- g. **For all organizations with operating budgets of \$2,000,000 and above, a financial audit is also required for the applicant organization's most recently completed fiscal year for a tax year ending on or after June 30, 2015.**

Municipalities must meet the following eligibility requirements:

- a. **One of 88 municipalities in Los Angeles County.**
- b. **At least two (2) full and consecutive years of providing arts-based services or activities in Los Angeles County in departments whose primary mission is to provide other than arts programming.** During the two year period the organization is required to have produced or hosted at least four arts-based workshops, classes, performances or presentations each fiscal year. Fundraising events and programs do not qualify.
- c. Municipal departments should submit a copy of their adopted annual department budget

Fiscal Sponsors may apply on behalf of multiple sponsored projects that otherwise meet eligibility requirements, including a project budget of \$25,000 or more, principal offices in LA County, two consecutive years of providing arts services or activities in LA County and less than 50% of their overall budget focused on arts-based programming. **The fiscal sponsor is the applicant of record.**

Organizations that are **eligible** to apply are:

- Nonprofit organizations whose primary mission provides services other than arts programming, as demonstrated by more than 50% of the applicant organization budget devoted to non-arts related programming
- Municipal departments whose primary mission is to provide services other than arts programming
- Social and human services agencies and organizations
- Religious organizations providing services to the broader community that are not religious in purpose
- Departments, centers, or institutes of higher education whose primary mission is to provide services other than arts programming

Organizations that are **not eligible** to apply are

- Arts-specific nonprofit organizations as demonstrated by more than 50% of the applicant organization budget devoted to arts programming. (Nonprofit arts organizations should apply for OGP grant funds at <http://lacountyarts.org/applytoOGP>)
- Individual artists
- Los Angeles County departments
- Federal departments and agencies
- Local arts agencies
- Private membership organizations not open to the general public
- Municipal arts agencies
- K-12 schools, both public, private and continuation
- Organizations currently participating in or receiving funding from the Los Angeles County Arts Commission's Organizational Grant Program (OGP) or the Arts Education Collective

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ELIGIBLE PROJECTS

Applications must meet the following project eligibility criteria:

- The project is an arts project that takes place in Los Angeles County.

- The project will occur between July 1, 2018 and June 30, 2019.
- Religious organizations are eligible provided the project reaches the broader community and is not religious in purpose.
- Institutions of higher education are eligible provided the project engages in cross-sector work that provides expanded arts access to those normally not served by the organization. For example, a university mental health center or institute incorporating art therapy into the services they provide their constituents.
- Municipalities are eligible provided the project is delivering arts access through departments or programs whose primary mission is to provide services other than arts programming.
- A project does not have to be new activity. Existing projects looking to expand in scope are just as competitive as new activities, provided that they support programs in communities that have limited access to traditionally structured arts programming.
- Projects can be a combination of various types of programs or activities, but it is recommended that applications focus on one program or activity.
- Projects can be small in scope and do not need to serve large numbers of people as long as they positively impact the organization's purpose or mission.
- Requests for support for an arts education related project must take place out of school.
- All organizations that request support for an arts education-related project taking place out of school must:
 - a. Demonstrate that their program(s) align(s) with the California State Standards for the Visual and Performing Arts (VAPA).
 - b. Demonstrate quality teaching and learning as demonstrated in the curriculum sample and application.
 - c. Submit a curriculum sample with application. Acceptable curriculum materials will reflect the full scope of the program and may include curriculum overviews, lesson plans, teacher guides and/or student study guides. Regardless of the format, the sample must address the connections to the Visual and Performing Arts Content Standards for California Public Schools.

INELIGIBLE PROJECTS

- Scholarly research
- Projects held, performed or exhibited outside of Los Angeles County
- Programs for private member communities or clubs
- Purchase of major equipment, land, buildings or construction, maintenance of existing facilities or other capital expenditures
- Travel or housing costs, including bussing
- Hospitality or food costs
- Funds going directly into trusts, endowments or cash reserves
- Projects with religious or evangelic purposes that specifically serve only church membership or proselytize.
- General funding for university presenting series, museums or galleries.
- Requests for support for an arts education related project taking place in school.

RESTRICTIONS

The Arts Commission will not consider multiple requests for the same project OR from the same nonprofit organization or municipality. Fiscal Sponsors may submit requests on behalf of multiple projects.

GRANT AWARD

Applicants may request \$5,000 – \$20,000. Requests must be for a specific project only, not operating support. Grant awards will likely be less than the amount requested. In this case, applicants will have the opportunity to revise and resubmit an adjusted project budget that reflects any necessary changes.

Applicants are required to leverage the investment by providing a 1:1 cash match. Applicants should project anticipated sources of funding, if they do not have the cash on hand. Funds provided by a CIAG grant may not be used to match any other Los Angeles County grant.

Community Arts Impact Grant funds can be used for program-related fees, salaries and contracts, marketing and advertising expenses, expendable supplies and materials, space rental, etc. Funds may not be used for personal gain, paid political advertising, capital projects or fundraising expenses.

GRANT REVIEW PROCESS & REVIEW CRITERIA

Applications will be reviewed and scored by a grant peer review panel made up of artists, arts and nonprofit professionals, social service providers, community members and others with knowledge and professional qualifications in the arts and social services and with familiarity of Los Angeles County's arts and social services sectors. Grant review panels will reflect the diversity of the region and the various professional groups encompassed by the arts and social service sectors, such as practitioners, administrators, board members and educators.

As a public agency, all information submitted to the Arts Commission in conjunction with a grant application becomes public record at the time the application is submitted.

CIAG applications will be reviewed and scored by a peer panel according to the following criteria. Each question on the application coincides to one or more of these criteria.

CIAG REVIEW CRITERIA

Review Criteria	Maximum Point Value
CRITERION 1: Artistic Merit	40
CRITERION 2: Organizational Readiness/ Managerial Excellence/Fiscal Responsibility	20
CRITERION 3: Quality of Project Plan	15
CRITERION 4: Quality of Project Evaluation	5
CRITERION 5: Knowledge of Target Constituents and Needs	20
TOTAL POSSIBLE POINTS	100

CRITERION 1: A project with exceptional Artistic Merit engages qualified and diverse arts or cultural professionals; provides arts experiences that expose participants to new perspectives; provides opportunities for engagement in the creative process; and demonstrates cross-sector understanding, both supporting the arts and advancing community priorities.

CRITERION 2: An organization with exceptional Organizational Readiness/Managerial Excellence and Fiscal Responsibility recruits and retains an engaged, diverse and qualified board, staff, contractors and/or volunteers and has an accumulated deficit of less than 20% of their total operational expenses for two or more years. Competitive applications will address all application questions and provide complete information.

CRITERION 3: An exceptional Project Plan will outline all aspects of the project with significant detail, including a project timeline. It also includes a realistic project budget with accurate cost and income/revenue information.

CRITERION 4: An exceptional Project Evaluation highlights the goals and objectives of the project, along with an assessment plan that will be used to measure project impact and success.

CRITERION 5: A demonstration of exceptional Knowledge of Target Constituents and Needs will include detailed description of your community, including demographic information and shows how the organization is responsive to the needs of the community served, with a particular emphasis on individuals and communities for whom the arts are not readily accessible.

ARTISTIC AND/OR SERVICE DOCUMENTATION

Documentation is crucial for evaluating the overall quality of the application. At least one artistic sample must be uploaded with the application at <http://lacountyarts.org/apply>. A maximum of two artistic samples may be submitted.

The following are specific requirements for artistic sample submissions:

Project	Required Artistic Documentation	Submission Requirements
<i>Sample(s) should demonstrate merit of art and/or service the applicant offers.</i>	Video* -or- Audio Or Images	No longer than 5 minutes Up to 10 images (PowerPoint Presentation with one image per slide and include title, artist and date)
	Published Materials	Up to 2 published materials

*Applicants applying for video/media arts based projects are required to submit at least one video sample.

Artistic documentation must be submitted via the Arts Commission's online application system at <http://lacountyarts.org/apply> no later than 11:00 p.m. on October 11, 2017.

Video Samples: In general for media and performing arts based projects, panelists prefer to review substantive artistic excerpts rather than short edited clips with heavy narration. List each video sample as one work sample on the Artistic Documentation Index. Include the video files to be reviewed by the panel, in order of preference, in the Artistic Documentation Index.

Audio Samples: List each different audio sample as one work sample on Artistic Documentation Index. List audio files to be reviewed by the panel, in order of preference, in the Artistic Documentation Index.

Image Samples: Up to 10 images in a PowerPoint Presentation with one image per slide; include title, artist and date). This format is best used for exhibition, installation documentation or completed artworks.

Published Materials: Published Materials that document artistic programming.

Note: *Promotional Materials (i.e. season brochures, flyers, postcards, newsletters, and reviews) are not accepted as artistic samples, but may be provided as supplemental material.*

Preview the artistic documentation files before and after uploading to ensure that there are no technical problems that might interfere with the panel's review of the work. Panelists generally spend no more than three to five minutes on the work sample(s) for each application. Panelists may not watch a full video sample, so it is suggested that samples are edited to show the strongest or most compelling components at the beginning of the video. Please be aware that the entire sample (not just the selected segment) is considered a part of the application and may be reviewed.

AWARD REQUIREMENTS

Applicants should be aware that CIAG awards require certain administrative responsibilities.

Legal Requirements

Grantees are required to adhere to all local, state and federal laws.

Cash Match

All CIAG grants must be matched at least dollar for dollar with earned or contributed cash support. In-kind matching support is not accepted. For example, if an organization receives a \$10,000 grant, the total project costs must be at least \$20,000 and the organization must provide at least \$10,000 of the project funds from sources other than the Arts Commission.

Reimbursement Basis Grants

CIAG grants are disbursed on a reimbursement basis. Organizations must expend their grant and an equivalent amount in matching funds before they are able to request a grant payment. Grantees must invoice the Arts Commission to receive grant payment(s).

Project Amendments

Only activities and costs consistent with the grant application or proposal approved by the Arts Commission will be reimbursed. If changes in the project are necessary, grantees must send a written request with justification to the Grants staff for approval before implementation.

Credit/Recognition

Grantees must acknowledge the Los Angeles County Board of Supervisors and Los Angeles County Arts Commission in materials, on websites and announcements through logo placement and/or use of the following credit line: "This [organization/project] is supported, in part, by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission."

Reporting

Grantees are required to invoice the Arts Commission and report on the use of funds.

Grant Period

Organizations receiving 2018-19 CIAG grants will be awarded a one year contract. The period of support will be from July 1, 2018 to June 30, 2019.

CONTACT INFORMATION

If you have questions about the Community Impact Arts Grant, please contact the grants staff:

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