



# Community Impact Arts Grant Workshop

Download program guidelines, sample application and instructions at:  
<https://www.lacountyarts.org/ApplytoCIAG>

Online application – *New Portal!*  
<https://www.lacountyarts.org/apply>

CIAG Grantees (L-R): YWCA Pasadena-Foothill Valley Express Yourself! after-school program, work by Tierra del Sol artist Joe Saldivar, SGVBikes community event and artist Joe Saldivar.

@LACountyArts

#CIAGArts



# HISTORY

\$50,000 in NEA seed funding



Support from the LA County Board of Supervisors



Over three years, \$1.5 million was granted



*For FY 2019-2020, \$750,000 available*

# PROGRAM GOAL

To recognize and support the complex arts ecology of LA County by increasing access and strengthening the quality of arts programming **wherever it happens.**



*Magazine publication created by Youth Institute student participants at the Weingart East LA - YMCA*



CIAG provides financial support for **exemplary arts projects by nonprofit organizations , municipalities and universities whose primary mission is outside the arts.**



# Examples of current CIAG projects



BikeSGV works at the nexus of transportation and the environment, health and wellness, community building and service and the arts. They receive support for a public art work (artistic crosswalks) to bring families and communities to the Jeff Seymour Family Center in the City of El Monte for additional bike safety workshops.

*This image shows an example of the artwork to created with CIAG support.*

Heart of Los Angeles Youth Inc (HOLA) provides 630 local youth with exceptional, no-cost arts education.

*This image shows HOLA Alumni and Teaching Artists Yair Sarmiento and Emmanuel Galvez teaching drawing techniques to students.*





# CIAG Eligibility Requirements

Applicants must meet ALL eligibility requirements in order to apply.

*Review the CIAG  
Guidelines thoroughly!*

## THREE LEVELS OF ELIGIBILITY

1. Basic Eligibility
2. Eligible Organizations
3. Types of Eligible Projects



# What's New in the CIAG Guidelines?



## LA COUNTY ARTS REPORT CULTURAL EQUITY & INCLUSION INITIATIVE

## **UPDATED Review Criteria + Point Distribution**

Criterion	Prior Point Distribution	New Point Distribution
Artistic Merit	40	35
Organizational Readiness/Management Capacity	15	15
Quality of Project Plan	20	20
Quality of Project Evaluation	5	5
Knowledge of Target Constituents and Needs	20	25

*UPDATES to criteria descriptions can be found in the 2019-2020 CIAG Guidelines.*

## **NEW CEII Application Question**

**CULTURAL EQUITY AND INCLUSION:** Describe how the applicant addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion. Provide specific details highlighting progress or efforts made in the last two or more years.

# 1. Basic Eligibility

*Primary mission to provide services  
**other than** arts programming*

- ❑ 501c3 tax exempt nonprofit status or a municipality  
(NOTE: *Fiscal Sponsors OK!*)
- ❑ Organizational operating budget of \$25,000 or more
- ❑ Principal offices in LA County
- ❑ Functioning Board of Directors that meets regularly  
with at 51% of members residing in CA



# 1. Basic Eligibility (continued...)

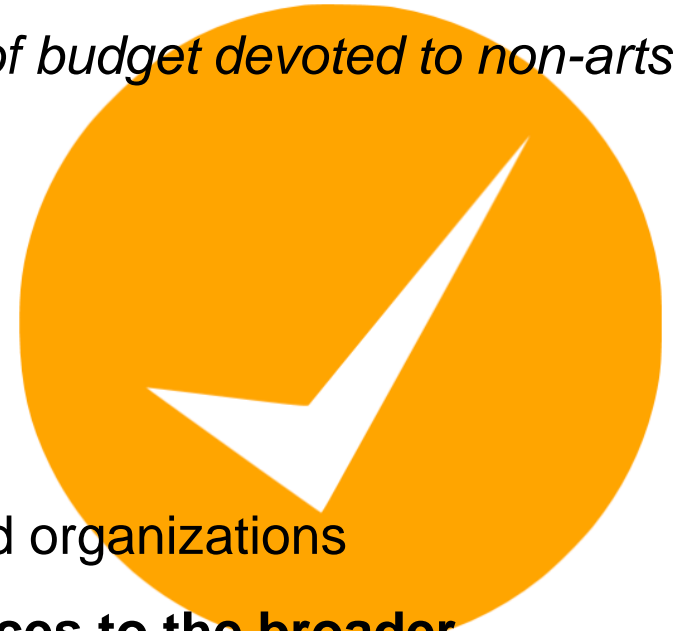
- ❑ At least **two (2) consecutive years** of arts-based services or activities in Los Angeles County. *Timeframe: In the last two years.*
- ❑ Produced or hosted at least **four (4)** arts-based workshops, classes, performances or presentations **each year**. *Fundraising events and programs do not qualify.*

## 2. Eligible Organizations

*Must have a primary mission to provide services **other than** arts programming, demonstrated by over 50% of budget devoted to non-arts programming*

*Types of eligible organizations:*

- ☐ Municipal departments
- ☐ Social and human services agencies and organizations
- ☐ Religious organizations **providing services to the broader community** that are not religious in purpose
- ☐ College or university departments, centers or institutes whose primary mission is to provide services **other than** arts programming



# Eligibility for Fiscally Sponsored Projects

**Fiscal Sponsors may apply on behalf of multiple projects.**

Applicant projects must meet the following requirements:

- ☐ Annual project budget of \$25,000 or more
- ☐ Principal offices in LA County
- ☐ Two consecutive years of providing arts services or activities in LA County
- ☐ Less than 50% of their overall budget focused on arts-based programming. If more than 50%, project is **NOT ELIGIBLE** to apply.

**IMPORTANT NOTE: The fiscal sponsor is the applicant of record and the primary name on the application.**

# Ineligible Organizations

- Nonprofit **arts** organizations = 50% or more of budget devoted to arts programming
- Individual artists
- Los Angeles County and Federal departments/agencies
- Local and municipal **arts agencies**
- **Private membership** organizations not open to the general public
- **K-12 schools**, both public, private and continuation
- Organizations receiving funding from the Organizational Grant Program or the Arts Ed Collective



# Eligibility Restrictions

- Can partner organizations each submit an application for the same project (double your chances)?
- Can an organization or municipality submit multiple projects?



### 3. Types of Eligible Projects

- ☐ Arts-based and **take place in LA County**
- ☐ Occurs between **September 1, 2019 and August 31, 2020**
- ☐ Projects with a combination of arts activities
- ☐ New or existing projects seeking to expand in scope that support communities with limited access to arts programming
- ☐ Arts education-related projects taking place out of school\* \*Additional requirements apply, see Guidelines



### 3. Types of Eligible Projects (continued...)

- ☐ Arts education-related projects taking place outside of school hours\*
- ☐ Cross-sector projects by higher education institutions providing expanded arts access to a broader community
- ☐ Municipal projects by departments or programs providing services other than arts programming

\*Additional requirements apply for arts education-related projects, see Guidelines for details.



# Types of Ineligible Projects

- Scholarly research
- Projects held, performed or exhibited outside of LA 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 field trip or constituent bussing)





# Types of Ineligible Projects (continued...)

- Hospitality or food costs
- Funding for trusts, endowments or cash reserves
- Projects with religious or evangelic purposes that proselytize or specifically serve only church membership
- General funding for a university presenting series, museums or galleries



# Grant Award Details

- One year **reimbursable** grant
- Project Based Funding - *not operating support*
- Grant request between **\$5,000 - \$20,000**
- One to One Cash Match required
  - \*Cannot be matched with another LA County grant*

*NOTE: Final grant awards may be less than the amount requested*

# UPDATED REVIEW CRITERIA

Criterion	Previous Maximum Points	New Maximum Points
Artistic Merit	40	35
Organizational Readiness/ Management Capacity	15	15
Quality of Project Plan	20	20
Quality of Project Evaluation	5	5
Knowledge of Target Constituents and Needs	20	25
<b>TOTAL</b>	<b>100</b>	<b>100</b>

*UPDATES to criteria descriptions can be found in the 2019-2020 CIAG Guidelines.*

# HOW GRANT AWARDS ARE CALCULATED

**Request:**  
**\$20,000**

*Requesting the  
maximum amount is  
recommended.*



**Score:**  
**97%**



**Fundable Request:**  
**\$19,400**

*Grantees will not receive 100% of  
the amount requested*

After cut off scores\* are determined, request is reduced by available funds for program:

**\$500,000/39 Grantees in FY18/19**

**\$750,000/? Grantees in FR19/20**

\*Cut Off Scores are determined by the Arts Commissioners on an annual basis



# GRANT REVIEW PANELS

## Who are CIAG panelists\*?

- ☐ Artists
- ☐ Nonprofit professionals in the arts and broader field engaged in cross-sector work
- ☐ Social service providers
- ☐ Community members
- ☐ People interested in supporting arts in community

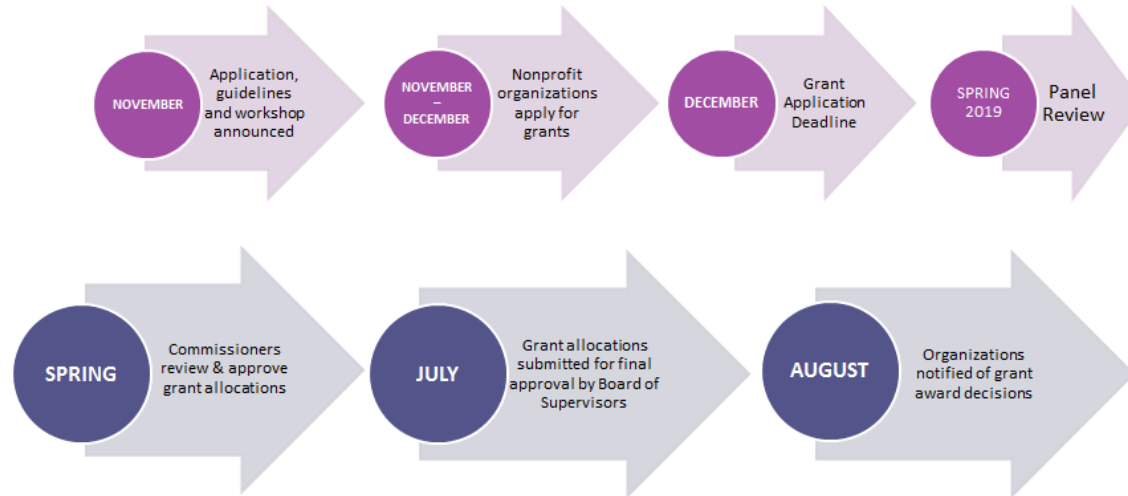
\*CIAG applicants cannot serve on a CIAG grant panel.

**To nominate a panelist, visit our website!**  
**<https://www.lacountyarts.org/panelistnomination>**

# Important Dates + Deadlines

December 19, 2018 (Wednesday) at 11:59 PM

Deadline to submit application. **No Extensions.**



August 2019

Organizations notified of grant award decisions.

September 2019

CIAG contracting.

September 1, 2019 – August 31, 2020

Projects take place.

June 15, 2020

Final project report and invoice due

# *Breath Break...*





# ONLINE GRANT APPLICATION

## How to Complete the Online Grant Application

art



# NEW ONLINE GRANT PORTAL

**Application and all required materials must be submitted via the new online grants portal**

<https://www.lacountyarts.org/apply>

## **TIPS:**

- 1. Save responses in a Word Document**
- 2. Copy + Paste responses to avoid losing work**
- 3. Submit 5 days prior to deadline to allow time to resolve any technical issues**



# NEW ONLINE GRANT PORTAL



Los Angeles County Arts Commission

HELP

## UPDATE:

The new granting system is live! If you have any questions about applications or current grants please contact us using the information below.

Welcome to the LA County Arts Commission's online grants system!

Questions?

## Organizational Grant Program

[Information and Eligibility](#)

Phone: 213-202-5858

Email: [grants@arts.lacounty.gov](mailto:grants@arts.lacounty.gov)

## Arts Internship Program

[Information and Eligibility](#)

Phone: 213-202-3981

Email: [internship@arts.lacounty.gov](mailto:internship@arts.lacounty.gov)

## Community Impact Arts Grant Program

[Information and Eligibility](#)

Phone: 213-202-5858

Email: [ciag@arts.lacounty.gov](mailto:ciag@arts.lacounty.gov)

### Sign In

Email:

Password:

[Sign In »](#)

[Trouble Signing In?](#)

Need An Account?

[Sign Up »](#)



If creating a new account,  
click **SIGN UP!**

## ACCOUNT SET UP REMINDERS:

- \*Only **one** account per organization
- \*Account login info can be shared
- \*Be sure organization members have login info and access the account!



# GRANT PORTAL - Password + Activation



Los Angeles County Arts Commission

HELP



Los Angeles County Arts Commission

HELP

[Home](#)

## Trouble Logging In?

If you have forgotten your password, you can [click here](#) to reset it.

## How do I activate my account?

Upon creating an account you should have received an email to the provided email address.

This email will have instructions on how to activate your account.

If you cannot see the email in your inbox please check your spam folder.

If you did not receive your confirmation email, you can enter your email address below to have it resent.

Email Address:

Resend

## Password Reset & Account Activation

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Email: [ciag@arts.lacounty.gov](mailto:ciag@arts.lacounty.gov)



# GRANT PORTAL - User Set Up



## Los Angeles County Arts Commission

[GRANTS](#) [RESOURCES](#) [HELP](#) [SETTINGS](#)

[Home](#)

## Grants

Please complete the User Set up below to see if you're eligible to apply:

### Your Tasks

TASK	STATUS	ACTIONS
User Setup	INCOMPLETE	<a href="#">▶ Start</a>
501c3 Verification	INCOMPLETE	<a href="#">▶ Start</a>



## Los Angeles County Arts Commission

[GRANTS](#) [RESOURCES](#) [HELP](#) [SETTINGS](#)

[Home](#) » [User Setup](#)

### User Setup

[Back to Account](#)

What type of applicant are you?

☒ Organization

☐ Individual

[Clear](#)

Type of Organization:

Note: For Fiscally Sponsored Projects, the Fiscal Sponsor is the Applicant of Record.

☒ A 501c3 Nonprofit Organization

☐ School District

☐ A Fiscally Sponsored Organization

☐ Municipality

☐ Other

[Clear](#)

Will only appear if a 501c3 nonprofit organization

# ONLINE APPLICATION – Getting Started

## Grants

Please complete the User Set up below to see if you're eligible to apply:

### Your Tasks

TASK	STATUS	ACTIONS
User Setup	COMPLETE	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

[View Grants »](#)

## Grants

You are eligible for 2 grant(s).

STATUS:

All grants

SORT:

Alphabetically

GRANT	DESCRIPTION	CATEGORY	DEADLINE	QUANTITY	ACTIONS
<input type="checkbox"/> Community Impact Arts Grant (CIAG) <a href="#">Full Description+</a>		Grant (Internal)		1	<a href="#">Create Applications</a>

Max limit of 2 applications.

# PROJECT BUDGET - EXPENSES

## Project Budget

Back

Enter projected budget for proposed arts project during the grant period. Only include income and expenses that are specific to the arts project; **do not enter your organization's total annual budget**. Indicate how your organization will match grant funds in the CASH MATCH column. We do not require a match across categories/line items. For example, the full CIAG Fund Request could be placed in the Artistic Personnel and Fringe Benefits line items, while the Cash Match could be reflected in Production/Exhibition Costs. [Criteria 2, 3]



Note - CIAG Funds cannot be used for catering & hospitality, lodging, meals or travel expenses, including constituent transportation (busses, etc). However, these expense **can** be included as part of the matching funds. Please see [2019-20 CIAG Guidelines](#) for a full list of unqualified expenses.

### CIAG Project Budget Expense Detail

	CIAG Fund Request	CIAG Required Match
Request/Match Amount	10000	10000

### Personnel/Salary Expenses

	GRANT EXPENSES	MATCH EXPENSES
Artistic	\$	\$
Program (non-artistic)	\$	\$
Fringe Benefits	\$	\$

Meets or Exceed Explanations	error	error
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# PROJECT BUDGET - INCOME

CIAG Project Budget Income Detail (Identify income sources of Grantee Match.)

LACAC Grant Request Amount: 10000

Other Government \$

Foundation Contributions \$

Corporate Contributions \$

Trustee/Board Contributions \$

Other Individual Contributions \$

Earned Income \$

Other\*\* \$

Grand Total Project Income

Meets or Exceed Requirements

Budget Income Explanations

Provide a list of cash match sources specific to the project by entering both anticipated and confirmed sources of funding with the amount of each contribution. The total match amount must at least equal (1:1) the CIAG request. \*\*Other: please provide a detailed list of "other" income. Also specify if there are multiple sources of income in the Government (City, County, State, Federal), Foundation or Corporate categories. You may also use this space to further explain the



# COMMUNITY DESCRIPTION

## Describing your community and constituents

- ☐ Geography
- ☐ Age
- ☐ Economic Characteristics
- ☐ Cultural Characteristics
- ☐ Demographics
- ☐ Other



*Who are you serving?*

*How do you **identify** their **needs** and develop programs to **meet** those **needs**?*

# ARTISTIC DOCUMENTATION

Descriptions of artistic samples are an important part of the documentation.  
Criteria 1 - Artistic Merit

## A. Artistic Documentation

Artistic documentation is crucial for evaluating the artistic quality of the applicant and/or project. Up to TWO artistic samples must be included with the application. **Be sure to review [2019-20 CIAG Guidelines](#) for specific artistic documentation requirements.**

### Sample A

	Video/Audio /Images/Published Materials (Please specify sample type below.)	Title	Artist(s)	Year work was completed
Sample A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Sample Running Time (Video and Audio only)

**Artistic Samples bring your work and proposal to life!**

### Sample A Upload

Briefly describe the artistic sample and explain the relationship of the artistic sample to the application.

# SUPPORT MATERIALS

## REQUIRED OF *ALL* APPLICANTS

- ☐ Artistic Documentation
- ☐ Letters of recommendation
- ☐ Federal Form 990, 990-EZ or 990-N
  - ☐ Filed on or after December 31, 2016 and organization's most recent tax filing.

## REQUIRED OF APPLICANTS WITH BUDGETS \$2M or more

- ☐ Financial Audit
  - ☐ For most recently completed fiscal year for a tax year ending on or after June 30, 2016.

## REQUIRED OF MUNICIPALITIES

- ☐ Municipal departments, fiscally sponsored projects and religious organizations must submit a reviewed financial statement or annual profit/loss and balance sheet information in lieu of 990

## REQUIRED OF FISCALLY SPONSORED PROJECTS

- ☐ Revenue & Expense or Profit & Loss Statement of the Annual Operating Budget

## *OPTIONAL/HIGHLY ENCOURAGED for ARTS ED or LESSON/ CURRICULUM BASED PROJECTS*

- ☐ Sample lesson plan/agenda outlining the activities/work planned and scheduled during a workshop or class session.

## *OPTIONAL*

- ☐ One piece of promotional material (Brochure, flyer, newsletters, reviews, etc. )



Photo credit: Flickr, Creative Commons license.

# APPLICATION TIPS



Photo credit: Flickr, Creative Commons license.

## REMEMBER

- ☐ You are the subject matter expert
- ☐ Use the application to introduce yourself/make a lasting first impression
- ☐ Panelists are **not** specialists in every sector
- ☐ Assume panelist do not know your organization
- ☐ Show **Not** Tell
- ☐ Be mindful of **character limits**, not word limits
- ☐ Address:
  - ☐ **What** the project is?
  - ☐ **Why** it is important?
  - ☐ **Why** the **goals** of project are **important** to the **mission**? Detail in specific terms.
- ☐ Do not use marketing information to answer project narrative questions



# APPLICATION TIPS

## Past panelists have appreciated details such as:

- ☐ When artists are paid
- ☐ Details about **how** the project **works**
  - ☐ Timeline for overall project and plan specific programming, i.e. What happens during a workshop?
  - ☐ Hiring and training criteria for project staff
- ☐ Evaluation that pertains specifically to the **arts-based project** proposal
  - ☐ Outline questions that are asked to determine/evaluate project success
  - ☐ Compare participants to non-participants
  - ☐ Providing data from a previous evaluation shows responsiveness
- ☐ Seeing a curriculum sample/lesson plan to provide helpful clarity + detail for lesson-based programs
- ☐ Artistic documentation that tells the story of the project, program and participants/community
  - ☐ Video can be more successful for media, music and dance projects because of artistic mediums
  - ☐ Include photos in a PowerPoint (limit 10 slides)
- ☐ Recommend submitting **TWO** artistic samples

# Have Questions? Get in Touch!

## CIAG OFFICE HOURS in-person or via phone

*December 6<sup>th</sup> 2-5PM | December 13<sup>th</sup> 10AM-1PM*

*Email [ciag@arts.lacounty.gov](mailto:ciag@arts.lacounty.gov) to make an appointment*

Access + download materials online materials:

<https://www.lacountyarts.org/ApplytoCIAG>

Access the online application:

<https://www.lacountyarts.org/apply>

Contact us!

[ciag@arts.lacounty.gov](mailto:ciag@arts.lacounty.gov) or 213-202-5858

Program Manager:

Laura Guerrero Nieto

Grants + Professional Development Assoc.



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