



Community Impact Arts Grant Workshop

**DOWNLOAD PROGRAM GUIDELINES, SAMPLE APPLICATION
AND INSTRUCTIONS:**

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

NEW ONLINE APPLICATION PORTAL:

<https://apply-lacdac.smapply.io/>

@LACountyArts

#CIAGArts

Los Angeles
County
**Arts &
Culture**

LOS ANGELES COUNTY

DEPARTMENT OF ARTS AND CULTURE

MISSION

To advance arts, culture, and creativity throughout Los Angeles County.

VISION

We envision a region in which arts, culture, and creativity are integral to every aspect of civic life for all people and communities.

Community Impact Arts Grant Goals

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 Program History

2015: \$50,000 in NEA seed funding = program development



LA County Board of Supervisors allocate \$1.5 million in support over three years = \$500,000 to support CIAG in 2016, 2017 and 2018



2018: Board of Supervisors increases investment to \$750,000 for three grant cycles in 2019-20, 2020-21, and 2021-22



\$750,000 for FY 2021-22

CIAG Overview

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



Community Coalition



Woodcraft Rangers

CIAG Award Details

GRANT AWARD DETAILS:

- ☀ CIAG provides project-based funding, *not operating support*
- ☀ CIAG requests can range from **\$5,000 - \$20,000**
****Final grant awards may be less than the amount requested****
- ☀ CIAG is a one-year **reimbursable** grant, therefore a one-to-one, dollar for dollar match in funds is required

****NOTE: This cannot be matched with any other
LA County Department of Arts and Culture grant funding****

Examples of Current CIAG Projects



Little Tokyo Service Center Community Development Corporation utilizes the arts as a strategy for community building and engagement. CIAG supports the third year of the +LAB Artists Residency program developed to build partnerships between artists and community members and address issues of self-determination and anti-gentrification.

This image shows an example of artist Susu Attar leading a community workshop.

Vista Del Mar Child and Family Services engages youth in their Residential Facilities through an afterschool Therapeutic Music Program as a compliment to other services being provided in Intensive Treatment.

This image shows artist Josh Patterson working with the youth in the music group session..



Our Vision of Cultural Equity and Inclusion



Timeline:

2015 – Motion passed by BOS to construct a “countywide conversation”

2016 – 18-month public process including townhalls, focus groups, advisory committee and research.

2017 – Report released, recommendations approved by BOS.

2018 – New OGP requirement for all applicants.

2020 – A new Cultural Policy for the County and BOS passes an Antiracism Policy Agenda.

Links to read more:

<https://www.lacountyarts.org/ceii-report>

<https://www.lacountyarts.org/about/cultural-equity-inclusion-initiative>

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

<https://www.lacountyarts.org/article/statement-antiracist-la-county-policy-agenda>

“...improved educational outcomes, better physical and mental health care and outcomes, increased housing and housing stability, meaningful employment opportunities, and an equitable and fair criminal justice system.”

Cultural Equity and Inclusion

*Strengthening diversity, equity
and inclusion in the arts and
culture sector*

UPDATES:

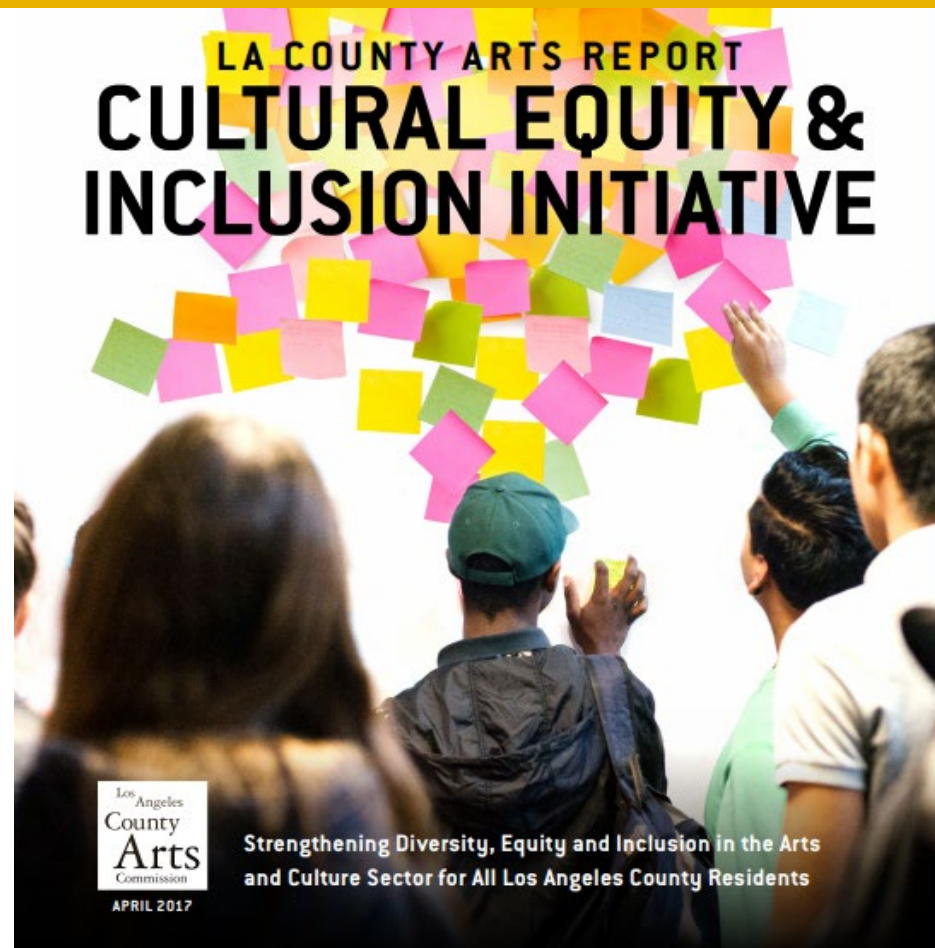
- ☀ Review Criteria
- ☀ Point Distribution
- ☀ NEW CEII Application Question

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.



Review Criteria	Prior Point Distribution	New Point Distribution
Artistic Merit	40	35
Organizational Readiness/ Managerial Excellence/ Fiscal Responsibility	20	20
Quality of Project Plan	15	15
Quality of Project Evaluation	5	5
Knowledge of Target Constituents and Needs	20	25

CIAG Review Criteria

CIAG REVIEW CRITERIA	Maximum Point Value
CRITERION 1: Artistic Merit <i>-engages qualified and diverse arts or cultural professionals</i> <i>-provides arts experiences that expose participants to new perspectives</i> <i>-provides opportunities for engagement in the creative process</i> <i>-demonstrates cross-sector understanding</i> <i>-supporting the arts and advancing community priorities</i>	35
CRITERION 2: Organizational Readiness/ Managerial Excellence/Fiscal Responsibility <i>-engaged, diverse and qualified board, staff, contractors and/or volunteers</i> <i>-accumulated deficit less than 20% of total operational expenses over two or more years</i> <i>-steps in place to integrate and reflect the values of cultural equity and inclusion: internally and externally</i> <i>-address all application questions and provide complete information</i>	20
CRITERION 3: Quality of Project Plan <i>-outline all aspects of the project with significant detail</i> <i>-include a clear, detailed project timeline</i> <i>-realistic project budget</i> <i>-detailed income and revenue anticipated/confirmed sources</i>	15
CRITERION 4: Quality of Project Evaluation <i>-highlights the goals and objectives</i> <i>-clear, appropriate assessment plan to measure project impact and success</i>	5
CRITERION 5: Knowledge of Target Constituents and Needs <i>-detailed description of the applicant organization's community, including demographics</i> <i>-responsive to the needs of the community served</i> <i>-demonstrates understanding of communities where arts and culture are not accessible</i> <i>-integration of cultural equity and inclusion into outreach and engagement efforts</i>	25
TOTAL POSSIBLE POINTS	100

How are grant awards 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:

\$500,000/42 Grantees in FY18/19 (cut-off score 84)

\$750,000/58 Grantees in FY19/20 (cut-off score 76)

\$750,000/64 Grantees in FY20/21 (cut-off score 70)

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

Grant Review Panels

Who are CIAG panelists*?

- ☀ Community members familiar with LA County arts and social services sectors
- ☀ Artists, educators, healing arts practitioners
- ☀ Arts and nonprofit professionals with knowledge and professional qualifications in the arts and social services working in cross-sector work
- ☀ Public and social service providers
- ☀ People interested in supporting arts in community

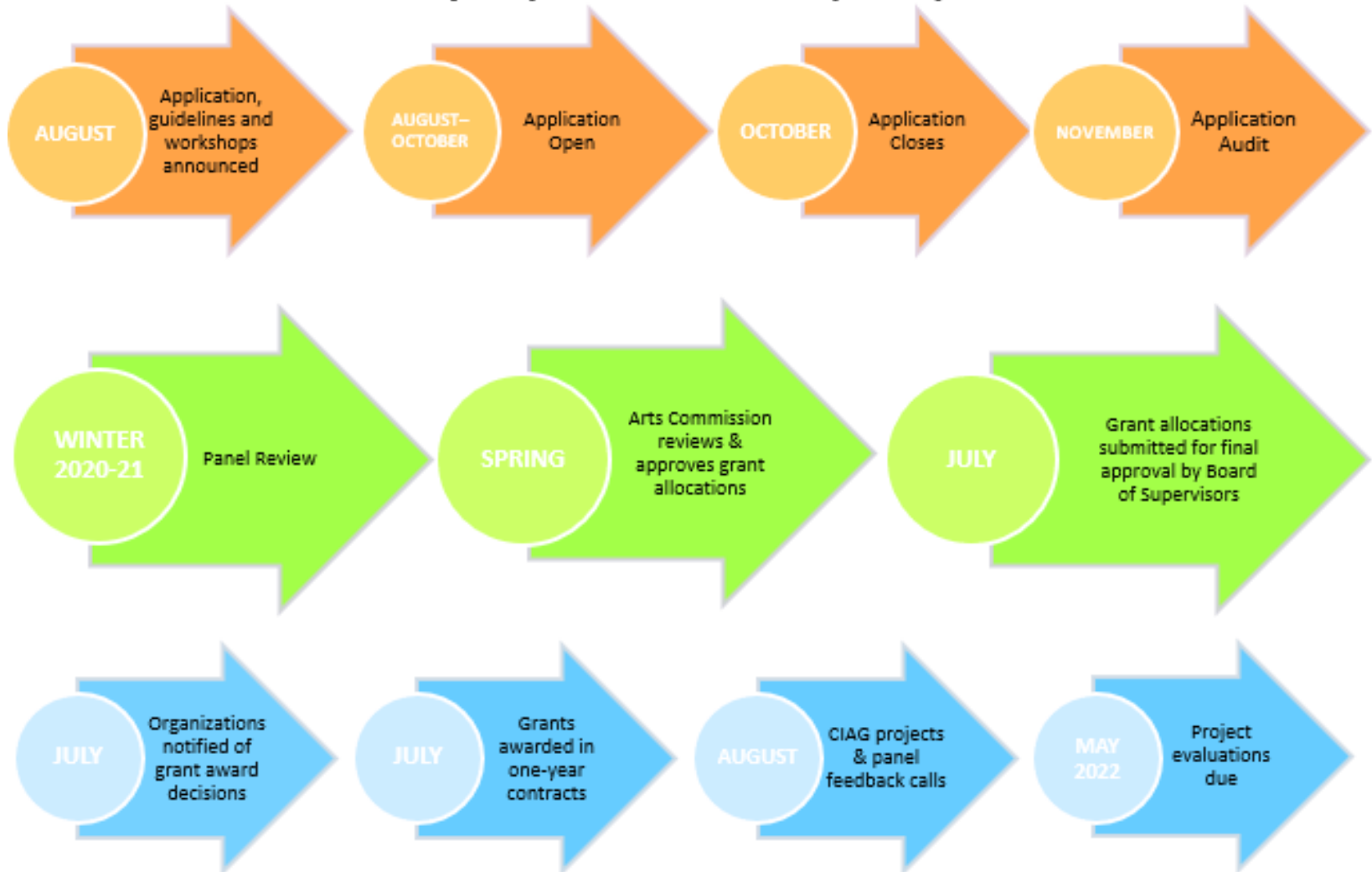
A staff member of a CIAG applicant cannot serve on a CIAG grant panel

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

Important Dates + Deadlines

DEADLINE: Wednesday, October 7, 2020 at 11:59 P.M. PST
No Extensions.

Community Impact Arts Grant (CIAG) Timeline



CIAG Eligibility Requirements

Applicants must meet ALL eligibility requirements in order for the proposal to be reviewed in panel.

*Review the CIAG
Guidelines thoroughly!*

ELIGIBILITY

1. Organizational Eligibility
2. Eligible Projects



Organizational Eligibility

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

- ☀ A 501c3 tax exempt nonprofit or a municipality
(Fiscal Sponsors are eligible to apply for multiple projects)
- ☀ Organizational operating budget of \$25,000+
- ☀ Principal offices in LA County
- ☀ Functioning Board of Directors that meets regularly and 51% of members residing in CA

Organizational Eligibility (continued...)

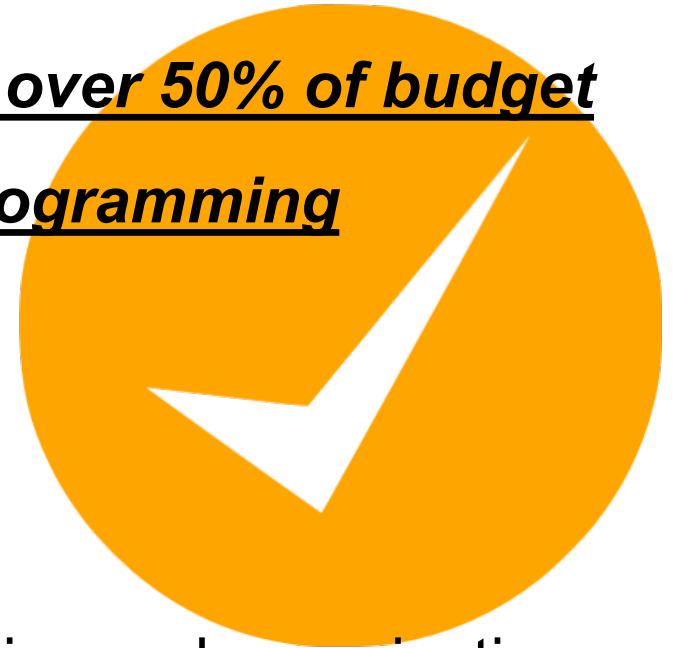
- ☀ At least **two (2) consecutive years** of arts-based programming, services or activities in Los Angeles County. *Timeframe: In the last two years, 2018-2020.*
- ☀ Produced or hosted at least **four (4)** arts-based workshops, classes, performances or presentations **each year**. *Fundraising events and programs do not qualify. **A TOTAL OF 8 ACTIVITIES.***

Examples of Eligible Organizations

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

Examples 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



Details 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%, fiscally sponsored project is **NOT ELIGIBLE** to apply and should apply to the Organizational Grant Program

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

Who is not eligible for this grant?

- Φ Nonprofit **arts** organization, defined as 50% or more of the organizational budget devoted to arts programming
- Φ Individual artists
- Φ Los Angeles County and Federal departments/agencies
- Φ Local and municipal **arts agencies**
- Φ **Private membership** organizations not open to the general public
- Φ **K-12 schools**, both public, private and continuation
- Φ Organizations receiving funding from the Organizational Grant Program or the Arts Ed Collective
- Φ Institutes of higher education/learning, such as college or university departments, centers or institutes whose primary mission is to provide services **other than** arts programming

Application Restrictions

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



Eligible Projects

- ☀ Arts-based and **take place in LA County**
- ☀ Occurs between **July 1, 2021 and June 30, 2022**
- ☀ 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



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.



Ineligible Projects

- Φ **Scholarly research**
- Φ **Projects held, performed or exhibited outside of LA County**
- Φ **Programs for private member communities or clubs**
- Φ **Purchase of major equipment, land, buildings or construction, maintenance of existing facilities or other capital expenditures**
- Φ **Travel outside of LA County or housing costs**



Ineligible Projects (continued...)

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



Breath Break...



NEW ONLINE GRANT PORTAL



SurveyMonkey Apply:
How to Complete the
Online Grant Application

Accessing the Online Grant Portal

Application and all required materials must be submitted via the SurveyMonkey Apply online grants portal

<https://apply-lacdac.smapply.io/>

TIPS:

1. Create a user profile for your organization – not an individual.
2. Save your email and password as a contact you can easily access and share.
3. Draft application responses in a Word Document
4. Copy + Paste responses to avoid losing work
5. Submit 5 days prior to deadline to allow time to resolve any technical issues

Accessing the Online Grant Portal



Los Angeles County Department of Arts and Culture

Log In

Register



If creating a new account, click REGISTER.

Welcome to the LA County Department of Arts and Culture's online grants system!

UPDATE:

The new granting system is live.

Returning Applicants: Please use your Fluid Review credentials to log in, update your account information and begin an application.

First Time Applicants: Please register for an account using the "REGISTER" button above.

If you have any questions about applications or current grants please contact us using the information below.

Note: OGP Year Two/Final Reports must be submitted in the Fluid Review system by May, 2021. [Click here to be redirected to the Fluid Review system.](#)

Questions?

Arts Education Advancement Grant Program

Information and Eligibility

Phone: 213-202-5858

Email: artsedcollective@arts.lacounty.gov

Application Period: TBD

Organizational Grant Program

Information and Eligibility

Phone: 213-202-5858

Email: grants@arts.lacounty.gov

Application Period: August 26 - October 14, 2020

Arts Internship Program

Information and Eligibility

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!

Accessing the Online Grant Portal



Los Angeles County Department of Arts and Culture

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If you had an account in Fluid Review, click LOG IN with the same email and password.

Welcome to the LA County Department of Arts and Culture's online grants system!

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Information and Eligibility

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Email: grants@arts.lacounty.gov

Application Period: August 26 - October 14, 2020

Arts Internship Program

Information and Eligibility

ACCOUNT SET UP REMINDERS:

- *Your log-in email and password were migrated and remain the same.
- *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 Reset + Activation

Log In

Register



Los Angeles County Department of Arts and Culture

Questions about a program or information on this site?

Contact the site administrator



Need help with using SurveyMonkey Apply?

Check out the FAQ



Having technical issues with this site?

Fill in a support request form



PASSWORD RESET: <https://apply-lacdac.smapply.io/acc/p/>

SURVEYMONKEY APPLY:

<https://apply-lacdac.smapply.io/>

Online Application – Getting Started

Programs

Community Impact Arts Grant (CIAG)

Accepting applications from Aug 26 2020 08:00 AM (PDT) to Oct 7 2020 11:59 PM (PDT)

NEED HELP? Please email us with your questions. To promptly respond to all application questions, we welcome your CIAG inquiries to ciag@arts.lacounty.gov.

POWERED BY  Apply

Organizations can apply.

[See my application](#)

MORE >

Community Impact Arts Grant (CIAG)

Note that organizations who are planning to apply or are currently CIAG grantees are not eligible to apply for the Organizational Grant Program (OGP). For more information and deadlines for the OGP program visit: <https://www.lacountyarts.org/applytoOGP>

APPLY

Open to

Organizations can apply.

Opens

Aug 26 2020 08:00 AM (PDT)

Deadline

Oct 7 2020 11:59 PM (PDT)

Online Application – Getting Started


0 of 8 required tasks complete

Last edited: Sep 2 2020 03:43 PM (PDT)

REVIEW

SUBMIT

Deadline: Oct 7 2020 11:59 PM (PDT)

 **Social Service Organization**


LG


Laura Test Account Guer...

lguerrero-nieto+123@art...


View & edit

Add Member or Team

Community Impact Arts Grant (C... 

 Preview
 ...

CIAG21-22-0000000075

 Social Service Organization

APPLICATION

ACTIVITY

Your tasks

2021-22 Community Impact Arts Grant Main Page

>

2021-22 CIAG Project Request

>

2021-22 CIAG Narrative Part 1 - Organizational Information

>

2021-22 CIAG Project Budget

>

2021-22 CIAG Narrative Part 2 - Proposed Arts and Culture Project

>

2021-22 CIAG Arts and Culture Partner(s) Information - Optional (optional)

>

2021-22 CIAG Project Primary Staff & Artists Profiles

>

2021-22 CIAG - Board of Directors

>

2021-22 CIAG Finalizing and Submitting your Application

>

Project Budget - Expenses

[Back to application](#)
2021-22 CIAG Project Budget

Community Impact Arts Grant (CIAG)
 CIAG21-22-0000000075
 ID: CIAG21-22-0000000075

2021-22 Community Impact Arts Grant Main Page

2021-22 CIAG Project Request

2021-22 CIAG Narrative Part 1 - Organizational Information

2021-22 CIAG Project Budget

2021-22 CIAG Narrative Part 2 - Proposed Arts and Culture Project

2021-22 CIAG Arts and

0 of 5 required tasks complete

Last edited: Sep 2 2020 03:53 PM (PDT)

REVIEW

SUBMIT

Deadline: Oct 7 2020 11:59 PM (PDT)

PROJECT BUDGET

50%

Complete the table with the projected budget for proposed arts project during the grant period: July 1, 2021 - June 30, 2022.

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]

IMPORTANT NOTE: CIAG funds cannot be used for catering and hospitality, lodging, meals or travel outside of LA County. These types of expenses, however, can be included as part of the matching funds. Please see [2021-22 CIAG Guidelines](#) for a full list of unqualified expenses.

FORMATTING NOTE: Please enter plain non-formatted numbers into the table below. This form will not accept dollar signs (\$), commas (,) or cents (i.e. "0.50"). Please round figures to the nearest dollar.

CIAG Project Budget Expense Detail

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

Personnel/Salary Expenses

	GRANT EXPENSES	MATCH EXPENSES
Artistic	\$ <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-top: 5px;"></div>	\$ <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-top: 5px;"></div>
	\$	\$

Meets or Exceed Explanations	error	error

Project Budget – Income

CIAG Project Budget Income Detail

Identify income sources of Matching Funds

LACDAC Grant Request Amount: 20000

Government (Federal, State, City)	\$	<input type="text" value="20000"/>
Foundation Contributions	\$	<input type="text"/>
Corporate Contributions	\$	<input type="text"/>
Trustee/Board Contributions	\$	<input type="text"/>
Other Individual Contributions	\$	<input type="text"/>
Earned Income	\$	<input type="text"/>
Other**	\$	<input type="text"/>

Grand Total Project Income

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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

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. REMINDER: Provide the context of the submission in the Artistic Description section. This includes, as applicable, title, location, artist(s), date(s) and participant impact.

A minimum of one (1) and maximum of two (2) artistic samples must be included with the application. Review [2020-21 CIAG Guidelines](#) for specific artistic documentation requirements.

Sample A - UPLOAD

No file chosen

Artistic Samples bring your work and proposal to life!

Sample A - DETAILS

	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 A - RUNNING TIME (Video and Audio only)

Sample A - ARTISTIC DESCRIPTION

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

Knowledge of Community + Needs

How to describe your community and constituents:

- ☀ Geographically (zip codes, neighborhoods)
- ☀ Demographically: race, gender, sexual orientation, age, etc.
- ☀ Cultural Characteristics
- ☀ Economic Characteristics (income)
- ☀ Other



Who do you serve and ***why***?

How do you ***understand*** their ***needs***?

How are your programs developed to ***meet*** those ***needs***?

Support Materials

REQUIRED OF ALL APPLICANTS

- ☐ Artistic Documentation
- ☐ Letters of recommendation
- ☐ Federal Form 990, 990-EZ or 990-N most recent or filed on or after December 31, 2018

REQUIRED OF APPLICANTS WITH BUDGETS \$2M or more

- ☐ Financial Audit for most recently completed fiscal year ending on or after December 31, 2018

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 and Expense or Profit and Loss Statement of the annual operating budget

OPTIONAL + HIGHLY ENCOURAGED for ARTS ED PROJECT 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

Questions? We're here to help!

CIAG WORKSHOPS

September 3rd 11AM-12:30PM | Online Webinar

September 10th 2-3:30PM | Narrative Workshop

September 13th 10-11:30AM | Sample Workshop

More info: <https://www.lacountyarts.org/funding/community-impacts-arts-grants/grantseekers/workshops>

OFFICE HOURS **via phone**

Wednesday's 2-4 PM

Friday's 10AM-1PM

Sign up! https://calendly.com/ciag_office-hours

Contact us!

ciag@arts.lacounty.gov or 213-202-5858



Photo credit: Flickr, Creative Commons license.

Program Manager

Laura Guerrero Nieto

Senior Program Associate

Grants and Professional Development