The Los Angeles County Department of Arts and Culture (Arts and Culture) is pleased to announce the launch of the Community Impact Arts Grant (CIAG) program application for Fiscal Year (FY) 2024-25.

The Los Angeles County Department of Arts and Culture advances arts, culture and creativity throughout Los Angeles County. The CIAG program recognizes the value of the arts as a vital tool for cross-sector and civic problem solving. It supports arts programming taking place at nonprofit social service and social justice organizations and municipal departments as part of their larger missions, enabling these organizations to deliver a wide variety of cultural services to County residents and broadening the contexts in which arts are accessed to support arts and culture throughout the region.

Full eligibility and programmatic requirements are discussed in detail in the Guidelines, available for download under the Resources section of the CIAG website. The Guidelines should be used to assist you in determining whether your organization currently meets requirements for CIAG funding. These Application Instructions, together with the Guidelines, are intended to support your completion of a competitive CIAG application. They provide helpful tips, links and reference the review criteria used to evaluate your responses to the application questions. They also contain detailed technical and content-related instructions, including images from the online form. A sample application is also available to show each field of the application.

SURVEYMONKEY APPLY
Arts and Culture uses the SurveyMonkey Apply online grants management system for all applications, forms, and grant reports. New applicants must register a user account, linking it with an organization in order to access the CIAG application.

VIRTUAL WEBINAR + WORKSHOPS
We strongly encourage all applicants to attend a CIAG Application Webinar or access the recording of the presentation on your own. The Application Webinar will provide an overview of the application, guidelines, eligibility requirements, and tips for a strong proposal. Visit the Department of Arts and Culture website for the full Workshop Schedule and to reserve a spot.

BEFORE YOU BEGIN

Download and review the Community Impact Arts Grant Guidelines and Sample Application thoroughly before opening a new application.

REQUIRED MATERIALS CHECKLIST

Below is a list of supplemental materials that must be submitted in the online portal for your application to be considered complete.

- ONE or TWO artistic samples submitted via file upload or hyperlinks in a separate document. (Highly recommended two samples, and provide a detailed description of the sample’s context.

- ONE Federal Form 990, 990-EZ or 990-N for a tax year ending on or after December 31, 2021.

- TWO letters of recommendation (on letterhead) OR reviews written within the past 18 months.
For organizations and fiscal sponsors with operating budgets of $2,000,000 or more:
☐ ONE copy of financial audit for the most recently completed fiscal year or tax year ending on or after December 31, 2021.

For fiscally sponsored organizations:
☐ ONE Revenue and Expense or Profit and Loss statement for the annual operating budget of the fiscally sponsored organization (NOT the fiscal sponsor) for the most recently completed fiscal year.

For municipalities:
☐ ONE Adopted annual department budget for the most recently completed fiscal year.

STRONGLY ENCOURAGED for organizations that request support for an arts education-related project, which must take place out-of-school:
☐ ONE Project/Program curriculum sample (e.g. curriculum overviews, lesson plans, teacher guides and/or student study guides.)

Optional supplemental item:
☐ ONE promotional material i.e. season brochure, flyer, postcard, review, etc. (upload or hyperlink in a separate document).

ACCESSING THE ONLINE GRANT APPLICATION

The CIAG Application can only be accessed online at https://apply-lacdac.smapply.io/. All organizations seeking CIAG support must submit both an online CIAG Application and all required supplemental materials in the online grant portal.

IMPORTANT REMINDERS:
• The Department of Arts and Culture strongly recommends submitting the application at least 5 days prior to the deadline to allow ample time to troubleshoot and resolve any technical or system errors.
• Note: in SurveyMonkey Apply the term for a form or section of an application is “task.”
NOTE: If the email address you’ve entered is already registered, this window will appear. Notice you also have the option to register for a new account or reset your password.

**PASSWORD RESET STEPS:**
1. If you already have an account, but cannot recall your password, click **Reset password**.
2. This will open a new window. Confirm your email and click **Send Instructions**.
3. You will receive an email with reset prompts. Once you receive the email, click **Reset password**. You will be redirected and able to reset in the new window.
NEW APPLICANT REGISTRATION STEPS:

1. Click Register to register a new user account and profile.

   TIP: Only one email/user profile may be used per individual account. Make sure to record the username and password for future use (i.e. – grant reporting, if awarded).

2. Complete the Name, Email and Password fields. Once finished, click Create Account.
3. You’ll receive an email titled “Welcome to Los Angeles County Department of Arts & Culture” from noreply@mail.smapply.net. The email includes a link to your applicant portal.

4. You will also receive and email asking you to verify your account. Please verify your account before you move forward. If you need another verification email, you can send another by clicking Send verification link. Once you verify your account, that box will disappear.

5. When you log in, you will see a prompt saying, “View Programs.” If you click on “View Programs” you will be taken to a new page where you will be prompted to “Fill out eligibility profile” (see below). You will not be able to see any of our program applications until you fill out this eligibility profile. Click “fill out your eligibility profile” to be taken to user set up.

NEW USER ELIGIBILITY SETUP

1. While your account is an individual account, you must apply an “Organization” in the User Set Up in order to view and apply to our programs. Please select “Organization” (as seen below) and select which type of organization you are from the list. NOTE: You must be one of the following to apply for CIAG:
   - 501c3 Nonprofit Organization
   - Fiscally Sponsored Organization
   - Municipality
   - Complete all required fields and click Save my profile to continue.
Please fill out the corresponding information for your organization and enter your FEIN number. Once submitted, you will be directed to a page with your organization FEIN, name, city, state, and country. Verify that the information is correct.

New applicants will not have data in these fields. Should you receive the award, you will be required to create an account with LA County Vendor Services here. That information will be used to populate these fields at a later date.

To save and submit your information at a different time, click [Save my profile]. This will save your progress. If there are any errors or information missing, you will see an error describing what is missing or pending. An example of the error message is below:

![The form contains errors.](image)

If you prefer to leave this task, click [Back]. If you need to edit or change your FEIN number, click [Edit].

2. After completing the Eligibility Profile, save by clicking [Save my profile]. You will be redirected to the Programs list.

LOGGING IN – RETURNING APPLICANTS
- Enter the username and password associated with your account

NOTE: Passwords can be reset by clicking the Forgot your password? button. Contact grants staff if you have trouble or need to update the account and associate it with someone else.

EDITING USER SETUP

Information entered into USER SETUP is auto-populated into identically named fields of the application.
EDITING STEPS:
1. Find your name next to “Programs” and “My applications” in the black bar at the top of your dashboard. Click on your name and from the drop down click my account to be taken to “account settings.”
2. From my account settings select “Eligibility” on the left-hand side and then click update your eligibility profile to alter the user account and profile.

3. Review all fields in the USER SETUP and make updates to any fields that do not have current information and click “save my profile” to finish.

NOTE: Department of Arts and Culture staff manages Vendor Account information in the SurveyMonkey Apply system. If the County vendor information displayed (i.e. Name or Number) is incorrect, notify Grants Staff via email at ciag@arts.lacounty.gov. To update any information in your Vendor Account, contact Vendor Relations directly: http://isd.lacounty.gov/vendor-assistance/
USER ELIGIBILITY SET UP

Update your eligibility details by clicking Eligibility and then Update your eligibility profile. NOTE: This is also where you update information being auto-populated in the application.

Update any organizational information, primary contact and executive director contacts that are not current.

Once you have successfully registered, you’ll see this page. Click Continue to site:  

Then, click View programs.
ACCESSING THE APPLICATION – ALL USERS (NEW and RETURNING APPLICANTS)

1. Once USER SETUP and ELIGIBILITY have been completed, click Programs to access the applications and then click More.

2. To open a new CIAG application, click Apply.
3. This will open to a new page that shows the following:

![Application page](image)

4. Once an application has been started, it will appear under the “My Applications” tab. To begin or continue an application, click the Continue button. Once submitted, you will only be able to “View” the application (see below).

**GUIDE TO TASKS, BUTTONS & PROMPTS**

- To start a task, 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 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 incomplete.
- To view a task that has been submitted, click the task name.
- To edit a task that has been submitted, click the task name, then click in the top right corner. Select Edit from the dropdown list.
- To download a task, click the task name, then click in the top right corner. Select Download from the dropdown list.
- To download the entire application, go to the application task list. Click in the top right corner. Select Download from the dropdown list.
- To withdraw a submitted application, go to the application task list. Below the progress bar, click . Submitted applications cannot be edited. Un-submitting an application will allow you to make edits, however this is only possible prior to the application deadline.
- To submit a document when prompted, optional or mandatory, click , select your file and upload it. **NOTE:** The item is uploaded when you hit “SAVE & CONTINUE EDITING”.

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• If you would like to submit or change your file or item, click into the task, click to the right of your original file or item. Select Delete from the dropdown list. Once the file has been deleted, repeat the steps to submit a document above.

1. CIAG MAIN PAGE

   ![Image of CIAG MAIN PAGE]

   • In this task, please fill out the appropriate information. You will notice that some fields have been prepopulated based on your User Setup details.
   • Please make sure phone numbers are typed in 10-digits with dashes and no parentheses. If there are extensions, put a dash in front of the extension as the prompt requests. For example: xxx-xxx-xxxx or xxx-xxx-xxxx-xxx.

   **NOTE:** For fiscally sponsored groups, your Model A fiscal sponsor is the main applicant. However, all contact information should correspond to the fiscally sponsored project managers who will oversee the project proposed in this application.

   **IMPORTANT:** You must complete this form to access the full application. Once you “Mark as Complete,” the Supporting Documentation section of the application will be visible.

2. CIAG PROJECT REQUEST

   1. Organizational Budget Size.
      a. Type in your budget size.
         i. This number must be the same or close to the organization’s budget size in the most recently submitted Federal Form 990 (total revenue, line 12) for a tax year ending on or after December 31, 2021.
         ii. Organizations with budgets over $2M should reference the most recently completed audit for a tax year ending on or after December 31, 2021.
         iii. See CIAG Guidelines for more information.
      b. For fiscally sponsored groups, provide the annual operating budget of the fiscally sponsored organization in the space provided.
         i. Annual operating budget should be reported as listed on the Revenue and Expense or Profit and Loss statement.
2. **Arts Programming Budget Size.**
   a. Provide the dollar amount of the arts programming budget for the most recently complete fiscal year. For fiscally sponsored groups, provide the arts programming budget of the fiscally sponsored organization.

3. **Arts and Culture Programming Experience.**
   a. Years of arts and culture programming experience.

4. **Total Grant Amount Requested.**
   a. Enter the request amount as it pertains to your grant project.
      i. Total grant amount request can range from $5,000 - $20,000.

5. **Organization Type and/or Community Served.**
   a. Check all that apply.

6. **Discipline of Proposed Project.**
   a. Select the discipline that best reflects your organization’s mission and programming.
      i. If you are proposing a Multidisciplinary project, specify the multiple disciplines the project will work in using the discipline descriptions provided.

7. **Arts Project/Program Reach.**
   a. Check all that apply.

8. **Brief Project Description.**
   a. Give a brief project description. Complete the sentence, “The applicant requests funding from the Los Angeles County Department of Arts and Culture to support...” ensuring that the description clearly and concisely summarizes the specific purpose of the project. **Character limit 200.**
      i. Examples of this statement are:
         1. … to support cultural programming that is responsive to community needs.
         2. … to support music workshops for immigrant communities in South LA.
         3. … to support teaching artist fees and rental costs for an afterschool program.
         4. … to support arts programs for the veteran community.

3. **CIAG NARRATIVE PART 1 - ORGANIZATIONAL INFORMATION**

   • In this task, you will be asked to describe your organization’s mission or fiscally sponsored project, as applicable. This includes your overall history and core programming, arts history and programming, community/core audience and cultural equity and inclusion.

   A. **MISSION/PURPOSE OF APPLICANT: [CRITERIA 2, 5]** **Character limit 500.**

   B. **ORGANIZATIONAL HISTORY/CORE PROGRAMMING: [CRITERIA 2, 5]** **Character limit 2000.**

   C. How many arts-related classes/workshops/events did your organization produce in the last two years? Reference the CIAG Guidelines for full definition.

   D. **ARTS HISTORY/PROGRAMMING: [CRITERIA 1, 5]** **Character limit 1500.**

   E. **COMMUNITY/CORE AUDIENCE: [CRITERION 5]** **Character limit 1500.**

   F. **CULTURAL EQUITY AND INCLUSION: [CRITERION 5]** **Character limit 2000.**
   Describe how the applicant addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion internally and externally. Provide specific details highlighting progressor efforts made in the last two or more years.

   G. How has your organization been impacted by the challenges since the onset of the pandemic and how has it responded to those challenges? *1000 Character Limit*
4. PROJECT BUDGET

Grant Period: July 1, 2024 to June 30, 2025

- In this task, there are two forms, CIAG Project Budget Expense Detail and CIAG Project Budget Income Detail. Read the instructions on the first page. Once done, click Next.

**FORMATTING:** Do not use dollar signs ($) or commas (,) in the budget tables.

**PROJECT BUDGET**

Complete the table with the projected budget for proposed arts project during the grant period: July 1, 2024 - June 30, 2025.

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**

The total CIAG required match expenses must be equal (1:1) or more than the CIAG fund request.

**TIP:** Matching funds do not need to match the CIAG request column line items category-by-category.

**NOTE:** CIAG funds cannot be used for expenses related to catering, hospitality, lodging, meals or long-distance travel outside of LA County.

**GRANT TOTAL EXPENSE** will automatically calculate. If it meets the requirements for a (1:1) match, the table will look like this:
Use the **Budget Expense Explanations** section to explain/clarify/detail the type, frequency and breakdown of relevant expenses, as applicable. This includes details regarding multiple program/non-artistic salary positions.

Provide a list of the sources of match fund expenses specific to the project. Enter both anticipated and confirmed sources of funding and the amount of each contribution. The total match amount must at least equal (1:1) the CIAG request. This space may also be used to explain other budget expenses as necessary. **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 to fully explain how project funds will be used. Reference the item name in the explanation and if any amount is entered in “Other,” provide an explanation. Expenses can be explained in a narrative format.

**Partner Expenses - Optional**
If a 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.

The grand total will automatically calculate. If it meets the requirements, the table should look like this:

Use the **Budget Income Explanations** section to further explain the income budget as necessary. Provide a detailed list of “Other” income sources. If there are multiple sources of income in the Government (City, County, State, Federal), Foundation or Corporate categories, provide a detailed list naming the sources along with the amount of each contribution.

### 5. CIAG NARRATIVE PART 2 - PROPOSED ARTS PROJECT

- In this task, you will be asked to describe the project in depth and in 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 in *July 1, 2024 to June 30, 2025.*

A. **PROJECT OVERVIEW: [CRITERIA 1, 3]** *Character limit 1500.*

B. **PROJECT TIMELINES AND PARTICIPANTS: [CRITERIA 3, 5]** *Character limit 750.*

C. **PROJECT ACTIVITIES: [CRITERIA 1, 3]** *Character limit 1500.*

Describe what happens/will happen during project planning and implementation. If applicable, what happens during a workshop, class or presentation? NOTE: We recommend attaching a
sample lesson plan/curriculum/agenda in the Support Materials section if applying to support a workshop/class-based program.

D. If applicable, briefly describe the approach to developing curriculum and content for the arts program/project, particularly if serving youth. Consider providing 1-2 concrete examples. 

*Character limit 1500*

**NOTE:** You must attach a sample lesson plan/curriculum/agenda in the Support Materials section if applying to support a workshop/class-based program.

E. PROJECT PARTNERS/ARTISTS/STAFF/VOLUNTEERS: [CRITERIA 1, 3, 5] *Character limit 1500.*

F. PROJECT FEES: [CRITERIA 3, 5]

G. PROJECT GOALS AND OBJECTIVES: [CRITERIA 3, 4] *Character limit 1000.*

How is information about constituent needs gathered?

H. PROJECT EVALUATION: [CRITERION 4] *Character limit 750.*

I. PROJECT OUTREACH: [CRITERION 5] *Character limit 1000.*

**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.).

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6. **CIAG ARTS PARTNER(S) 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.

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7. **PROJECT PRIMARY STAFF + ARTISTS**

- 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 e.g. professional, educational or community-based experience in arts and culture. Include years of experience. All volunteer organizations should provide the biographies of volunteers who are accomplishing work on the proposed project. An attachment may be uploaded listing additional staff to support/carry out the proposed project and highlight organizational capacity.

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8. **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, and Treasurer) listed in the first four rows. You may upload an additional attachment to accommodate more board members.

**TIP:** Complete ALL columns for each board member. Leaving sections blank reflects negatively on the application and organizational management of the organization. If necessary, you may upload an additional attachment to accommodate additional board members.

- Do board members have term limits? (Yes or No)
- How often does the board meet on an annual basis? Number of times per year.
• Does the board have a give or get policy? (Yes or No)
• Please describe the ways your board members provide leadership and support to the organization in ways other than monetarily.
• Please select all of the statements below that describe your organizational leadership (Executive Director/CEO/Managing Director) and Board of Directors (If applicable):
  o Our ED/CEO/President identifies as a woman
  o Our ED/CEO/President identifies as a person of color
  o Our ED/CEO/President identifies as a member of at least one of the communities we serve
  o More than half (over 50%) of our board identify as women
  o More than half (over 50%) of our board identify as people of color

9. SUPPORT MATERIALS

• In this task, you will upload required and optional materials as required for your organizational type, e.g. 501c3 nonprofit, fiscally sponsored organization or municipality.

NOTE: CIAG applicants are required to submit artistic documentation and support materials. Failure to provide required documentation will result in an incomplete and/or disqualified application. Allow ample time to upload all required materials.

REMINDER: All uploaded materials must remain active and viewable until July 2024. If applicable, include the passwords for uploaded artistic documentation in the Artistic Description text section for the corresponding sample.

For specific information about required artistic documentation and supplemental materials, please open a new tab to review the CIAG Guidelines.

NAMING CONVENTIONS

| REQUIRED UPLOADED FILES should be named accordingly: | Organization Name-Video |
| | Organization Name-PPT |
| | Organization Name-990 OR Revenue & Expense Statement |
| | Organization Name-Letter of Recommendation |
| | Organization Name-Review |
| | Organization Name-Financial Audit ($2M budget or more) |

TIP: Please be sure the organization’s name is clearly visible on documents included as artistic documentation/supplemental material both in the file name and in the header or footer.

UPLOADING ARTISTIC DOCUMENTATION
Artistic and/or service documentation samples can be uploaded as an attachment or hyperlinks included in a separate document and then uploaded. A minimum of one and maximum of two artistic and/or service samples must be uploaded. Two samples are recommended as visual documentation is crucial for evaluating the overall quality of the application.

In the text box below each submission, 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).

NOTE: Panelists generally spend no more than three to five minutes viewing the sample(s) for each application. Applicants applying for video/media arts-based projects are required to submit at least one video sample.

STANDARDS FOR ARTISTIC DOCUMENTATION
FILE TYPES - The system accepts the following file extensions: jpg, jpeg, gif, bmp, png, tif, mov, mp4, wmv, doc, docx, txt, xls, xlsx, pps, ppt, pptx, pdf, aac, mp3, wav, wma.

NOTE: Each item should be less than 256MB.

VIDEO SAMPLES
No longer than 5 minutes long
May provide YouTube or Vimeo links

IMAGE SAMPLES - Only submitted as a slideshow in a PowerPoint (PPT) or PDF file.
No more than 10 images in a sample
No more than one image per slide
Include a title, artist(s) name and date in the description

STRONGLY ENCOURAGED/OPTIONAL SUPPLEMENTAL MATERIAL
- Project/Program Curriculum Sample (e.g. curriculum overviews, lesson plans, teacher guides and/or student study guides.)
- No more than one (1) piece of promotional material may be submitted via electronic.

FINALIZING AND SUBMITTING

• In this task, finalize and certify application submission.
  o Check the “I Certify” box to certify.

Once You Have Completed all Tasks, you must click “Submit” on the left of your screen. You will receive a confirmation email from SMApply.

CONTACT INFORMATION

Email: ciag@arts.lacounty.gov
Phone: (213) 202-5858
Address: Los Angeles County Department of Arts and Culture
1055 Wilshire Blvd., Suite 800
Los Angeles, CA 90017
Website: http://www.lacountyarts.org/grants.html
Grant Portal: https://apply-lacdac.smapply.io/

NOTE: If there is a change in organizational leadership or changes to the proposed project after the application deadline, submit a one-page update on organizational letterhead signed by an authorized individual and submit via e-mail for panel review.