Los Angeles County Department of Arts and Culture
COMMUNITY IMPACT ARTS GRANT
2023-24 APPLICATION INSTRUCTIONS
DEADLINE: WEDNESDAY, OCTOBER 5, 2022 11:59 PM (PST)

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) 2023-24.

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. 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 provided 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, 2020.

☐ 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, 2020.

For fiscally sponsored and religious organizations:
☐ ONE Revenue and Expense or Profit and Loss statement for the annual operating budget 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 musttake 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 SurveyMonkey Apply 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).*
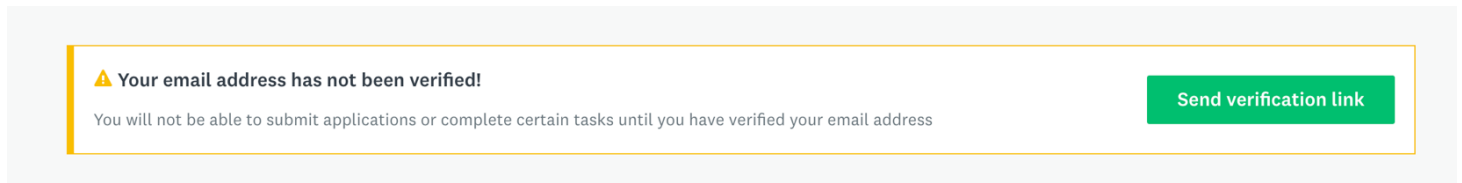
2. Complete the Name, Email and Password fields. Once finished, click Create Account.

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. (see below). Once you verify your account, that box will disappear.

⚠ **Your email address has not been verified!**

You will not be able to submit applications or complete certain tasks until you have verified your email address

Send verification link

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.

To get started, fill out your eligibility profile

Fill out eligibility profile

Rectangular Snip
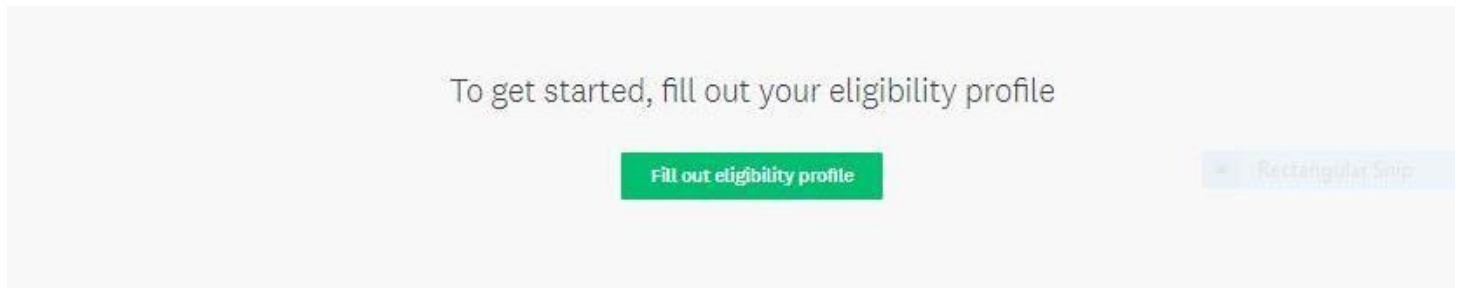
NEW USER ELIGIBILITY SETUP

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** **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.

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

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

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:

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

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 <u>update your eligibility profile</u> 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.

Click [Save my profile] to save the updates.

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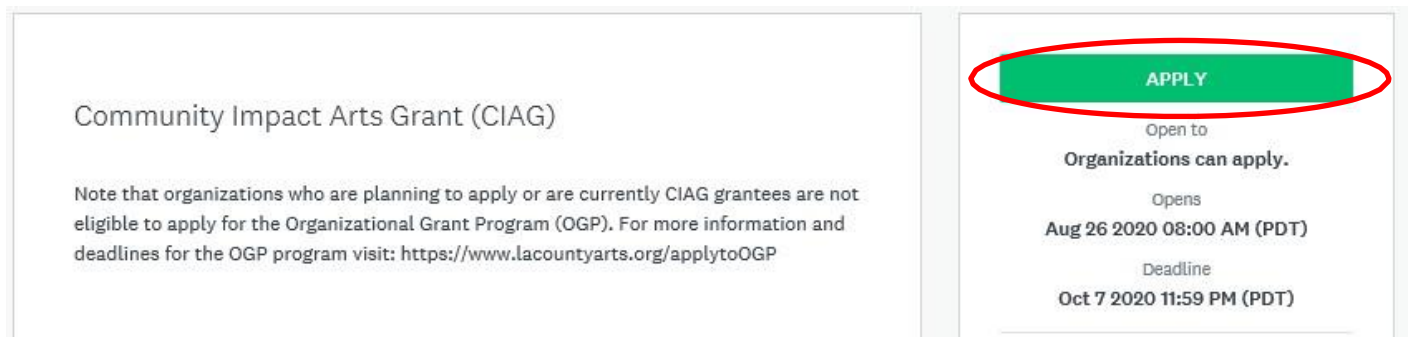

Then, click **View programs.**

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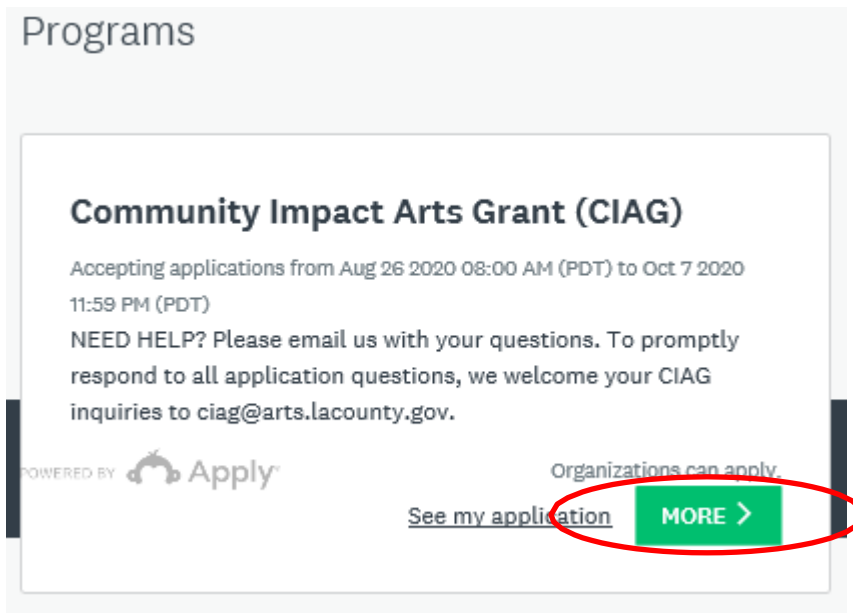
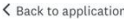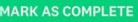2. To open a new CIAG application, click **Apply.**
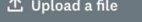
3. This will open to a new page that shows the following:

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 ‹ Back to application 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 MARK AS COMPLETE button. This will take you back to the application task list page.

- To save your progress on a task, click the SAVE & CONTINUE EDITING 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 ‹ Back to application 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 form 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 ⊗ Withdraw Application . 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 ⬆ Upload a file , select your file and upload it.
  NOTE: The item is uploaded when you hit "SAVE & CONTINUE EDITING".

- 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

- 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, y*our Model A fiscal sponsor is the main applicant*. However, all contact information should correspond to the fiscally sponsored project managers who will oversee the projectproposed 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 31,2020**.
        ii. Organizations with budgets over $2M should reference the **most recently completed audit** for a tax year ending on or after **December 31, 2020**.
        iii. See [CIAG Guidelines](#) for more information.
    b. For fiscally sponsored groups, provide the annual operating budget of the fiscally sponsored project/site 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.
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, 2023 to June 30, 2024

- 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.

Amounts listed in the table at the top of the page are automatically populated using the grant request amount entered in the Project Request task. This table lists the minimum CIAG required match amount.

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:

GRAND TOTAL EXPENSE	$ 20000		$ 25000

Meets or Exceed Explanations	true		true

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.

Grand Total Project Income

25000

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

Meets or Exceed Requirements

true

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, 2023 to June 30, 2024.***

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 are STRONGLY ENCOURAGED to attach a sample lesson plan/curriculum/agenda in the Support Materials sectionif 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.).

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.

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.

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.

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 group 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 2023. 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.

10. FINALIZING AND SUBMITTING THE APPLICATION

- In this task, finalize and certify application submission.
  - Check the "I Certify" box to certify.

> **Once You Have Completed all Tasks, you may click "Submit"**
>
> **The final step after submitting is to review the full application including artistic samples, to ensure it is actually complete.**

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.