2018 Summer Arts Youth Program Grants
APPLICATION HELP TOOL for
APPLICANTS USING A FISCAL SPONSOR

Supporting Creativity in Sonoma County

NOTE: The Summer Arts Youth Program Grants **online application** will not officially open until the County of Sonoma 2018-19 budget is approved in June. Since the application timeline is compressed, potential applicants are encouraged to prepare their applications and materials in advance for upload.

Online Application Entry Opens: Friday, June 15, 2018 *(pending budget approval)*
Application Deadline: Friday, June 22, 2018, 11:59 pm
Awards announced: Early July 2018
Funding period: July 1, 2018 – September 15, 2018

Applicant Q&A Session (optional): May 15, 2018 12-1:15pm
Creative Sonoma, 141 Stony Circle, Suite 110, Santa Rosa

Questions?
Email Samantha.kimpel@sonoma-county.org
or Gloria.Rubio@sonoma-county.org

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Summer Arts Youth Program Grants
Application Help Tool for APPLICANTS USING A FISCAL SPONSOR

Please review the Summer Arts Youth Program Grants Guidelines (located online at www.CreativeSonoma.org/summer-arts-youth-program-grants) prior to completing the application, as well as ensure that the instructions in this Application Help Tool are followed for each question. The Guidelines provide detailed eligibility requirements. All applications must be submitted online via the Creative Sonoma Submittable account (https://creativesonoma.submittable.com/submit). Paper-based, handwritten, or incomplete applications will not be reviewed.

NEW: IN SUBMITTABLE, AT TOP OF APPLICTION:

BEFORE YOU BEGIN: Sonoma County nonprofit arts organizations, or applicants using a fiscal sponsor, are eligible to apply for this grant. Choose ONE of the following options.

- ☐ We are a nonprofit arts organization
- ☐ I am/we are applying with a fiscal sponsor ⟸ Check THIS BOX when using this application.
- ☐ None of the above

Once you check "I am/we are applying with a fiscal sponsor," you will be prompted to enter the following:

a. Enter Fiscal Sponsor's Name and Tax ID# here:* (required)

- Those who are applying as a Nonprofit Arts Organization do not need a fiscal sponsor and must use a different application form, also found at (https://creativesonoma.submittable.com/submit).
- If you check "none of the above," refer to the SAYPG Guidelines or email CreativeSonoma@sonoma-county.org to determine your eligibility to apply.

SECTION I: WHO ARE YOU AND HOW DO WE COMMUNICATE WITH YOU?

Items with an asterisk are required. *(Please note the items with word limits.)*

1. Individual Applicant or Arts Organization Name*

2. Individual Applicant or Arts Organization Physical Address*

3. Individual Applicant or Arts Organization Mailing Address (if different from Physical Address)

4. Individual Applicant or Arts Organization Website*
   - If no website exists, please enter your most active social media site (a website or social media site is required for this application).

5. Individual Applicant or Arts Organization CreativeSonoma.org Profile Page Link (if applicable)
   - If the Arts Organization has a profile on the CreativeSonoma.org "Creatives at Work" directory, please enter the link.

6. Individual Applicant or Arts Organization Director – Full Name*

- If you are applying as an Individual Applicant, please repeat your full name here as you entered it in #1.

7. Individual Applicant or Arts Organization Director – Email Address*

8. Individual Applicant or Arts Organization Director - Daytime Phone Number*

9. Project Lead (if other than Individual Applicant or Arts Organization Director) – Full Name and Title*

10. Project Lead (if other than Individual Applicant or Arts Organization Director) – Email Address*

11. Project Lead (if other than Individual Applicant or Arts Organization Director) - Daytime Phone Number*

12. If applying as a Individual Applicant, how many years of experience do you have in program management, and/or teaching or instructing youth?

13. If applying as an Arts Organization, what year was your organization established (formally or informally)?

14. Do you formally manage a professional budget for your work or for the arts entity? If so, enter total revenues and expenses for your most recently completed fiscal or calendar year, including the fiscal or calendar year end date.

15. Sonoma County Supervisorial District **in which the Individual Applicant resides or the Arts Organization is based**.* *(Choose one item from the drop-down menu)*
    - District listing, by physical address, can be found at: www.sonomacounty.ca.gov/Board-of-Supervisors/Services/Supervisorial-District-Lookup/.

16. Sonoma County Supervisorial District(s) **in which the project will occur** (check all that apply).* *(Choose from checkbox list – use lookup tool listed in #15.)*

SECTION II: DESCRIBE YOUR PROPOSED PROJECT

Items with an asterisk are required. *(Please note the items with word limits.)*

17. Project Title*
    - Should you be funded, this title will be utilized on CreativeSonoma.org, in promotional materials, and in reports to the County Supervisors.

18. Please provide a 2-sentence description of the project.* *(Word Limit: 75)*
    - Should you be funded, this description will be utilized on CreativeSonoma.org, in promotional materials, and in reports to the County Supervisors.

19. Amount of Funds Requested for 2018-2019 (maximum of $20,000)*

20. Keeping the evaluation criteria in mind as stated in the Guidelines, describe the project for which funds are being requested.* *(Word Limit: 500)*

- Be sure to include:
    a. Whether it is a new or recurring project (if recurring, how many years?)
    b. Project goals and art form(s) involved
    c. Activities and manner in which they will be accomplished
    d. Skills and knowledge that youth will acquire through participation

21. What is the impact that you have designed this project to achieve? If this is a recurring project, include what you consider your past successes and how you will build upon them. *(Word Limit: 250)*

22. How will you evaluate your progress toward the impact as you have described in #21? Please be specific.* *(Word Limit: 250)*
    - You may include any combination of qualitative (anecdotes, stories) and quantitative (statistics) measures for evaluation.

23. Does this project serve diverse populations, and/or does it serve communities that have limited access to arts programs? If yes, list the populations/communities that it will serve and describe your efforts to recruit participation from them.* *(Word Limit: 250)*

24. We know that arts organizations and artists are creative problem solvers. With that in mind, what is/are the most innovative element(s) of either your organization or the project for which you are applying?* *(Word Limit: 100)*

25. Briefly describe the background of the Project Lead, highlighting the qualifications that demonstrate his/her ability to produce the project, and also include a short paragraph on each instructor and/or artist who will be teaching.* *(Word Limit: 500)*
    - For instructors and teaching artists, be sure to include their artistic background and experience teaching youth.
    - If you have more than 10 artists working on the project, you may describe their qualifications as a group (such as a choreography team, camp counselors, etc).

26. What didn't we ask that you would like us to know about you, your organization, or this project? *(Word Limit: 75)*

SECTION III: DEMOGRAPHICS, PROJECT BUDGET AND UPLOADS

Items with an asterisk are required. *(Please note the items with word limits.)*

27. PROJECT DETAILS: Timeline, Number of Hours of Arts Programming, and Anticipated Attendance*

PROJECT TIMELINE	**DATE**
Project Start	
Project End	
ARTS PROGRAMMING DURATION	**NUMBER**
Hours per DAY of arts programming	
Hours per WEEK of arts programming	
Hours TOTAL of arts programming	
ATTENDANCE	**NUMBER**
Anticipated TOTAL participant attendance	

28. PARTICIPANT DEMOGRAPHICS: What is the anticipated demographic break-down by percentage of total participants?*

AGE	**PERCENTAGE**
6-11 years	
12-18 years	
GENDER	**PERCENTAGE**
Female	
Male	
Other	
RACE	**PERCENTAGE**
Non-White	
White	

29. PROJECT BUDGET REVENUES: Enter the budget for your project's confirmed and anticipated revenue. The total Revenues must equal the total Expenses as entered in #30.*
    - Place the amount of your grant request in item 1. SAYPG Request in "Anticipated" column.
    - For this revenue form, you must enter a number into each field – if there is no revenue on a line, please enter 0 (zero).
    - Lines with asterisks require additional information; enter in Project Budget Notes #31.

PROJECT REVENUES	**CONFIRMED**	**ANTICIPATED**	**TOTAL**
1. SAYPG Request	0		0
2. Other Grants*			0
3. Fees and Earned Income			0
4. Individual Donations			0
5. Corporate Sponsors/Partners*			0
6. Fundraising Events/Activities			0
7. Cash on hand			0
8. Other Revenue*			0
9. Other Revenue*			0
10. Other Revenue*			0
11. Other Revenue*			0
12. Other Revenue*			0
TOTAL	**0**	**0**	**0**

30. PROJECT BUDGET EXPENSES: Enter the budget for your project's planned expenses. The total Expenses must equal the total Revues as entered in #29.*
    - For this expense form, you must enter a number into each field – if there is no revenue on a line, please enter 0 (zero).
    - Lines with asterisks require additional information; enter them in Project Budget Notes in #31.

PROJECT EXPENSES	**TOTAL**

1. Artistic Personnel*	
2. Administrative Personnel*	
3. Materials and Supplies	
4. Legal and Licenses (insurance, permits, etc)	
5. Fiscal Sponsor Fee (prorate for project if paid annually)	
6. Marketing (describe if over $1000)*	
7. General Office (describe if over $1000)*	
8. Fee Waivers, Scholarships, or Student Stipends*	
9. Other Expense*	
10. Other Expense*	
11. Other Expense*	
12. Other Expense*	
13. Other Expense*	
TOTAL	**0**

31. Explanatory Project Budget Notes* *(Word Limit: 500)*
    - Descriptions are REQUIRED for budget line items marked with an asterisk in #29 and #30. Reference the form (revenues or expenses) and budget line when entering descriptions.

      REVENUES:
        - 2. OTHER GRANTS: Describe anticipated or confirmed items
        - 5. CORPORATE SPONSORS/PARTNERS: Describe anticipated or confirmed items
        - 8-12 OTHER REVENUE: State the line number and describe what you have entered for each line that is filled out.

      EXPENSES:
        - 1. ARTISTIC PERSONNEL: Describe hourly or project rates of pay
        - 2. ADMINISTRATIVE PERSONNEL: Describe hourly or project rates of pay
        - 6. MARKETING: Describe if over $1000
        - 7. GENERAL OFFICE: Describe if over $1000
        - 8. FEE WAIVERS, SCHOLARSHIPS, OR STUDENT STIPENDS: Describe how funds will be utilized
        - 9-13 OTHER EXPENSES: State the line number and describe what you have entered for each line that is filled out.

32. If any in-kind contributions will support your project (including material goods, services, and staffing), state an estimate for their dollar value and briefly describe below. *(Word Limit: 100)*

33. FILE UPLOAD: Creative Portfolio*
    - Include a MINIMUM of three (3) and a MAXIMUM of six (6) items that support the creative and artistic excellence relevant to your project.
    - **NEW: MAKE SURE each file has a descriptive title**, such as "2017 Youth Performance" or "Instructor Jane Smith Artwork" or "2018 Camp Flyer" (i.e., do not upload items that are numbered and have no description, such as 12345.jpg).
    - File types accepted can include any mix of documents (PDF), audio (MP3, WAV or AIFF), video (MP4, MOV, or WMV), or images (JPG, PNG).

34. FILE UPLOAD: Project Lead Resume*

- Upload the Project Lead's resume as a PDF file.

35. FILE UPLOAD: Fiscal Sponsor Items
    - Individual Applicants and Arts organizations using fiscal sponsors must provide the three items listed below, even if the same fiscal sponsor has been used in the past to receive grant funding from Creative Sonoma.
        - Completed and signed Fiscal Sponsor Form (available on grant website)
        - Fiscal Sponsor Letter of Agreement
        - Fiscal Sponsor IRS Tax Exempt Letter

BEFORE YOU SUBMIT: Check that all the items below have been completed in or uploaded to this application. Incomplete applications will not be reviewed.*

- ☐ Project Details completed in #27
- ☐ Participant Demographics completed in #28
- ☐ Project Budget completed in #29 and #30
- ☐ Creative Portfolio uploaded in #33
- ☐ Project Lead Resume uploaded in #34
- ☐ Fiscal Sponsor Form completed and uploaded in #35
- ☐ Fiscal Sponsor Letter of Agreement uploaded in #35
- ☐ Fiscal Sponsor IRS Tax Exempt Letter uploaded in #35

Submission Verification (must check to accept "Terms of Use" in Submittable)
The submitter of this application declares that s/he has carefully examined the Sonoma County Summer Arts Youth Program Grant Guidelines and agrees that if funds are awarded, to contract with the County to furnish the services as specified.

Summer Arts Youth Program Grants are made possible by generous funding from the County of Sonoma.