



# 2018 Summer Arts Youth Program Grants GUIDELINES

## 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](mailto:Samantha.Kimpel@sonoma-county.org)  
or [Gloria.Rubio@sonoma-county.org](mailto:Gloria.Rubio@sonoma-county.org)

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# 2018 Summer Arts Youth Program Grants GUIDELINES

## CREATIVE SONOMA MISSION

To support and advance the creative community of Sonoma County.

## PROGRAM MISSION

The County of Sonoma has established a fund to be administered by Creative Sonoma to support summer arts programs for youth across Sonoma County. Funding is designed to advance the goals of the County of Sonoma to invest upstream in education for its young people, to support the healthy development of children, and to increase and enhance community based partnerships.

## PROGRAM GOALS AND OBJECTIVES

The goals of the Summer Arts Youth Program Grants are to enable the County of Sonoma and Creative Sonoma to:

- Elevate the level of support to creative organizations and individuals dedicated to fostering creativity and providing arts training programs for youth
- Support opportunities for youth to experience the arts in places convenient to their homes, schools, and community centers
- Give children the opportunity for learning opportunities when school is out of session
- Support projects that address children whose ability to participate in such programs may be limited by geography, economics, or disability
- Fund student participation across the geographic regions of the County

The program will grant funds to non-profit arts organizations and/or individuals and arts organizations who are partnering with Fiscal Sponsors. If you are not a nonprofit and do not have a Fiscal Sponsor relationship, please refer to the following website to determine if you wish to move forward: <https://www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits>.

## ELIGIBILITY

Summer Arts Youth Program Grant recipients must produce a minimum of 20 hours of arts/creative programming, for students ages 6 (or entering 1st grade) to 18, during **July 1–September 15, 2018**.

### To be eligible to apply, applicants must:

- Be legally incorporated in the state of California as a nonprofit with tax-exempt status under section 501(c)(3) of the United States Internal Revenue Service code **OR** have a participating Fiscal Sponsor.
  - Applicants using Fiscal Sponsors must complete and submit the Fiscal Sponsor Supplements as part of their application. These applicants may include individuals independently producing summer arts youth programs, or arts organizations that do not possess nonprofit status (collaboratives, collectives, new arts entities, etc.).
- An applicant may apply that is also serving as a Fiscal Sponsor for a separate applicant.
- Be headquartered in Sonoma County.
- Be the program “owner/presenter” directly responsible for managing and implementing ALL administrative aspects of the proposed program.
- Offer arts/creativity programming as 51% or more of the organization’s activities.

### **Eligibility additional exemptions:**

- Grantees of the Arts Education Innovation (AEI) grants may not apply to the Summer Arts Youth Program Grant for the same or similar program as funded by AEI. Please contact Creative Sonoma for questions regarding project eligibility.
- Grant funds may not be used to underwrite scholarships for participation in OTHER organizations' arts programs.
- Grant funds may not be used to fund galas or other fundraising events.
- Only one application may be completed per applicant (except as described above regarding serving as a Fiscal Sponsor). Applications from different organizations for the SAME project will not be reviewed.

### **The following are NOT eligible to apply:**

- Departments, divisions, projects, commissions, and boards of the County of Sonoma
- Schools, school districts, parent-teacher organizations, and educational foundations
- Programs not accessible to the public
- Individuals or organizations whose projects will occur during a school session/day
- Nonprofit organizations with 51% or more dedicated to non-arts activities

## **EVALUATION CRITERIA**

The following criteria will be used to evaluate each application.

### **Artistic Merit**

- Can include but not limited to: quality and scope of the program; expertise and experience of key artistic personnel implementing the program; reputation and history of the organization/individual, its programs and services.

### **Creativity/Innovation**

- Can include but not limited to: unique concepts, new ideas in planning and/or implementation, demonstrated evolution of project and/or organization, creative problem solving to achieve objectives or other measures successfully defined by applicant.

### **Impact**

- Can include but not limited to: high quality, active participation and enriching experiences for children and youth in the cultural arts; effectiveness in utilizing the arts to create positive, stimulating and educational experiences for young people; clear description of how the impact on participants will be measured (i.e., post event surveys, observation, etc.).

### **Capacity to Administer and Implement the Program**

- Can include but not limited to: expertise and experience of key administrative personnel; capacity to attract additional outside support – financial, in-kind, volunteer, etc.; financial stability of the organization and/or previous project(s); ability to document evidence of student participation and outcomes; ability to document evidence of committed partners or collaborators; board and/or volunteer support of the organization.

### **Targeted Audience Development**

- Can include but not limited to: demonstrated efforts to reach underserved children and youth who may be limited by geography, economics, or disability.

### **Completeness and Clarity of Application**

- To limit conflicts of interest and to ensure impartiality, peer review panelists are drawn from your peers outside of Sonoma County and change annually. Reviewers are experts in art, creativity and/or philanthropy but are rarely familiar with your work or your organization; be sure to clearly describe yourself, your organization and your project, even if the same or similar project has been funded in the past.

## GRANT AMOUNTS

Applicants may request up to \$20,000. **NOTE: The Summer Arts Youth Program Grants online application and funding requests will not officially open until the County of Sonoma 2018-19 budget is approved in June.** Funding is limited and applicants must demonstrate the administrative, programmatic, fiscal, and technical capacity to implement the project and to manage the amount of their request responsibly. Applicants should thoroughly explore other funding in addition to seeking support from this program in order to ensure successful implementation of their project.

## RESTRICTIONS

Grant dollars may be used only for expenses directly related to the proposed project. These funds are not transferable to other organizations or individuals. As much as possible, funded projects must be executed as described in the grant application. Applicants should inform Creative Sonoma of any significant project or schedule changes. The funds may not be used for expenses incurred prior to July 1, 2018. Unused funds or funds not used in accordance with the grant agreement must be returned to Creative Sonoma. Grantees will be required to sign a Letter of Agreement with the County of Sonoma for the award of funds.

## GRANTEE RESPONSIBILITIES

- Demonstrate evidence of appropriate insurance coverage for the project
- Return all requested documents in a timely manner
- Submit a final report at the completion of the grant period (required to receive the final 10% of the grant award)
- Retain financial records for the funded project in the event that they are required for an audit
- Recognize Creative Sonoma and Sonoma County in printed and promotional materials
- Document the project through photos, video, stories and testimonials for inclusion in the final report
- Attend meetings of all grantees called by Creative Sonoma during grant period (approximately 1-3 meetings)

## HOW TO APPLY

- Consider registering for and attend the optional grant Q&A session (in person or via phone) on **Tuesday, May 15, 2018**, 12:00-1:15pm, Creative Sonoma, 141, Stony Circle, #110, Santa Rosa. Either call in at 707-565-8996 (no code required) or RSVP via the grant website.
- Go to [www.CreativeSonoma.org/summer-arts-youth-program-grants/](http://www.CreativeSonoma.org/summer-arts-youth-program-grants/) to review the Guidelines and the Application Help Tools
  - **NEW THIS YEAR:** There are two separate applications. Please choose the appropriate Submittable form and Application Help Tool for one of the following:
    1. Nonprofit Arts Organizations
    2. Applicants Using a Fiscal Sponsor
- Either click the SUBMIT button on the web page or go to Creative Sonoma's Submittable account (<https://creativesonoma.submittable.com/submit>) to work on and submit your application (opens online **Friday, June 15, 2018**). You may save a draft of your application in Submittable, but must officially submit no later than **Friday, June 22, 2018** at 11:59 pm PST. If you do not have access to the internet, please call 707.565.6121.

## REQUIRED ATTACHMENTS

The following items are required to upload within your application on Submittable.

### For Nonprofit Arts Organization Applicants:

- Minimum of 3 and a maximum of 6 Creative Work Samples
- Project Lead's Resume
- IRS Tax Exempt Determination Letter (*EXEMPTION: if the organization has received funding from Creative Sonoma previously, this is not required*)
- Organizational By-Laws (*EXEMPTION: if the organization has received funding from Creative Sonoma previously, this is not required*)

### For Applicants Using a Fiscal Sponsor\*:

- Minimum of 3 (up to 6) Creative Work Samples
- Project Lead's Resume
- Completed Fiscal Sponsor Form (download at [www.CreativeSonoma.org/grants/summer-arts-youth-program-grants/](http://www.CreativeSonoma.org/grants/summer-arts-youth-program-grants/))
- Fiscal Sponsor Letter of Agreement
- Fiscal Sponsor's IRS Tax Exempt Determination Letter

*\*Fiscal sponsors do not have to be located in Sonoma County. For a list of fiscal sponsors--not to be confused with an official endorsement—please go to [www.fiscalsponsors.org](http://www.fiscalsponsors.org).*

## CREATIVES AT WORK DIRECTORY PROFILE PAGE

If applicant has already created a Profile Page on [www.CreativeSonoma.org](http://www.CreativeSonoma.org), staff will direct the panelist's attention to that page to additionally supplement the application materials.

## DATES AND DEADLINES

|                       |   |
|-----------------------|---|
| Tuesday, May 15, 2018 | Optional Q & A Session  |
| Friday, June 15, 2018 | Online Application Entry Opens ( <b>pending County approval</b> ) |
| Friday, June 22, 2018 | Application Deadline 11:59pm PST                                  |
| Early-Mid July        | Grant Awards Announced  |

## GRANT AWARD NOTICE, PAYMENTS, AND FINAL REPORT

Grantees will receive an electronic grant award notification packet which will include a grant agreement (Contract) and a Final Report form. The Contract must be completed, signed and returned within 2 weeks of receiving it in order to receive payment of 90% of the grant award; the final 10% will be paid upon receipt of the Final Report. The Final Report document will ask Grantee to document the results and outcomes of the project and is required to be submitted no later than 30 days after completion of the project. Future funding from Creative Sonoma will not be provided to any grantee who has not completed a Final Report.

## STATEMENT OF NON-DISCRIMINATION

Creative Sonoma is committed to providing services and making resources available to every resident of Sonoma county without regard to ethnicity, color, creed, religion, age, gender, gender identity and expression, sexual orientation, military status, marital status, political opinion, national origin, familial status, mental and physical disability, or source of income.

*Summer Arts Youth Program Grants are provided through  
generous funding from the County of Sonoma.*