



Individual Professional Advancement Grants APPLICATION HELP TOOL

Supporting Creativity in Sonoma County

Online Application Open: Friday, November 2, 2018

Deadline to apply: December 14, 2018, 4:00PM PST

Awards announced: January 22, 2019

Funding period: February 15, 2019 – December 31, 2019

Grant Info Sessions (Optional):

Thursday, November 1, 2018: 12:00–1:00PM -OR- 5:30–6:30PM
141 Stony Circle, Suite 110, Santa Rosa, CA

Application Workshop (Optional):

Wednesday, November 14, 2018: 5:30–7:00PM
141 Stony Circle, Suite 110, Santa Rosa, CA

Questions?

Email: CreativeSonoma@sonoma-county.org

Creative Sonoma • 141 Stony Circle, #110 • Santa Rosa, CA • 95401 • 707.565.6121



**CALIFORNIA
ARTS COUNCIL**

Individual Professional Advancement Grants

APPLICATION HELP TOOL

Please review the Individual Professional Advancement Grant (IPAG) Guidelines located at www.CreativeSonoma.org/ipag/ prior to completing the application. The Guidelines provide detailed eligibility requirements of applicants under which funding may be awarded.

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. Please use this tool as a guide to preparing materials for and answering the online application.

BEFORE YOU BEGIN:

Recipients of the Creative Sonoma Recovery Fund for Physical Loss (CSRF-PL) are automatically eligible to apply for this grant. If not already awarded the CSRF-PL grant, you will be required to submit proof of physical loss or damage to personal property as a result of the 2017 Wildfires.

ELIGIBILITY FOR THIS GRANT PROGRAM: Did you receive a Creative Sonoma Recovery Fund for Physical Loss Grant?*

- Yes
 - If you check this box, you are eligible and may continue to the application, **Sections I – III**, below.
- No
 - If you check this box AND you experienced physical loss or damage to your personal property due to the 2017 Wildfires, you are eligible to apply. In addition to the regular application below, **Section IV** of the application will be activated, which requires three additional questions and physical loss documentation.
 - If you check this box AND you **did not** experience physical loss or damage to personal property due to the 2017 Wildfires, you are not eligible 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. Applicant Last Name*
2. Applicant First Name (and Middle Name or Initial, if used professionally)*
3. Email Address*
4. Physical Home Address: Street, City, State, Zip (must be a Sonoma County address)*
5. Sonoma County Supervisorial District in which the Applicant is based.* (Choose one item from the drop-down menu; based on your physical home address.)
 - District listing can be found at www.sonomacounty.ca.gov/Board-of-Supervisors/Services/Supervisorial-District-Lookup/
6. Mailing Address, if different from Physical Home Address*
 - If your Mailing Address is the same as your Physical Home Address, please write “same as above.”

7. Daytime Phone Number*
8. How many people are in your household?*

 - Count yourself, your spouse if legally married, and your tax dependents (children age 18 or below, children who are full-time students age 23 or below, and/or qualifying relatives that live with you and for whom you provide more than 50% of their support).
 - If you live with family but they do not claim you as a dependent, list only yourself and those you claim on your taxes.

9. List your current total household annual GROSS income.*

 - Include pre-tax income of all members of the household (as defined above), ages 15 years and above.
 - If you live with family but they do not claim you as a dependent, list only your income and that of anyone you claim on your taxes.

10. Under which category does your PRIMARY artistic discipline best fit? (Choose one.)*

 - Design Arts
 - Literary Arts
 - Media Arts
 - Performing Arts
 - Visual Arts

11. If you have a website for your creative work, enter it here.
12. If you have active social media presence for your creative work, enter the link(s) and/or @ handle here. *(Word Limit: 20)*
13. CreativeSonoma.org Profile Page Link (if applicable)

 - If the Applicant has a profile on the CreativeSonoma.org "Creatives at Work" directory, please enter the link here. Those awarded grants will be required to create a profile.

SECTION II: DESCRIBE YOUR PROPOSED ACTIVITY

14. Provide a 1-2-sentence description of the proposed activity(ies).* *(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 and the California Arts Council.

15. Grant amount Request*

 - Minimum request is \$500, maximum request is \$5,000.

16. What are the estimated dates of your activity(ies)? *

 - Activity(ies) must occur between February 15, 2019 - December 31, 2019.

17. MAIN NARRATIVE: Briefly describe the activity(ies) for which you are requesting funds, including the manner in which they will be accomplished, and why they are important at this point in your career.* *(Word Limit: 500)*

- For Artistic Creation activities, describe the work you intend to create or produce, and how the grant money will be spent (supplies, artist fees, etc.).
 - For Promotion, Distribution and Exhibition activities, include as much detail as possible on names, dates and locations of activities (festival entry, juried show submissions, recording studio fees, etc.), along with related fees and links to any online presence for the activity.
 - For Professional Development activities, include as much detail as possible on names, dates and locations of activities (conference attendance, etc.) or consultant’s expertise and qualifications as well as their location, along with links to any online presence for the conference or consultant.
18. Describe your creative career goals, the challenges you face (whether a direct result of the wildfires or not), and how this grant will help you move forward or recover.* (Word Limit: 250)
19. How will you determine if the funds have made a difference (i.e., what are the measures by which you will gauge success that occurs because of grant funds)?* (Word Limit: 150)
20. What didn’t we ask that you would like us to know about you?* (Word Limit: 150)

SECTION III: ACTIVITY AND UPLOADS

21. GRANT ACTIVITY BUDGET: List the items/activities on which you plan to spend the grant award, and the method for calculation.
- For example, if you are planning to spend all \$5,000 on creating or producing new works, list your artist’s fee, the cost of materials, and any associated shipping or production costs all on separate lines. If you are attending a conference, list the registration fee and the travel fees on separate lines.
 - ARTIST FEES: Up to 50% of the grant request or \$1,000, whichever is less, can be requested for the applicant’s time and labor in association with the request as artist fees (i.e., if you are requesting \$2,000 or more, the maximum amount that you can request for artist fees is \$1,000).

Item	Brief Description (include rates/quantities/how calculated)	Sub-Total
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL	(should equal grant request listed in #15, above)	\$

22. UPLOAD: CREATIVE PORTFOLIO: Include any combination of **six (6) total** images, video, audio, or other examples of relevant prior or current creative work. File types accepted can include any mix of documents (PDF), images (JPG, PNG, or GIF), audio (MP3, WAV or AIFF), or video (MP4, AVI, MOV, or WMV).

- If applicant lost all artwork and all documentation of previous work, and has not completed six new works, please contact Creative Sonoma for instructions on how to meet the Creative Portfolio requirement.
 - If uploading PDFs, you may submit **only one work (or description of project or service) per PDF.**
23. **UPLOAD: CV, RESUME OR ARTIST STATEMENT:** If you do not have a current version of your CV or resume, you may submit an artist statement describing your prior creative experience and activities.*
24. **UPLOAD: LETTERS OF RECOMMENDATION:** The two (2) letters should be addressed to Creative Sonoma, and written by people who are familiar with your professional work.*
- Family members or individuals who also stand to benefit from the grant are not eligible to submit Letters of Recommendation.
25. **(IF APPLICABLE) UPLOAD LETTER FROM CONSULTANT:** If you have identified a consultant with whom you intend to work as your funded activity, please attach a letter addressed to Creative Sonoma from that person or service.
26. **(OPTIONAL) UPLOAD ADDITIONAL DOCUMENTATION:** Include up to five (5) pages of additional documentation (news clippings, flyers, etc.) to give a view into your prior history or current activity as a creative.

SECTION IV: CREATIVE BACKGROUND AND DOCUMENTATION OF PHYSICAL LOSS FOR NON-CREATIVE SONOMA RECOVERY FUND-PHYSICAL LOSS GRANTEES

- ***This section is only required for those who did NOT receive a Creative Sonoma Recovery Fund Grant for Physical Loss (grants given during November 2017 – October 2018). If you received that grant and mark yes at the beginning of the form, this section will not be visible to you in the online application.***
27. State how many years you have been employed (including self-employed) in the arts/creative sector, and provide a brief description of your arts-related work history.* ([Word Limit: 250](#))
- This grant program requires a verified creative career of at least 5 years (full-time, part-time, contract, or self-employed).
28. Enter the address where you experienced physical loss or damage to your personal property as a result of the 2017 wildfires. Include the street address, city, and zip code.
29. Briefly describe the physical loss or damage of personal property you experienced, including whether it affected your home, studio, workplace, vehicle(s) or all of them, as a result of the 2017 Wildfires.* ([Word Limit: 250](#))
30. **UPLOAD LOSS DOCUMENTATION:** Upload a minimum of two (2) and a maximum of five (5) documents that demonstrate proof of physical loss or damage to your personal property.*
- Documentation may include insurance and/or FEMA documents, photographs/video of property damage, news articles in which you are named or interviewed as result of the fires, building permits, or other definitive items. Contact Creative Sonoma if unsure whether or not an item is valid for loss documentation.

BEFORE YOU HIT SUBMIT

Please check off each of the following items to ensure that you have included all the required elements before you submit.

- REQUIRED: Activity Budget completed in #21
- REQUIRED: Six (6) Creative Portfolio items uploaded
- REQUIRED: C.V., Resume, or artist statement uploaded
- REQUIRED: Two Letters of Recommendation uploaded
- OPTIONAL: Up to five items documenting career (press clippings, etc.)
- IF APPLICABLE: Online links entered in #17 MAIN NARRATIVE are accurate and active
- IF APPLICABLE: Letter from Consultant uploaded
- IF APPLICABLE: Section IV completed if not a CSRF-PL Grantee
- IF APPLICABLE: Proof of Loss Documentation uploaded in #26

SUBMISSION (must check to accept “Terms of Use” in Submittable)

By checking the Terms of Use box, I declare that I have carefully examined the Individual Professional Advancement Grant Guidelines and agree that if funds are awarded, to contract with the County to furnish the services as specified in accordance with this grant application. I also verify that I am a full-time resident of Sonoma County.

Individual Professional Advancement Grants are made possible with funding from the County of Sonoma and the California Arts Council.