



Individual Professional Advancement Grants GUIDELINES

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 GUIDELINES

OVERVIEW

Individual Professional Advancement Grants (IPAG) will fund individual creatives in Sonoma County who were directly affected by the 2017 Wildfires to “re-launch” their careers. Activities may occur outside of Sonoma County, so long as the recipient is a full-time Sonoma County resident. These activities should be on a scale that can be planned, developed, and executed by December 31, 2019.

Funds are best used for activities that advance the creative’s ability to make and sell, exhibit, distribute or otherwise share their creative work with audiences, consumers and fans.

Program Goals and Objectives

- Support the individual creatives affected by the 2017 Wildfires as they rebuild the pathways and tools to support their artistic endeavors
- Build Sonoma County residents’ sense of our shared creativity
- Increase the visibility of Creative Sonoma

Sample Project Ideas

- **Artistic Creation:** allowable costs include production, supplies, and any material related to the creation of artworks, products, or services. Up to 50% of the grant request or \$1000, whichever is less, can be requested for the applicant’s time and labor in association with the request, i.e., artist fees.
- **Promotion, Distribution, and/or Exhibition:** allowable costs include entry fees for juried shows, shipping costs, framing costs, marketing costs, in-state touring costs, publishing costs, entry and booth fees for festivals, recording costs, etc.
- **Professional Development (artistic or business):** allowable costs include registration fees for workshops and conferences, in-state travel expenses, costs to pay a business consultant, etc. (*Tuition costs toward a degree or certification are not allowable.*)

ELIGIBILITY

IPAG recipient activities will occur during February 15 - December 31, 2019. If applicants have any questions about eligibility or regarding any of the following requirements and considerations, we encourage you to contact Creative Sonoma to discuss your proposed idea before applying.

To be eligible to apply:

- Applicants must be full-time residents of Sonoma County, age 18 or older.
- Applicants must demonstrate the following:
 - Physical loss or damage to personal property by the 2017 Wildfires
 - Creative background – a 5-year history of working in the arts and/or creative industries (may be full-time, part-time, contract or self-employed)

Previous recipients of Creative Sonoma Recovery Fund Physical Loss (CSRF-PL) grants will not be required to prove fire impact or creative career again for this application. Non-CSRF-PL grantees will be required to provide additional documentation to verify physical loss.

Additional requirements and considerations:

- Applicants may not submit more than one application.
- Grant funding may not be utilized to support fundraising activities, i.e., benefit events, crowd-sourcing campaigns, etc.

EVALUATION CRITERIA

- Artistic innovation and/or excellence as demonstrated in application
- Articulation and evidence of how the request will advance the applicant's creative career
- Demonstration of financial need
- Feasible timeline and realistic budget
- Completeness and clarity of application

GRANT AMOUNTS

Applicants may request up to \$5000, and not less than \$500. Funding is limited and applicants must demonstrate the capacity to utilize the grant funds effectively and responsibly.

RESTRICTIONS

Grant dollars may be used only for expenses directly related to the request. These funds are not transferable to other organizations or individuals. As much as possible, funded activities must be executed as described in the grant application. Applicants should inform Creative Sonoma of any significant project or schedule changes. 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, no later than two weeks after receipt of the Grantee Award Packet for the award of funds.

Grantee Responsibilities

- Submit a final report at the completion of the grant period (required to receive payment of 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, County of Sonoma, and the California Arts Council in printed and promotional materials.
- Document the project through photos, video, stories and testimonials for inclusion in the final report.
- Attend up to 3 professional development workshops, with the full grantee cohort, on topics developed specifically for IPAG grantees' expressed needs.

HOW TO APPLY

Consider registering for and attending both the IPAG Info Session and the Application Line-by-Line Workshop. Full details are available below in the **QUESTIONS** section.

In addition to reviewing these Guidelines, go to www.creativesonoma.org/ipag/ to thoroughly review the Application Help Tool (which lists all application questions and includes instructions and tips on how to answer them).

- Either click the SUBMIT button at CreativeSonoma.org/IPAG or go to Creative Sonoma's Submittable account (<https://creativesonoma.submittable.com/submit>) to begin, work on, and save an application. You may save a draft of your application, but must officially submit it no later than **Friday, December 14, 2018** at 11:59 pm PST.
- If you do not have access to the internet, please call 707.565.6121 (no code necessary).

The online application requires the following uploads:

- Two (2) Letters of Recommendation addressed to Creative Sonoma: These should be 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 them.
- Creative Portfolio: Include six (6) total images, drawings, video or other examples of relevant prior creative work. 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.

Additional application considerations:

- Applicants are NOT required to raise matching funds for the grant.
- Applicants requesting support to hire a business consultant (or similar service) who have already identified that consultant are required to provide a letter from the consultant addressed to Creative Sonoma.
- Applicants requesting support for third-party events (conference attendance, festival entry fees, juried show fees, etc.) must include name(s) and date(s) of the activity, fees, dates of the activity and a link to any online presence for the activity.

QUESTIONS

RSVP via the grant webpage (www.creativesonoma.org/ipag/) to attend the Info Session, live or via phone, on Thursday, November 1, 2018, at either 12:00-1:00 pm -OR- 5:30-6:30 pm, or to attend the November 14, 2018 Line-by-Line Application Workshop, 5:30-7:00 pm. The Info Sessions and Workshop will take place at Creative Sonoma, 141 Stony Circle, Suite 110, Santa Rosa, CA 95401, or dial in at: 707.565.8996 (no code necessary). Call 707-565-6121 if there are additional questions.

DATES AND DEADLINES

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| Thursday, November 1, 2018 | Grant Info Session (optional), 12-1:00 PM -OR- 5:30-6:30 PM |
| Friday, November 2, 2018 | Online Application Open |
| Wednesday, November 14, 2018 | Line-by-Line Application Workshop (optional), 5:30-7:00 PM |
| Friday, December 14, 2018 | Applications Deadline 4:00 PM PST |
| Tuesday, January 22, 2019 | 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 and signed in order to receive payment. The Final Report document will ask Grantee to document the results and outcomes of the work completed with the grant funding and is required to be submitted no later than 30 days after completing the work. 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.

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