



## 2019 Summer Arts Youth Program Grants

# APPLICATION HELP TOOL for NONPROFIT ARTS ORGANIZATIONS

### Supporting Creativity in Sonoma County

**Online Application Entry Opens:** Wednesday, April 24, 2019

**Application Deadline:** Wednesday, May 22, 2019

**Awards Announced:** Mid-Late June 2019

**Funding Period:** July 1, 2019 – September 15, 2019

**Applicant Q&A Session (optional):** Wednesday, May 8, 2019 12-1pm  
Creative Sonoma, 141 Stony Circle, Suite 110, Santa Rosa

#### Questions?

Email [CreativeSonoma@sonoma-county.org](mailto:CreativeSonoma@sonoma-county.org)

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



# Summer Arts Youth Program Grants

## Application Help Tool for NONPROFIT ARTS ORGANIZATIONS

Please review the Summer Arts Youth Program Grants Guidelines (located online at [www.CreativeSonoma.org/summer-arts-youth-program-grants](http://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.

### IN SUBMITTABLE, AT TOP OF APPLICATION:

**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  Check THIS BOX when using this application.
- I am/we are applying with a fiscal sponsor
- None of the above

Once you check “We are a nonprofit arts organization,” you will be prompted to enter the following:

- a. Enter Nonprofit Arts Organization Tax ID# here:\* (required)
  - Those who are applying with Fiscal Sponsors 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](mailto: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. Arts Organization Name\*
  - State legal organization name, followed by any “dba” name.
2. Arts Organization Physical Address\*
3. Arts Organization Mailing Address (if different from Physical Address)
4. 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. 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 (grantees will be required to have a profile on the site).
6. Executive Director – Full Name\*
7. Executive Director – Email Address\*
8. Executive Director - Daytime Phone Number\*
9. Project Lead (if other than Executive Director) – Full Name and Title
10. Project Lead (if other than Executive Director) – Email Address

11. Project Lead (if other than Executive Director) - Daytime Phone Number
12. Enter the year end date, total revenues, total expenses and either the budget surplus or deficit for the Arts Organization's most recently completed fiscal year.

<b>MOST RECENTLY COMPLETED FISCAL YEAR SCHEDULE</b>	<b>DATE</b>
Fiscal Year End Date (MM/DD/YY)	
<b>MOST RECENTLY COMPLETED FISCAL YEAR BUDGET</b>	<b>TOTALS</b>
Total Revenues	
Total Expenses	
Amount of Deficit or Surplus (If deficit, describe in #13B)	

13. A. Have there been changes to the Arts Organization that have impacted the stability of finances, staff, board, or other areas? If so, describe them and any major steps the organization is taking in response. B. If you listed a deficit in #12, briefly describe the reason. *(Word Limit: 150)*
14. What year was the Arts Organization established?\*
15. Sonoma County Supervisorial District **in which 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/](http://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.)*
17. If you have received funding from Creative Sonoma in the past three years, list the grant program, the year, and the amount of the grant. *(Word Limit: 25)*

## SECTION II: DESCRIBE YOUR PROPOSED PROJECT

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

18. Project Title\*
  - Should you be funded, this title will be utilized on CreativeSonoma.org, in media and promotional materials, and in reports to the County Supervisors.
19. Provide a 2-sentence description of the project.\* *(Word Limit: 60)*
  - Should you be funded, this description will be utilized on CreativeSonoma.org, in media and promotional materials, and in reports to the County Supervisors.
20. Amount of Grant Request (maximum of \$15,000)\*
21. 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

22. 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)*
  - EXAMPLE: Who are your intended participants and how will they be changed upon completion of the activity?
23. How will you evaluate your progress toward the impact as you have described in #22? Please be specific.\* *(Word Limit: 250)*
  - You may include any combination of qualitative (anecdotes, stories) and quantitative (statistics) measures for evaluation.
24. 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)*
25. 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)*
  - Remember that creativity/innovation is a criteria on which the application will be evaluated.
26. Briefly describe the background of the Project Lead, highlighting the qualifications that demonstrate their 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 6 artists working on the project, you may describe their qualifications as a group (such as a choreography team, camp counselors, etc).
27. 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.)*

28. PROJECT DETAILS: Timeline, Number of Hours of Arts Programming, and Anticipated Number of Participants\*

<b>PROJECT TIMELINE</b>	<b>DATE</b>
Project Start	
Project End	
<b>ARTS PROGRAMMING DURATION</b>	<b>NUMBER</b>
Hours per DAY of arts programming	
Hours per WEEK of arts programming	
Hours TOTAL of arts programming	
<b>PARTICIPANTS</b>	<b>NUMBER</b>
Anticipated TOTAL Youth Participants	

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

AGE	PERCENTAGE
6-12 years	
13-18 years	
GENDER	PERCENTAGE
Female	
Male	
Other	
RACE	PERCENTAGE
Hispanic/Latinx	
White	
Other	

30. PROJECT BUDGET: Enter the budget for your project. The total Revenues must equal the total Expenses.\*

- Lines with asterisks require additional information; enter in Project Budget Notes #31.

PROJECT REVENUES	TOTAL
1. SAYPG Request	
2. Other Grants*	
3. Fees (tuition, etc.)*	
4. Individual Donations	
5. Corporate Sponsors/Partners*	
6. Fundraising Events/Activities	
7. Cash on hand	
8. OTHER Revenues*	
<b>TOTAL REVENUES</b>	<b>0</b>
PROJECT EXPENSES	TOTAL
9. Artistic Personnel*	
10. Administrative Personnel*	
11. Materials and Supplies	
12. Legal and Licenses	
13. Marketing *	
14. General Office*	
15. Student Stipends*	
16. OTHER Expenses*	
<b>TOTAL EXPENSES</b>	<b>0</b>
<b>REVENUES/EXPENSES BALANCE</b>	<b>0</b>

31. Explanatory Project Budget Notes\* ([Word Limit: 250](#))

- Descriptions are REQUIRED for budget line items marked with an asterisk in #30. Reference the budget line number when entering descriptions.

**REVENUES:**

- 2. OTHER GRANTS: Describe anticipated or confirmed items
- 3. FEES: Describe tuition or registration fees that you are charging
- 5. CORPORATE SPONSORS/PARTNERS: Describe anticipated or confirmed items
- 8. OTHER REVENUES: Fully describe any revenues entered in this line

**EXPENSES:**

- 9. ARTISTIC PERSONNEL: Describe hourly or project rates of pay
  - 10. ADMINISTRATIVE PERSONNEL: Describe hourly or project rates of pay
  - 13. MARKETING: Describe if over \$1000
  - 14. GENERAL OFFICE: Describe if over \$1000
  - 15. STUDENT STIPENDS: Describe stipend amounts
  - 16. OTHER EXPENSES: Fully describe any additional expenses entered in this line
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\*
- Six (6) items that support the creative and artistic excellence relevant to your project are required for this application (submitting less than 6 will disqualify the application).
  - **DO NOT** upload more than one item per file, i.e., upload a single image, or one lesson plan, or one flyer in each file. Do not upload multiple items as one file.
  - **MAKE SURE each file has a descriptive title**, such as "2018 Youth Performance" or "Instructor Garcia Artwork" or "2019 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, or GIF).
34. FILE UPLOAD: Project Lead Resume\* (PDF)
35. FILE UPLOAD: Nonprofit Arts Organization IRS Tax Exempt Letter and Organizational By-Laws (IF APPLICABLE\*\*)
- If your nonprofit arts organization has NOT received funding from Creative Sonoma in the past, you are required to upload as PDF files:
    - IRS Tax Exempt Letter
    - Organizational By-Laws
- (\*\*Those nonprofit arts organizations that have received Creative Sonoma funding in the past are not required to provide these items again.)*

**BEFORE YOU SUBMIT:** Please check that all the items marked ALL APPLICANTS below have been completed, and if you are required to submit items in #35 that they have been attached. Incomplete applications will not be reviewed.\*

- ALL APPLICANTS: Project Details completed in #28
- ALL APPLICANTS: Participant Demographics completed in #29
- ALL APPLICANTS: Project Budget completed in #30
- ALL APPLICANTS: Creative Portfolio uploaded in #33
- ALL APPLICANTS: Project Lead Resume uploaded in #34
- IF APPLICABLE: Arts Organization IRS Tax Exempt Letter uploaded in #35
- IF APPLICABLE: Arts Organization By-Laws uploaded in #35

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

The submitter of this application declares they have 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 funding from the County of Sonoma.**