

**GRANT GUIDELINES – 2016-2017**

The mission of the Arts Council for Monterey County is to improve the quality of life for everyone in our region through the arts. We are proud to partner with the Monterey County Board of Supervisors to award grants to nonprofit organizations dedicated to serving Monterey County residents.

Be sure to read these guidelines and the entire application before you begin. If your organization budget and your assets are both under $100,000, you now have the option to apply to our new Cultural Arts Grants Program – a monthly review process with a simpler application. See arts4mc.org/grants. Please call Klara at 831-622-9060 ext. 103 or email [klara@arts4mc.org](mailto:klara@arts4mc.org) if you need assistance. Individual artists may be eligible for support through our Local Emerging Artists Program with a deadline of June 1, 2017. Visit arts4mc.org/leap.

Grant funds are awarded on a competitive basis. Applicants must demonstratehow you will leverage this funding with additional support from the private sector. The Arts Council’s Board of Directors appoints panels comprised of five community members with diverse perspectives. They focus on:

* The overall strength of the organization including the evidence of community support
* Quality of the program or project, including the qualifications of personnel, the scope of service and the potential impact of the program for Monterey County residents
* Unique contribution(s) to the region.

Your ability to follow grant guidelines accurately and completely will strengthen the competiveness of your application. Attach only the required documents.

**N*ote: Organizations that received support in the fall 2016 cycle or cult. grant cycle since July 1, 2016 are not eligible to apply in the spring 2017 cycle.***

**Timelines Fall 2016 Spring 2017**

APPLICATION DEADLINE Oct 15 February 15

Arts Council Panel Reviews Nov 5 March 14

Agreements provided Nov 24 March 30

Awards Presentation/Reception Dec 7 Apr 30

***Eligibility***: Your application must meet each of the following criteria to be considered.

Please check each box to indicate that your arts program or arts organization meets the criteria.

\_\_\_ Your organization or organization chapter is located in Monterey County

\_\_\_ Project or program is delivered in Monterey County

\_\_\_ Project or program is delivered by a 501(c) (3) organization or the applicant has a letter of support from a

fiscal sponsor (you will include this letter in Attachments)

\_\_\_ Project or program actively involves the general public (i.e., not limited to members)

\_\_\_ Project or program contributes to at least one of the following key sectors:

cultural tourism, education, rural communities or small business

\_\_\_ Project or program will be completed no later than December 2017 (Fall) or June 2018 (Spring)

\_\_\_ Your organization is current with any reports due for prior grants received

(As needed, please send separately to klara@arts4mc.org).

***Checklist*** – Use this Checklist to guide your application process and check that you’ve completed each part.

\_\_\_ 1. Overview: A (Your Organization); B (Your Program/ Project)

\_\_\_ 2. Program / Project Narrative:

*(You must address each of these 6 areas to ensure the competitiveness of your grant application.)*

A: About Your Organization – especially as it relates to your proposal

B: The Community Need or Opportunity Your Program/ Project Addresses

C: Program / Project Goals

D: Program / Project Strategies, Activities & Timeline

E. Program / Key Project Personnel

F: Program / Project Evaluation Plan

\_\_\_\_ 3. Program / Project Budget

A. List Income Sources / Expenses

B. Budget Narrative – Explain how expenses (salaries, contracts, travel, etc) support your goals

\_\_\_ 4. Attachments – in the following order:

a. Letter from your board or board president authorizing application

b. List of current board of directors

c. 501(c)(3) letter or 501©3 pending letter or letter from your fiscal sponsor

and their 501(c)(3) letter

d. Financial statements – Balance Sheet and Profit and Loss for the most recently completed fiscal year; Your Organization Budget for The Current Fiscal Year. (Note: If you have a fiscal

sponsor, submit your own budget, not that of your sponsor)

e. Support Documents: Attach one item from each of the following:

* Your organization’s brochure or one page of photos that characterize your work.
* Article from a newspaper or other media about your work (e.g., review)   
  from the past year
* Support letter—e.g., testimonial from student, client, community leader

***INSTRUCTIONS***

**TO COMPLETE:**

This grant application is in Word format. Please be mindful of character limits and save your document in Word. Use standard 11 points for your responses and 1” margins.

**TO SEND:** Convert your application to PDF and combine with your attachments**.** Send one PDF file comprising all parts of the application, signed as appropriate, in the order requested to: [grants@arts4mc.org](mailto:grants@arts4mc.org) You will receive an acknowledgement of your submission within 24 hours. If you do not receive this receipt, please send a message to [klara@arts4mc.org](mailto:klara@arts4mc.org)

**A. Organization Overview**

1. Legal organization name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Year organization founded: \_\_\_\_\_\_\_\_

3. Tax exempt status: \_\_\_ 501 (c) (3) nonprofit \_\_\_ 501(c) (3) nonprofit pending

\_\_\_ Fiscal sponsor

California State Attorney General Registration #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director or principal officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. What is your mission? (750 characters maximum including spaces):

6. Total organizationalbudget (Current Year):

Income: \_\_\_\_\_\_\_\_\_\_\_ Expenses: \_\_\_\_\_\_\_\_\_

7. What is the minimum and maximum number of Board members required by your organization?

Bylaws? \_\_\_\_\_\_; \_\_\_\_\_; Current Number \_\_\_\_\_\_\_\_\_\_\_\_\_

8. How muchmoney did the Board of Directors (your organization’s governing board) contribute to

Your organization in your most recent fiscal year? $\_\_\_\_\_\_\_\_\_\_\_

9. What percentage of the Board of Directors donated funds during that year? \_\_\_\_\_\_\_\_\_\_\_\_%

10. 2014-2015 Number-of full-time staff \_\_\_\_\_\_, part-time \_\_\_\_\_\_\_\_\_\_\_\_\_\_; contractors \_\_\_\_\_\_\_\_\_

2015-2016 Number-of full-time staff \_\_\_\_\_\_, part-time \_\_\_\_\_\_\_\_\_\_\_\_\_\_; contractors \_\_\_\_\_\_\_\_\_

2016-2017: Number-of full-time staff \_\_\_\_\_\_, part-time \_\_\_\_\_\_\_\_\_\_\_\_\_\_; contractors \_\_\_\_\_\_\_\_\_

11. 2014-2015 Audience Total \_\_\_\_\_\_ Student Total (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2015-2016 Audience Total \_\_\_\_\_\_ Student Total (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2016-2017: Audience Total \_\_\_\_\_\_ Student Total (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Program / Project Request Overview**

1. Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Directors’ Daytime telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Amount requested (Note: Maximum = ($5,000) \_\_\_\_\_\_\_\_\_\_\_\_\_

5. Where will this project/program take place -- Check all that apply:

Salinas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_North County \_\_\_\_\_\_\_\_\_\_\_ South County \_\_\_\_\_\_\_\_\_\_\_\_\_

Seaside/Marina \_\_\_\_\_\_\_\_ Monterey / Carmel Valley / Big Sur \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Our award priorities are programs / projects that will expand economic opportunities in our region through the arts. Please check the specific areas that your project addresses; you may check more than one:

\_\_\_ 1) *Cultural Tourism* – Priority is *shoulder* season (November and March through Mid-June);

\_\_\_ 2) *Education* – Program improves attitudes, skills and behaviors that make it more likely for students to enjoy school, succeed and graduate on time;

\_\_\_ 3) *Small Business* – Program strengthens capacity of a group of artists to become successful businesses or arts organization/program collaborates with a small business or business alliance to increase success

\_\_\_ 4) *Rural Communities* – Program improves the quality of life in areas that have been chronically underserved (e.g., North County, South County).

7. Program / Project EXECUTIVE SUMMARY (750 characters including spaces)

8. Total Project Budget

Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (include this request and available /anticipated donations, fees)

Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (include staff time % if directly related)

#### ORGANIZATION AGREEMENT and SIGNATURE

The organization hereby agrees that funds, if granted, will be used only for the purpose described above with Project Completion by June 30, 2017 without written approval from the Arts Council.

Authorized representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME / TITLE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGN/DATE

**2. Proposal Narrative** Note all character limits include spaces

A. About Your Organization

BACKGROUND: Include founding, vision, major accomplishments. (750 characters)

CURRENT PROGRAMS: Outline primary activities and services (750 characters)

AUDIENCE/PARTICIPANTS: Provide breakdown (% ethnicity, age, household income (750 characters)

IMPACT: How have audience / students / community benefitted from your work (750 characters)

B. Your Program/ Project Need or Opportunity (750 characters)

Describe the need or opportunity you have identified and how you made that determination.

C: Your Program/ Project Goal To Address This Challenge Or Meet This Opportunity. (750 characters)

Describe your goal (relevant to Arts Council priorities). Include number of people served, targeted group if any and include short-term and long-term impacts anticipated. Include how your program / project is unique in our region.

D: Major Strategies and Activities That You Will Use To Achieve Your Goal (1500 characters)

Describe 2 or 3 strategies and list the 2-3 relevant activities, personnel and timeline

E: Key Project Personnel (750 characters)

Include a brief bio with relevant qualifications

F: Evaluation Plan (1500 characters)

What are your standards/benchmarks for success?

How will you measure/demonstrate that the expected outcomes were met?

How will you present your findings?

3.  **Project Budget and Budget Narrative**

BUDGET DETAIL: Complete the form below; edit as needed to fit your own budget line items

BUDGET NARRATIVE: (1500 characters)

Income - Describe available and anticipated sources of revenue

Estimate the value of significant in-kind support (e.g., free rental space)

Expenses – Explain how your line items relate to your activities

**PROGRAM/PROJECT BUDGET**

**Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Sources of Funds:** | | | | |  |
| INCOME | Arts Council for Monterey County | **Other Grants** | **Contributions** | **Earned Revenue** | **TOTAL** | Actual  (Leave this column blank until the final grant report) |
| Arts Council for  Monterey County**)** |  |  |  |  |  |  |
| Other Grants  Contributions  Earned (e.g., fees, merchandise) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |
| **EXPENSES** | Arts Council for Monterey County | **Other Grants** | **Contributions** | **Earned Revenue** | **TOTAL** | Actual  (Leave this column blank until the final grant report) |
|  |  |  |  |  |  |  |
| Program Manager |  |  |  |  |  |  |
| Part-Time Staff 1 |  |  |  |  |  |  |
| Part-Time Staff 2 |  |  |  |  |  |  |
| Taxes and Benefits |  |  |  |  |  |  |
| Professional Services |  |  |  |  |  |  |
| Supplies |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |
| Publications and Postage |  |  |  |  |  |  |
| Rent and Utilities |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |
|  |  |  |  |  |  |  |