Support Grants - FY25 (January 2025 Awards)

*Arts Council Santa Cruz County*

# Introduction

Welcome to Arts Council Santa Cruz County's **Support Grant** application.

Helpful Tips:

* **Before beginning your application, visit our** [**Support Grants webpage**](https://artscouncilsc.org/opportunities-resources/grants/support-grants) **to download the guidelines**, which include important information about eligibility and review criteria.
* **Late applications are not accepted.** Please plan to submit your application well before the 5pm deadline in case of technical difficulties.
* Click on section headers to collapse and expand sections.
* Character count limits are listed under narrative responses and include each letter and space. You **do not** need to use the entire space provided. Concise responses are welcomed.
* Your answers will be saved periodically as you type. However, before leaving/logging out, please make sure to scroll to the bottom of the webpage and click "Save Application."
* Once you've completed your application, you can download a PDF of your application by clicking on the "Application Packet" button at the top of the webpage.

Communications:

* Communication about this grant will be sent from: administrator@grantinterface.com. Please add this email to your safe sender list.
* Communications will be sent to the email address you use to login to this portal. Please use an email you check often.
* If multiple people on your team need to receive updates on the status of your application, please use a shared email address (such as grants@orgname.org).
* You can update your email address anytime. To update (1) click on your name in the upper right-hand corner (2) click "Edit My Profile".

Questions?

Email Tamara Liu, *Grants Program Manager* at **grantsprogram@artscouncilsc.or****g.**

# Organization Information

## Eligibility Criteria\*

I have read the Eligibility Criteria section of the guidelines (available to download on the [Support Grants webpage](https://artscouncilsc.org/opportunities-resources/grants/support-grants)) and confirm my organization meets each of the eligibility requirements to apply for this grant.

**Choices**

Yes, I confirm my organization meets the eligibility requirements.

## Organization's Mission Statement\*

*Character Limit: 2500*

## Year Founded\*

*Character Limit: 40*

## Fiscal Sponsor Information (optional)

If you have a fiscal sponsor, please include their name, email, and phone number here:

*Character Limit: 250*

## Do you have a board-approved non-discrimination policy?\*

Here is the Art's Council's statement of non-discrimination as an example:

### Arts Council Santa Cruz County is committed to providing services and making resources available to every resident of Santa Cruz 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.

**Choices**

Yes No

## Primary Location - Address\*

Please enter the full address of the location where the majority of your programming takes place (50% or more). If your programming takes place in two locations equally, please choose one. You will be able to enter another address next. If your programming is entirely virtual, you may enter "Online."

### Example: 1070 River Street, Santa Cruz CA 95060

*Character Limit: 250*

## Additional Address (optional)

If your programming is distributed evenly between two locations, please enter the full address of the second location here.

### Example: 375 Main Street, Watsonville CA 95076

*Character Limit: 250*

## Total # of audience members / participants\*

Please enter exact numbers if you have them available, otherwise please make your best estimate. How many audience members and/or participants did you engage in your most recently completed fiscal year? Include all audience members, event attendees, workshop participants, etc.

*Character Limit: 250*

## Is this total exact or an estimate?\*

**Choices** Exact Estimate

## Primary Artistic Discipline\*

Please select the artistic discipline that best represents your organization's programming. You will be able to select additional artistic disciplines next.

**Choices**

Art Festival Cultural Festival Curatorial Dance

Design Digital Media Film/Video Literary Music

Musical Theater Opera Performance Art Photography Social Practice Theater Traditional Visual Art

Other

## Additional Artistic Disciplines (optional)

If you would like to include additional artistic disciplines to describe your project, please select them here.

**Choices**

Art Festival Cultural Festival Curatorial Dance

Design

Digital Media Film/Video Literary Music

Musical Theater Opera Performance Art Photography Social Practice Theater Traditional Visual Art

Other

## Other Artistic Discipline

If you selected "Other" above, please enter the artistic discipline(s) here:

*Character Limit: 30*

## Did you receive a Support grant last year?\*

If so, you will be asked to complete an additional section (next) that will fulfill your final reporting responsibilities for the grant.

**Choices**

Yes No

# 2024 Support grant final report

This section is only visible to Arts Council staff (not other evaluators) and fulfills the final report requirements for your 2024 Support grant, awarded in January 2024. The grant period is 1/1/2024 - 12/31/2024. Since the grant period is not yet over, you may report on what you anticipate for the remainder of the year, as well as what has already happened. You do not need to use the entire space provided. Brief responses are welcomed!

You can also [**fill out this short anonymous survey**](https://docs.google.com/forms/d/e/1FAIpQLSfFvo2r1M1-uJGEABDjHI4T5b1NNnnsdjRQxm2ZuYMaljEWCQ/viewform?usp=sf_link) (3-5 minutes to complete) to provide us feedback about our grants. Your responses help us to track how well we are doing and make improvements for future grantees.

## Highlights\*

Please briefly share 1-2 highlights from the past year.

*Character Limit: 2000*

## How has this funding been helpful? (optional)

Examples could include but are not limited to: artist/staff pay, marketing, production, supplies, leveraging additional funds. Since this was a general operating grant, this response can be very general and is optional.

*Character Limit: 250*

## What kinds of professional development or other support could be helpful for you? (optional)

Beyond providing grant opportunities, the Arts Council is interested in staying up-to-date on how we can best support the development and sustainability of artists and arts organizations throughout Santa Cruz County.

*Character Limit: 500*

## Additional Comments - Final Report (optional)

Is there anything else that you would like us to know? Please use this space to add any additional information or comments you would like to include in your final report. To provide feedback anonymously, fill out this [short survey](https://docs.google.com/forms/d/e/1FAIpQLSfFvo2r1M1-uJGEABDjHI4T5b1NNnnsdjRQxm2ZuYMaljEWCQ/viewform?usp=sf_link) (3-5 minutes to complete).

*Character Limit: 500*

# Narrative Responses

## Proposal Title\*

#### Please enter your organization's name followed by "January - December 2024."

Example: Arts Council Santa Cruz County, January - December 2024

*Character Limit: 250*

## Grant Request Amount\*

Grants of $3,000-$7,000 will be awarded to arts organizations of all budget sizes. Prior grantees are not guaranteed to receive funding. Grant awards (and sizes) will be based on results of the review process.

*Character Limit: 20*

For each of the narrative responses below, character count limits include each letter and space. You **do not** need to use the entire space provided. Concise responses and/or numbered responses are welcomed!

## Artistic Excellence\*

The Arts Council is interested in supporting the creation of artistically excellent work, from a diversity of perspectives - we'd like to know what artistic excellence means for your organization!

1. Define your organization's view of artistic excellence.
2. Briefly describe how your programming reflects that view.

*Character Limit: 2000*

## Relevance and Responsiveness\*

1. Describe the audience and/or participants that your organization currently engages. Consider geography, age, race/ethnicity, etc.
2. How is your programming relevant and responsive to your existing community? For example, what strategies are you using to engage your community, to incorporate community input into programming, and/or to respond to feedback?

*Character Limit: 2000*

## Strategy\*

1. Summarize (or list) your organization's long-term goals/strategy.
2. How are you currently working on making progress on those long-term goals?

*Character Limit: 2000*

## Sustainability\*

Broad community access to excellent art would not be sustainable without strong and effective organizations. Please briefly describe:

1. One or two of your strengths as an organization.
2. One or two of your biggest risks/challenges **and** how you are addressing them.

*Character Limit: 2000*

## Organizational Representation\*

Describe the diversity of your staff, board, and artists, focusing on representation from underrepresented communities.

Examples of underrepresented communities could include but are not limited to: people of color, LGBTQIA+, those with disabilities or neurodiversity, low socio-economic classes, residents of different geographic locations, unhoused community members, immigrants, etc.

*Character Limit: 1000*

## Equity & Accessibility Strategies\*

1. Explain how your organization is working on improving representation and access to the arts (for audience, participants, artists, and/or collaborators). Strong applications will include:
	* At least one step your organization has taken to reduce barriers to access and/or increase representation in the past.
	* At least one future goal related to equity & accessibility, and how you will make progress on that goal in the coming year.
	* Specifying which underrepresented communities will have improved representation or access to your programming through the strategies described above. Examples include but are not limited to: people of color, LGBTQIA+, those with disabilities or neurodiversity, low socio-economic classes, residents of different geographic locations, unhoused community members, immigrants, etc.

*Character Limit: 3000*

# Financial Statements & Budget

#### How to Upload Items:

1. Click on "Upload a file" to select a file saved on your computer.
2. Select a file saved on your computer.
3. A successfully uploaded file will appear as a blue link next to the upload button.
4. You can click on the red X next to the blue link to delete and replace the file.

**Technical difficulties?** Please contact us at grantsprogram@artscouncilsc.org.

#### Financial Statements

Required statements include Profit & Loss (statement of financials) and Balance Sheet (statement of activities), OR a board-approved audit.

Please upload statements for your most recently completed fiscal year.

*Example 1:* If your fiscal year ends in June, upload financial statements for July 2023- June 2024.

*Example 2:* If your fiscal year ends in December, upload financial statements for January 2023-December 2023.

**Date of Fiscal Year End\***

Please enter the last date of your fiscal year.

*Character Limit: 10*

## Profit & Loss OR audited financials\*

For your most recently completed fiscal year, please upload one of the following:

* Profit & Loss Statement (statement of activities), OR
* Board-approved audit

*File Size Limit: 3 MB*

## Balance Sheet

Please upload the Balance Sheet (statement of financial position) for your most recently completed fiscal year *(not required if you uploaded a board-approved audit above).*

*File Size Limit: 3 MB*

#### Budget

Please upload a budget for your current fiscal year. Include actuals to-date, if available.

*Example 1:* If your fiscal year ends in June, upload a budget for July 2024 - June 2025.

*Example 2:* If your fiscal year ends in December, upload a budget for January - December 2024.

## Current Fiscal Year Budget\*

*File Size Limit: 3 MB*

## Comments - Financial Statements and Budget (optional)

If you would like to add any notes about your financial statements and/or budget, please enter them here.

*Character Limit: 1000*

# Work Samples & Supporting Documents

#### Work Samples & Supporting Documents

* Submit up to 5 total items (uploads or links) that best represent the work of the organization.
	+ *Work samples* serve as the key indication of artistic excellence. Examples: photo attachments, written samples, or audio/video links that are publicly accessible.
	+ *Supporting documents* provide additional context and/or illustrate the quality and effectiveness of your community outreach. Examples: reviews, letters of support, brochures, programs or flyers
* Video/audio:
	+ Video/audio clips cannot be uploaded. If you'd like to include video/audio work samples, please provide publicly accessible URL links in the space provided below.
	+ If the video/audio is longer than 3 minutes, please provide start/finish times for a 3-minute segment.
	+ Video/audio links are included in the 5 total items allowed.
* Images and Documents:
	+ Uploads are accepted in the following formats: jpg, jpeg, png, pdf, doc, docx

**Upload 1**

* Upload a work sample or supporting document here (images and documents only, in the following formats: jpg, jpeg, png, pdf, doc, docx).
* Please use the web link spaces provided further down the page to share video, audio or websites.

*File Size Limit: 5 MB*

Optional Description of Upload 1

*Character Limit: 250*

## Upload 2

*File Size Limit: 5 MB*

Optional Description of Upload 2

*Character Limit: 250*

## Upload 3

*File Size Limit: 5 MB*

Optional Description of Upload 3

*Character Limit: 250*

## Upload 4

*File Size Limit: 5 MB*

Optional Description of Upload 4

*Character Limit: 250*

## Upload 5

*File Size Limit: 5 MB*

Optional Description of Upload 5

*Character Limit: 250*

#### Links: Video, Audio, and/or Websites

* We recommend Soundcloud, YouTube, and Vimeo for video/audio.
* Links must be accessible to the public. Do not include links to private accounts or links that require passwords.
* Make sure the link/webpage will be active through December 31, 2024.
* If any links direct to video/audio work that is longer than 3 minutes, please provide start/finish times for a 3 minute segment.

## Link 1

As a reminder, please provide publicly-accessible links. To avoid any errors, please make sure there are no spaces before or after the link you enter.

*Character Limit: 2000*

Comments for Link 1:

If video/audio is longer than three minutes, please include start/finish times for a 3-minute segment.

*Character Limit: 250*

## Link 2

*Character Limit: 2000*

Comments for Link 2:

If video/audio is longer than three minutes, please include start/finish times for a 3-minute segment.

*Character Limit: 250*

## Link 3

*Character Limit: 2000*

Comments for Link 3:

If video/audio is longer than three minutes, please include start/finish times for a 3-minute segment.

*Character Limit: 250*

## Link 4

*Character Limit: 2000*

Comments for Link 4:

If video/audio is longer than three minutes, please include start/finish times for a 3-minute segment.

*Character Limit: 250*

## Link 5

*Character Limit: 2000*

Comments for Link 5:

If video/audio is longer than three minutes, please include start/finish times for a 3-minute segment.

*Character Limit: 250*

Please double check that you have added no more than **5 total items** (including uploads and links) above under Work Samples & Supporting Documents - not 5 uploads plus 5 links.

# Demographic Data

#### Why we request demographic information:

The Arts Council is committed to distributing resources equitably in order to reflect the diversity of our applicants and community. To that end, we ask you to provide demographic data so we may better understand the communities we are trying to serve. The information is used to identify and report on trends in populations supported by the Grants Program and to gauge how the Arts Council addresses the needs of the county’s diverse communities. Also, our grants program is also partially funded through government and foundation grants which require us to report back on demographic data.

**Demographics are not taken into consideration when scoring grant applications. Grant reviewers will not have access to your responses.** The information provided will kept private and secure, and will not be used for a discriminatory purpose. All responses are optional and

you may choose to "prefer not to disclose."

Definitions:

*BIPOC:* Black, Indigenous, and People of Color

*ALAANA:* African, Latinx, Asian, Arab, Native American

**Organizational Leadership Racial Demographics**

Please include your Executive Director, Artistic Director, and Board. If your organization does not have one or more of those roles, please include all who are in similar leadership positions in your organization.

#### Is 50% or more of your organizational leadership BIPOC / ALAANA? See definitions above. Choices

Yes

No

Prefer not to disclose

## Organizational Audience/Participant Racial Demographics

Please include all attendees and participants engaged with your organization. Do not include artists or staff.

#### Are 50% or more of your organization's audience members/participants BIPOC / ALAANA? Choices

Yes

No

Prefer not to disclose

# Submission

## Additional Comments

Is there anything else that you would like to share?

*Character Limit: 500*

I certify that all information contained in this form and attachments is true and accurate. I understand that all funded activities must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of disability, color, creed or religion.\*

**Choices**

I certify

## First name\*

*Character Limit: 50*

## Last name\*

*Character Limit: 50*

## Date of submission\*

*Character Limit: 10*

Thank you for your time and effort in submitting a Support Grant application!

* Be sure to click the “Submit Application” button when you are done with this application form. Once you submit, changes cannot be made to your application.

However, if you notice an error after you submit, just contact our team at grantsprogram@artscouncilsc.org and we can help you.

* Late applications due to technical difficulties, or any other reason, are not accepted.
* You should receive a confirmation email after you submit your application. If you do not receive this email or have any other questions, please contact our team at grantsprogram@artscouncilsc.org.
* You can download a PDF of your completed application by clicking on the "Application Packet" button at the top of the webpage.
* Communication about this grant will be sent from:

**administrator@grantinterface.com**. Please add this email to your safe sender list.