



2012 Regional Arts Fund Guidelines & Application Instructions

Regional Arts Fund provides general operating support to encourage professional and semi-professional arts groups throughout the Silicon Valley region. Through Regional Arts Fund we seek to:

- Support the professional development of mid-sized arts organizations (budgets between \$100,000 and \$2,000,000)
- Promote artistic and organizational excellence
- Award organizations that exemplify the vitality of Silicon Valley's richly diverse region through their artistic programming and outreach

Regional Arts Fund provides annual grants to a maximum of \$5,500, \$9,000 or \$10,000 depending on organization budget size.

- **Level 1**
 - Maximum award \$5,500
 - Expenses in past fiscal year of \$100,000 - \$299,999
- **Level 2**
 - Maximum award \$9,000
 - Expenses in past fiscal year of \$300,000 - \$999,999
- **Level 3**
 - Maximum award \$10,000
 - Expenses in past fiscal year of \$1 million - \$2 million

Regional Arts Fund is funded by the County of Santa Clara, California Arts Council, The William and Flora Hewlett Foundation, the David and Lucile Packard Foundation, Adobe Foundation, Workplace Giving Campaign, and Property Tax Insert Donors.

APPLICATIONS FOR REGIONAL ARTS FUND GRANTS MUST BE SUBMITTED ONLINE.
The following pages will provide important information on:

- **Eligibility and restrictions**
- **Assistance for applicants**
- **Review process**
- **Required attachments and support materials**

DEADLINE FOR REGIONAL ARTS FUND APPLICATIONS
Monday, February 6, 2012 10:00pm (Pacific Time)
ONLINE SUBMISSIONS ONLY

For information, phone or email:
Audrey Wong, Grants Program Manager
408-998-2787 ext. 214 awong@artscouncil.org

Regional Arts Fund – ELIGIBILITY & RESTRICTIONS

ELIGIBILITY:

1. Your organization's primary business office must be located in Santa Clara County and you must provide arts activities in Santa Clara County which are open and accessible to all.
2. Your organization's primary focus must be the performance, production, or presentation of arts and cultural programs.
3. Your organization must be a California not-for-profit corporation with a 501(c)(3) tax-exempt certification from the Internal Revenue Service.
 - *For-profit organizations are not eligible.*
 - *Institutions of primary and secondary education are not eligible.*
 - *A local government, university, or college may submit only one application, regardless of the number of arts programs/departments it may encompass.*
4. Your organization must have been performing, producing, or presenting since January 1, 2009, and doing so in Santa Clara County since January 1, 2011.
5. RAF grants must be matched dollar-for-dollar in cash (including earned income, donations, and/or grants).
6. Your organization must have satisfied all of the reporting and acknowledgment requirements of any previously awarded grants from Arts Council Silicon Valley.

RESTRICTIONS:

1. Only one grant application – to Regional Arts Fund OR Community Arts Fund - can be submitted for a recipient that is an arts presenting, producing or performance organization.
2. Grants may not be applied toward support for political or religious purposes, fundraisers, capital improvements, the purchase of equipment or real property, debt retirement, projects already completed, tuition assistance, refreshment costs, art therapy, or touring expenses.

ADDITIONAL REQUIREMENTS:

1. LEVEL 3 APPLICANTS must submit a copy of their most recent available audited financial statement.
2. Your organization must submit a California Cultural Data Project funder report for fiscal years 2010 (2009-2010) and 2011 (2010-2011). *Applicants unable to submit 2010-11 data due to Fiscal Year schedule should submit 2 years of CDP data (i.e. 2009 and 2010) AND submit the Supplement to CDP (download and submit attachment).*

About the California Cultural Data Project (CDP): The CDP is an online system for collecting and standardizing historical, financial and organizational data. Through this system, applicants submit data on one form, updated once a year, which will then be used by many funding organizations. CDP provides additional reporting and benchmarking benefits to arts groups. In addition, the Arts Council uses the collected data for advocacy and funds development to support the arts in our region.

Regional Arts Fund – APPLICATION ASSISTANCE

CALIFORNIA CULTURAL DATA PROJECT (CDP) TRAINING

Do not wait until the last days before the application due date to set up or update your profiles. You can **sign up for a free webinar training** now by going to:

<http://www.caculturaldata.org/home.aspx>

ONLINE APPLICATION PROCESS via COMMON GRANT APPLICATIONS

The 2012 Regional Arts Fund grant application process is now completely online. There is no hardware or software to install. All you need is a web browser. We've streamlined the process and eliminated the stress of assembling submission packets. To submit an application, go to the Common Grant Application website and sign up: <http://commongrantapplication.com>

There is a 2-part tutorial video that will take you through the application process step-by-step:

[ACSV Online Application – Part One](#)

[ACSV Online Application – Part Two](#)

Regional Arts Fund – REVIEW PROCESS

- An independent grant review panel, composed of individuals with experience in regional arts activities, scores and ranks applications. (To ensure freedom from conflicts of interest and the appearance of such conflicts, panelists are required to disclose any past, current or prospective affiliations or relationships they or their immediate family members have with an applicant.)
- Organizations are notified of the dates when the review panel convenes, and are encouraged to send a representative **to observe but not to address the panel**.
- Arts Council staff converts panel scoring and rankings into award amounts, based on available funding.
- Grant awards are authorized and approved by the Arts Council's Board of Trustees in May. **Grant notifications will be sent out in June, 2012.** Payments will be made in two installments, July (or after receipt of signed contract) and December 2012.

RAF Grant Review Criteria

1. Quality of Programs
2. Community Impact
3. Management Capability
4. Financial Health
5. Sustainability

Regional Arts Fund – ATTACHMENTS, SUPPORT MATERIALS

REQUIRED ATTACHMENTS:

Besides information that you will type directly into the application form, you will be instructed to attach required documents in the "Organization Documents" and "Program Documents" sections of the application. Under "Organization Documents," you will need to attach:

- Board Roster (Form provided by ACSV – download, complete, and attach)
- Report on Previous Grant (Form provided by ACSV – download, complete, and attach)
- Tax Determination Letter – scan your letter and submit as a PDF

- Cultural Data Project Funders Report – download from CDP website and submit as a PDF
- CDP supplement, if applicable (Form provided by ACSV – download, complete, and attach)
- LEVEL 3 ONLY: Audited Financial Statement – scan and submit as PDF

Under “Program Documents,” you will need to attach:

- RAF Budget Snapshot (Provided by ACSV – download, complete, and attach)
- Letters of support, review, or audience survey – MAXIMUM OF TWO. See below.

SUPPORT DOCUMENTS ATTACHED TO YOUR APPLICATION:

In the “Program Documents” section of the application, you may also submit one or two additional documents in PDF format. The document(s) should be a performance/exhibit/event review, feature article, testimonial letter, or audience survey.

Support materials are a critically important part of the review process and play a major role in the panel evaluation. Give careful thought to what materials will best represent your organization. Panelist comment: “Help us understand the experience of being there.”

WORK SAMPLES SUBMITTED ONLINE AS PART OF APPLICATION:

In the “Program Media” portion of the grant application, you are asked to submit an electronic link to or an electronic file of the following:

- Flickr Photo gallery – maximum 15 photos
- YouTube, MP3, or Flickr Audio file – maximum 5 minutes duration
- YouTube or Flickr Video file – maximum 5 minutes duration

We encourage you to submit electronic LINKS. If you do not want your electronic video or image samples made public, you can create a private account that can only be accessed by ACSV and the panelists.

*To set up a free Flickr account, go to <http://www.flickr.com/tour/10>
 To set up a free YouTube account, go to: <http://www.youtube.com/>
 To create MP3 files, download iTunes free at: <http://www.apple.com/itunes/download/>*

SUPPORT MATERIALS IN HARD COPY, SENT TO ARTS COUNCIL

We will accept hard copy materials for viewing by panelists during the panel sessions. These can include brochures, programs, posters/flyers, catalogs, and curricula.

- Maximum two (2) different samples. No more than two (2) copies of each.
- 2011 RAF and CAF recipients must submit one sample that includes acknowledgment of Arts Council Silicon Valley.
- ❖ Mail or deliver to the Arts Council office by February 6, 2012 deadline, in an envelope clearly marked “RAF Support Materials.”

**Send to: Arts Council Silicon Valley
 4 North Second Street, Suite 500
 San Jose, CA 95113**

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****With the exception of Support Materials sent directly to Arts Council.***

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