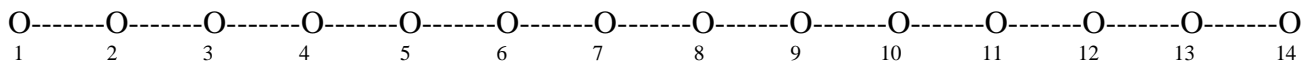


Welcome to our Common Grant Application form. After you register and start your application, you **can save your work and exit at any time**; then **return to continue**. Once you submit certain documents (e.g. 501c3 letter, board roster) or information (e.g. mission, organization history), you will **not have to submit this information next year unless there is a change**. In the future, you will have **access to all your applications**.

Much of this application is **data entry – fill in the blanks**. We ask you to provide **narrative only about your organization and programs** – description, goals, reasons, activities, outcomes, challenges. (You are limited to character counts for these narrative sections.) You will also be required to **attach documents or links** to work samples.

The application is **divided into several different “stations,”** which you will click your way through. You can **move forward and backward**. At the top of each page there will be a **progress bar** – it **looks like a transit map**, with circles for each “station.” The progress bar will show a dark circle at whatever “station” you are presently working on. *The real progress bar has names of “stations” listed under each circle – I used numbers here for clarity.*



EXPLANATION OF EACH “STATION”

1. Select Grantmaker

After you begin, by clicking on “Start Grant Application,” you will be taken to the Select Grantmaker page, where you will see a huge selection of grant programs, including five (5) listed for Arts Council Silicon Valley. For the Regional Art Fund, select (click on) one of the following:

- Regional Arts Fund – Level 1 Your organization’s budget is between \$100,000 - \$299,999
- Regional Arts Fund – Level 2 Your organization’s budget is between \$300,000 - \$999,999
- Regional Arts Fund – Level 3 Your organization’s budget is between \$1 million-\$2 million

2. Grantmaker Instructions

This screen includes a description of Regional Arts Fund – guidelines, restrictions and special instructions about this application. Further instructions are also included on separate application pages – always look for and click on the “Review Grantmaker Advisory” button.

3. Organization Contact

This screen contains fill-out boxes for you to supply your contact information. FOR “NAME AND TITLE,” PLEASE INDICATE THE PERSON WHOM WE WOULD CONTACT REGARDING THIS GRANT APPLICATION. All correspondence (notification, contract, reminders, announcements, and awards) would be addressed to the person listed.

4. Organization Background

- Most of this screen is just-the-facts, fill-in-numbers.
- There are two narrative sections for you to complete: “Brief description of your organization’s mission” and “Brief description of your organization’s history.” Please keep this BRIEF. (The character allowance for this section is way too generous.)

5. Organization Staff

Again, most of this screen is fill-in names and numbers.

- There is one section that requires some narrative: Key staff. Enter their names and brief description of their responsibilities and qualifications.
- For the Board Members/Trustees section, enter “NA.” You will submit this information in a separate document attachment.

6. Organization Documents

Upload the following required documents. Use the pull-down menu and select **File Types**. If you are providing your own documents, please use the *File Name* indicated.

- **Budget:** Download your ACSV Regional Arts Fund funder report from the CDP website and submit as a PDF. *File name: CDP*
- **Tax-exempt determination Letter:** Scan your (or your fiscal sponsor’s) IRS 501c3 determination letter and submit as a PDF. *File name: 501c3 Letter* (Do not send State of California nonprofit corporation documents.)
- **Biographies and resumes:** Download ACSV’s Board Roster.RAF document; complete, and submit. A “submit” box might appear at the top right of your document – **IGNORE IT**.
- **Other information:** IF NECESSARY* Download ACSV’s CDP Supplement; complete and submit. *For applicants who are unable to submit data for most recently completed fiscal year A “submit” box might appear at the top right of your document – **IGNORE IT**.
- **Financial Statement:** LEVEL 3 ONLY Scan your most recently available audited financial statement and submit as a PDF. *File name: Audit*

7. Organization Supplementary Questions

This is the Arts Council’s one unique question in this Common Grant Application. Only one narrative to provide – 2500 character limit (approx 350 words)

- What do you identify as your greatest challenge(s)? How are you addressing it/them?

8. Select Program NOT APPLICABLE THIS YEAR – Skip this station

9. Program Background

First there are some fill-in or drop-down items that are required.

- Program Name: Indicate your main program(s); e.g. concert series, 4-play season, permanent and special exhibits
- Program Cause: Indicate “Arts/culture/humanities”
- Program Type: Indicate “Operating”
- Summary: Very brief summary (e.g. If “concert series” is listed as program name, summary could be “3 concerts with performances in San Jose and Palo Alto; December, March, and June”)
- Geography 1: Indicate “Local”
- Geography 2: Indicate cities where you rehearse, perform, exhibit, teach, present ...

This is the meat of your application. Here is where you will provide narratives that **describe what you do, why you want support, and why the Arts Council should fund you**. You are asked to provide:

- Overview of your main program(s)
- Your organizational goals and objectives
- Your reasons for presenting your particular program(s)
- Activities proposed
- The outcomes you hope to achieve

- ❖ Character limits are very generous; and they are LIMITS, not suggestions. Say the necessary and do not ramble or provide irrelevant information just because you have the space to do so.

10. Program Documents

Upload the following required documents. Use the pull-down menu and select **File Types**. If you are providing your own documents, please use the *File Name* indicated.

- **Budget:** This is the RAF Budget snapshot. Download ACSV's RAF Project Budget document; complete, and submit. A "submit" box might appear at the top right of your document – **IGNORE IT**.
- **Letter of Support:** Scan a letter of support, review, or audience survey and submit as PDF. OR submit Word Document with link to review. *File name: Letter of Support*
- **Other information:** OPTIONAL Second letter of support. *File name: Letter 2*
- **Other information:** Download ACSV's Report.RAF document; complete, and submit. The Report on Previous Grant is REQUIRED, even if your organization did not receive a 2011 grant. A "submit" box might appear at the top right of your document – **IGNORE IT**.

11. Program Media

This is where you upload or submit link(s) to your work samples.

- **REQUIRED:** Word Document – Describe your work sample(s): Title of work(s), date(s) and location(s) of performance or exhibition, key artists (if applicable)
- **Video:** YouTube – maximum 5 minutes duration
To set up a free YouTube account, go to <http://www.youtube.com/>
- **Image:** Flickr – maximum 15 images
To set up a free Flickr account, to go: <http://www.flickr.com/tour/10>
- **Audio:** MP3 – maximum 5 minutes duration
To create MP3 files, download iTunes free at: <http://www.apple.com/itunes/download/>

Because we cannot guarantee that your attached media file(s) will be viewable by ALL browsers, we urge you to submit links to work sample(s). If you do not wish to make your submission accessible to the public, you should submit links to private image file or unlisted YouTube.

12. Application Information

Confirm the amount you are requesting and tell us the year of your most recent grant from Arts Council Silicon Valley.

13. Preview Application

Last look before you're done.

14. Submit Application

Done! No last-minute excuses (printer out of toner, lost in mail, bad traffic, couldn't find parking...)
NO SUBMISSIONS ACCEPTED AFTER 10:00PM (PACIFIC TIME) ON FEBRUARY 6, 2012.

Don't forget to send your hard-copy support materials to the Arts Council.

Maximum two (2) different samples, no more than two (2) copies of each:

**Brochures, programs, posters/flyers, catalogs, curricula ...*

Panelists will review these during the panel sessions.

***REQUIRED of all 2011 grantees, as part of Report on Previous Grant**

Deadline: Must be IN ACSV OFFICE by 5:00pm, February 6, 2012