



# Develop **Grant Guidelines**

## Professional Development Grants *for Artists & Arts Organizations*

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**Applications are due by 5pm on Wednesday, March 22.**

Please plan to submit your application well before the 5pm deadline in case of technical difficulties. Late applications are not accepted.

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## Quick Links

- [Develop Grants Webpage](#): Download the grant guidelines and application question list, read the FAQ, check important dates, and register for the grants orientation.
- [Grants Portal](#): Apply for a grant, complete your final report, and download copies of your previous applications.

**QUESTIONS?** Email our team at [grantsprogram@artscouncilsc.org](mailto:grantsprogram@artscouncilsc.org):

Tamara Liu, *Grants Program Manager*

Maria Walsh, *Operations & Grants Associate*

## Timeline

February 15, 2023	Application opens
February 16 at 5:30pm	Grants Orientation via Zoom: <a href="#">registration encouraged here</a> <i>(English-language with Spanish-language interpretation)</i>
March 13-17 TBD	Drop-in Q&As in Watsonville, Santa Cruz, and on Zoom (check our <a href="#">Develop Grants Webpage</a> for confirmed dates)
<b>Wed. March 22, 2023 5pm</b>	<b>Application Deadline</b> <i>(no late applications accepted)</i>
May 26, 2023	Grant decision notifications sent to all applicants
June 30, 2023	All grant payments sent
July 2023 - June 2024	Grant Period <i>(when all funded activities/expenses must take place)</i>

## Grant Program Overview

Funding for professional development (activities that improve artistic skills or expand business and professional capacity), up to \$1,500. Develop grants do not require a public presentation/exhibition. Open to Santa Cruz County artists and arts organizations.

Visit our website for a list of [recently funded artists and activities](#).

## Grant Program Objectives

We provide funding for artists and arts organizations in Santa Cruz County to:

- Support the creation and presentation of artistically excellent work
- Increase the success of artists and the sustainability of arts organizations
- Engage new audiences in the arts
- Expand equitable access to the arts
- Increase social impact through the arts

### Definitions

*Equitable access*: how you are improving disparities in representation and access in the arts.

*Social impact*: how you are advancing racial justice and/or social issues in your community.

## Awards

Our Develop grant program is competitive with approximately 25% of applications funded. Partial funding will be offered to some applicants.

Grant Maximums	
First-Time Applicant Pool (optional) <sup>1</sup>	up to \$1,000
Returning Applicant Pool	up to \$1,500

<sup>1</sup> **First-Time Applicant Pool:** Those who have never applied for an Arts Council grant are encouraged, but not required, to apply in the First-Time Applicant Pool. The First-Time Applicant Pool only includes other first-timers and is evaluated separately, offering a higher chance of receiving a grant award.

**Tannery tenants:** We have a limited amount of dedicated funds for Tannery loft and studio tenants who apply for Develop grants.

## Eligibility Criteria

If you have questions about eligibility, please contact [grantsprogram@artscouncilsc.org](mailto:grantsprogram@artscouncilsc.org).

- **Residence/location:** Individual applicants must reside in Santa Cruz County; nonprofit organization applicants must be located in Santa Cruz County.
- **Returning applicants:** Applicants are eligible to receive up to two consecutive professional development support grants (from Cultivate and/or Develop grant cycles) and then are required to skip a year before re-applying.
- **Previous final reports:** Required reports for previous Arts Council grants must be completed. If you have a final report outstanding and plan to complete it before the start of the grant period, you are welcome to apply. You will not be able to receive the grant until the final report has been submitted.
- **Multiple grants:**
  - Applicants cannot have more than one professional development grant at the same time. Applicants seeking a Develop grant cannot have another incomplete Develop grant or Cultivate professional development grant from the Arts Council.
  - **NEW:** Applicants may only submit one application for one grant per cycle (Create or Develop, not both).
  - **NEW:** Current Support and Elevate grantees are ineligible for Develop and Create grants.
- **Develop Grants Do Not Fund:**
  - Any projects, programs, activities, or expenses that took place before grants are awarded (before July 1, 2023)
  - School programs (the Arts Council funds school programs through our Arts Ed program and SPECTRA grants)
  - Culinary arts or healing arts professional development

- Capital improvements, construction, or renovation projects
- Government departments, boards, or programs
- Research (other than research related to professional development)
- Foundations that do not produce arts programming
- Debt retirement, fundraising or benefit events, social services, political or religious advocacy, or for-profit organizations

## Review Process

Proposals are reviewed and scored by the Grants Program Manager. The Grants Committee, composed of majority BIPOC community volunteers with diverse arts backgrounds, considers the scores and comments and makes funding recommendations to the Arts Council Board of Directors for approval.

## Review Criteria

The following three criteria are used to evaluate Develop applications; we highly recommend you review them carefully as you work on your application. **NEW:** Changes have been made to the three criteria.

- **Artistic Commitment:**
  - Individual applicants demonstrate commitment to the development of their artistic practice. Relevant experiences or activities could include education, apprenticeships, a description of their methodology or approach, etc. If not actively pursuing opportunities to develop their artistic practice, the applicant provides a reasonable explanation why. Organizational applicants demonstrate commitment to the development of their organization, with relevant steps towards building capacity.
  - Support materials (work samples, supporting documents) align with the applicant's description of their development.
  - *Note: The Artistic Commitment criteria is scored on a yes/no basis.*
- **Impact on Artist / Organization:**
  - Applicant explains how the activities were chosen and why they are appropriate to the applicant's development as an artist or arts organization at this time.
  - The proposed activities will have a demonstrable impact on the individual applicant's artistic ability or career, or on the organization's ability to fulfill its mission.
- **Management & Planning:**
  - Specific details for the proposed activities are provided, such as the timeline or dates, workshop title, consultant name, type or brand of equipment, etc. If specific details are not yet available, the applicant explains why. Organizations include a list of participants, if applicable.
  - The budget is realistic and complete, aligning with the description of the proposed professional development activities.

## Application Support Materials

In addition to written responses and a proposed budget, a complete application will include work samples and/or supporting documents. See the Review Criteria section above for more guidance on how support materials will be evaluated.

### **Work Samples & Supporting Documents:**

- Submit up to 3 items total (uploads or links) that best represent your work and support your proposal.
  - *Work samples* serve as the key indication of artistic commitment. Examples: photos, written samples, or audio/video links that are publicly accessible.
  - *Supporting documents* can provide additional context. Examples: Letters of support, reviews, 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.
  - 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 3 total items allowed.
- Images and Documents:
  - Uploads are accepted in the following formats: jpg, pdf, doc, docx, png, jpeg

## Restrictions

- Awarded funds must be used within the grant period of July 1, 2023 - June 30, 2023. Any extensions must be approved by the Grants Program Manager.
- Awarded funds are intended for use of work described in the grant application. If there are significant changes, please inform the Grants Program Manager as soon as you are aware of them.
- Grants are provided for direct use by the awarded applicant. These funds are not transferable to other organizations or individuals.
- Unused funds or funds not used in accordance with the grant agreement must be returned to Arts Council Santa Cruz County.

## Grantee Responsibilities

- Recognize the Arts Council in promotional materials, if applicable.
- Submit a final report no later than 30 days after the completion of the funded activities.
- Retain and submit financial records for the funded proposal.

## Public Records

Arts Council Santa Cruz County keeps information submitted as part of a grant application confidential unless disclosure is required by law.

## Statement of Non-Discrimination

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.