Create Grants - FY24 Cycle 1 (January 2024 Awards)

*Arts Council Santa Cruz County*

# Introduction

Welcome to Arts Council Santa Cruz County's **Create Grant** Application

ALL APPLICATIONS MUST BE SUBMITTED USING THE ONLINE FORM IN THE [GRANTS PORTAL](http://bit.ly/artscouncilsc-grants). YOU WILL NEED TO COPY AND PASTE YOUR ANSWERS FROM THIS DOCUMENT INTO THE ONLINE FORM.

Helpful Tips:

* **Before beginning your application,** [**visit our Create Grants webpage**](https://artscouncilsc.org/opportunities-resources/grants/create-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 our team at **grantsprogram@artscouncilsc.or****g:**

Tamara Liu, *Grants Program Manager*

Anthony Rocha, *Grants Program Associate*

# Applicant Information

#### Create Grant Application

IMPORTANT: This is the English version of the application. If you would like to submit an application in Spanish, please click "Apply" from the top green menu bar, then scroll down to find the separate Spanish version of this application ("Becas Para Proyectos Creativos").

**Individual or Organization\***

Please only select Organization if you are applying as a 501(c)(3) nonprofit or have a fiscal sponsor.

#### I am applying as a/n:

**Choices** Individual Organization

## Fiscal Sponsor Information (optional)

If you have a fiscal sponsor, please include their name and Tax ID here.

*Character Limit: 250*

## First-Time or Returning Applicant\*

Have you (or your organization) ever applied for an Arts Council grant before? If you applied and were not selected for a grant, you are still considered a returning applicant.

#### I am a:

**Choices**

First-Time Applicant Returning Applicant

# First-Time Applicant Pool or Regular Pool

# [For First-Time Applicants Only]

## First-Time Applicant Pool or Regular Pool\*

Our Create grant program is competitive with approximately 25-30% of applications funded. 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.

However, the grant maximum is $1,000 instead of $3,000.

#### I would like to be evaluated in the: Choices

First-Time Applicant Pool (grants up to $1,000)

Regular Pool (grants up to $3,000)

# Project Details

## Grant Request Amount\*

Please review the Grant Maximums for Create:

* First-Time Applicant Pool: up to $1,000
* Regular Pool: up to $3,000

#### I am requesting a grant in the amount of:

*Character Limit: 20*

## Proposal Title\*

Describe your project in one sentence. This will be used as the title of your proposal and should be descriptive and brief.

### Example 1: San Lorenzo River Storm Drain Mural at Poet’s Park in the Beach Flats Neighborhood in Santa Cruz City

*Example 2: Folklórico performance at the Watsonville plaza in June 2023*

*Character Limit: 250*

## End Date\*

When do you plan to complete your project?

* Grant decisions will be sent on January 12, 2024.
* Funded projects must take place during the grant period of January - December 2024.
* If awarded a grant, your final report will be due 30 days after this date.

#### Please enter an end date between January 1, 2024 and December 31, 2024:

*Character Limit: 10*

## Primary Artistic Discipline\*

Please select **1 artistic discipline** that best describes the project you are proposing. 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

## Other Primary Artistic Discipline

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

*Character Limit: 30*

## 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 Additional Artistic Discipline

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

*Character Limit: 30*

## Primary Project Location\*

Where will the majority of your project take place? (50% or more, choose one)

**Choices**

Aptos

Ben Lomond

Bonny Doon/Davenport Boulder Creek

City of Capitola City of Santa Cruz

City of Scotts Valley City of Watsonville Felton/Lompico Freedom/Corralitos Live Oak

Soquel

Online project Other

## Other Primary Project Location

If you selected "other," where is the project's primary location?

*Character Limit: 35*

**How many audience members / participants do you estimate for your project?\*** Please only provide estimates based on expected engagement during the proposed grant project timeline.

*Character Limit: 7*

Grantees will be asked to submit a final report for the project that includes the project location, total number of audience members/participants, and number of paid and unpaid artists.

# Project Narrative

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!

If you are proposing a public arts project (murals, sculptures, installations, etc.) please review and ensure that you are following the appropriate city or county laws, provisions, or guidelines to display public work. Public art installations at the Tannery Arts Center have a separate approval process.

## Artistic Excellence\*

The Arts Council is interested in supporting the creation of artistically excellent work, from a diversity of perspectives.

1. Please share one or two things that define your personal (or organization's) view of what is artistically excellent.
2. Briefly describe how your project aligns with that view.

*Character Limit: 1000*

## Project Description\*

Please share a complete description of your proposed project, including:

1. The vision for the project and what it will involve.
2. Plans for securing key personnel, venues, permits, funding, partnerships, etc.
3. Appropriate marketing and/or outreach plans to reach your intended audience.
4. The project timeline. We recommend you provide a brief list of activities by month.

### Example: March 2023 - book venue, contract artists

1. One or two of the biggest challenges you anticipate and how you will address them.
2. Anything else that reviewers may need to know to understand your proposed project.

*Character Limit: 3500*

## Equity & Accessibility\*

1. Briefly share what "equity" means to you as an artist or organization.
2. Describe how you are improving representation and access to the arts through your proposed project (for artists, audience members and/or participants). Make sure to specify which communities will have improved access or representation. 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*

# Project Budget

#### Project Budget:

A clear and realistic budget is essential. Budgets are estimates, but it is important to do your research to ensure that your estimates for both income and expenses are realistic. We also recommend reviewing your Project Description above to make sure no potential expenses are missing from your budget.

#### Be sure your budget balances – income should be greater than or equal to expenses.

[Read our Budget FAQs here.](https://artscouncilsc.org/opportunities-resources/grants#%3A~%3Atext%3DBudget%20%26%20Work%20Sample%20FAQs)

**Budgeted Income\***

List all sources of income for this project, the amount expected from each source, and whether the income is committed or pending. Make sure to include this grant!

For example:

1. Arts Council Grant, $1000, pending
2. Ticket sales, $1500, pending
3. Donations, $250, pending
4. Personal contribution, $250, committed

*Character Limit: 2000*

## Total Budgeted Income\*

*Character Limit: 20*

## Budgeted Expenses\*

List all expense categories for the project and how much you anticipate spending.

For example:

1. Venue rental, $750
2. Marketing, $250
3. Costumes, $300
4. Misc. supplies, $100
5. Artists fees, $1600

*Character Limit: 2000*

## Total Budgeted Expenses\*

Make sure this is less than or equal to your Total Budgeted Income above.

*Character Limit: 20*

# Support Material

## Artist or Organizational Website (optional):

**Artists:** If you have a public artist site please list it here. You may link to your artist website, social media page, Visual Arts Network (VAN) page, or any visual gallery.

**Organizations:** Please list your organizational or project website.

Note: To avoid any errors, please make sure there are no spaces before or after the link you enter.

*Character Limit: 2000*

#### Work Samples & Supporting Documents

* Submit up to 5 total items (uploads or links) that best represent your (or your organization's) work and relate to your project.
	+ *Work samples* will serve as the key indication of artistic excellence. We recommend selecting work samples similar to your proposed project.

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 and 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

#### How to Upload Support Materials:

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 apear 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.

## 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 URL 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: 200*

## Upload 2

*File Size Limit: 5 MB*

Optional Description of Upload 2

*Character Limit: 200*

## Upload 3

*File Size Limit: 5 MB*

Optional Description of Upload 3

*Character Limit: 200*

## Upload 4

*File Size Limit: 5 MB*

Optional Description of Upload 4

*Character Limit: 200*

## Upload 5

*File Size Limit: 5 MB*

Optional Description of Upload 5

*Character Limit: 200*

#### URL Links: for 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 webpage will be active through December 31, 2023.
* If any links direct to video/audio work that is longer than 3 minutes, please provide start/finish times for a 3 minute segment.

## URL 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 URL Link 1:

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

*Character Limit: 200*

## URL Link 2

*Character Limit: 2000*

Comments for URL Link 2:

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

*Character Limit: 200*

## URL Link 3

*Character Limit: 2000*

Comments for URL Link 3:

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

*Character Limit: 200*

## URL Link 4

*Character Limit: 2000*

Comments for URL Link 4:

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

*Character Limit: 200*

## URL Link 5

*Character Limit: 2000*

Comments for URL Link 5:

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

*Character Limit: 200*

## Artistic Resume or Bio\*

Please add an artistic resume or bio, relevant to your proposed project. There are two options to do so:

**Option 1:** Enter your artistic bio here.

**Option 2:** Upload your resume or bio below. If choosing this option, please enter "See upload" in the text box here.

Organizations should include a resume or bio for the lead artist on the project.

*Character Limit: 3000*

## Artistic Resume or Bio Upload - 1 Page Maximum

Upload artistic resume or bio here if you did not enter it above.

*File Size Limit: 3 MB*

Please confirm that you have included the necessary materials:

1. **No more than 5 uploads and/or links** in the Work Samples & Supporting Documents section above **(not 5 uploads plus 5 links)**. Your artist/organization website at the beginning of the section does not count as one of the 5.
2. **Your artistic resume or bio** (entered in the text box or uploaded)

\*

**Choices**

Yes, I've included the required materials according to the guidelines above.

# Demographic Information: Individual Artist

#### Why we request demographic information:

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."

**What is your age?**

**Choices**

Under 18

19-24

25-34

35-44

45-54

55-64

65+

Prefer not to disclose

## Race/ethnicity

#### What is your race/ethnicity? Select all that apply. Choices

African (West African, Eritrean, Ethiopian, other)

American Indian, Native-American, Alaska Native Arab, Middle Eastern

Asian, Asian-American Black, African-American Latino/a, Latinx, Latiné

Southeast Asian, Filipino/a, Pacific Islander, Native Hawaiian White/Caucasian

Other

Prefer not to disclose

## Other race/ethnicity (optional)

*Character Limit: 25*

## Gender

#### Which gender(s) do you most identify with? Select all that apply. Choices

Female

Male Transgender

Gender fluid/non-binary/non-conforming/two-spirited Intersex

Other

Prefer not to disclose

## Other gender identity (optional):

*Character Limit: 25*

## Sexual Orientation

#### Which of the following best describes your sexual orientation? Choices

Lesbian, Gay, Bisexual, Queer, Questioning, Asexual, Pansexual

Heterosexual Other

Prefer not to disclose

## Other sexual orientation (optional):

*Character Limit: 25*

## Disability

#### Do you identify as a person with a disability? Choices

Yes

No

Prefer not to disclose

## Are you a Tannery loft and/or studio tenant?

This includes nonprofit organizations operating on the Tannery Campus. It does not include those who aren't tenants but teach or work at the Tannery.

**Choices**

Yes No

## Are you a full-time artist?

**Choices**

Yes, I am a full-time artist

No, I am employed for work not related to my art

# Demographic Information: Organization

#### Organizational Demographic Information

**Why we request demographic information:**

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.

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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. (Note: this question is different from the Project Audience/Participant Racial Demographics question above, which was specific to the project you are proposing).

#### 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: 400*

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