

Fiscal Year 2021-22: Arts Projects for Arts Organizations

City of Carlsbad Cultural Arts

Application Verification

Application Type Verification:*

This application is for Arts Organizations applying for an Arts Project grant. If you are looking for our other grants, please click on the "Apply" button in the blue bar on the top of this screen.

Our other grants include:

- Capacity Building for Arts Organization
- Educational Institutions or Affiliated Groups

Please note that only Arts Organizations may apply for both an Arts Project and Capacity Building grant. However, each funding plan requires its own application. Applicants may only submit one application per category per funding cycle.

Choices

I am applying to the correct grant application.

Guidelines & Eligibility Requirements Review Confirmation:*

Please be sure to review the Fiscal Year 2021-22 Community Arts Grants Guidelines and eligibility requirements prior to submitting a grant application. A summary of the eligibility requirements is also provided on the application homepage.

Choices

I have reviewed the Fiscal Year 2021-22 Grants Guidelines and the eligibility requirements.

Fiscal Sponsor Role

As an Arts Organization, would you be interested in acting as a Fiscal Sponsor for individual artists to apply for future Community Arts Grants? This would not impact your own organization's ability to apply for funding. If you check yes, Cultural Arts Office staff will reach out with more information. We appreciate your support of individual artists! (OPTIONAL)

Choices

Yes

All applicants that wish to collaborate with others to complete this grant application may use the "collaborator" button on the top right section of this page (instructions below.):

Collaborator feature

Video Tutorial (2 minutes long)

Written Tutorial

***If applicable, please note that some data from the applying organization's GuideStar profile may be pre-populated (copied) into the corresponding GuideStar questions on this application form by clicking on the "Copy GuideStar" profile button on the top right section of this page (next to the "Collaborator" button) and selecting what you would like to pre-populate. Note that you will have the ability to edit your pre-populated information.**

Organization Information

Past Funding*

Has your organization received funding from the City of Carlsbad's Community Arts Grants program in the past?

Choices

Yes

No

Are you an individual artist applying through a fiscal agent?*

Choices

Yes

No

Primary Organization Name

Name as shown on an IRS letter of determination.

Character Limit: 100

DBA (if applicable)

Character Limit: 250

Organization Website

Character Limit: 2000

Organization Mission Statement:

Please provide your organization's mission statement. If you have a GuideStar profile, you may copy and paste your organization's GuideStar mission statement or provide another version here. If you are an individual artist, use this section to give us an idea of your mission/vision as an artist.

Character Limit: 700

Past Funding Report Requirements

Current Grantee Requirements:*

If you are a returning grantee from the 2020/2021 grant cycle, please confirm that you understand that a final report and final budget for your organization must be submitted prior to entering a new grant agreement with the City of Carlsbad. A final report and final budget must be submitted (30) calendar days after the Project End Date or, September 30, 2021, whichever is earlier. Alternatively, if you cannot meet this requirement, we will accept a project status update via email explaining the status of your project, estimated project end date and any other project details you would like to share with us.

I understand that should my organization receive funding for this cycle, my organization will fulfill all reporting requirements from the previous cycle prior to my organization entering a new agreement with the City of Carlsbad.

Choices

Yes

Fiscal Agent Information

As an individual artist applying for an arts project through a fiscal agent, we require the following eligibility requirements:

- Individuals or organizations without non-profit status may apply through a fiscal agent
- Fiscal agents will be responsible for receiving awarded funds and dispersing them with a service fee no more than 10% of the amount awarded to the applicant
- Organizations that act as fiscal agents are still eligible to apply for a Community Arts Grants on their own
- Any individual artist receiving funding through a fiscal agent must be 18 years of age on or before the application due date
- The fiscal agent cannot benefit from the project

Please provide the following information for the fiscal agent:

Fiscal Agency Organization Name:*

Character Limit: 50

Fiscal Agent EIN / Tax ID # (i.e. 12-1234567) :*

Character Limit: 10

Fiscal Agent Organization Website URL:*

Character Limit: 2000

Fiscal Agent Organization Address:*

Character Limit: 100

Fiscal Agent Phone # (i.e. 760-222-1234 ext.12):*

Character Limit: 20

Fiscal Agent Primary Contact:*

Please enter the fiscal agency main contact first & last name

Character Limit: 50

Fiscal Agent Primary Contact Email Address:*

Character Limit: 254

Project Information and Narrative

Project Name:*

Please provide us with the name of the arts project.

Character Limit: 100

Project Summary:*

Please provide us with a brief summary of your project.

Character Limit: 1500

Project Start Date:*

Character Limit: 10

Project End Date:*

Character Limit: 10

Project Details:

Please provide additional details for the project such as additional dates, times and location(s) for all project events for marketing, communications and/or possible future site visits.

Character Limit: 700

Amount Requested:*

This is the amount your organization is requesting from the City of Carlsbad's Cultural Arts Grants. Please note that the maximum funding amount request is \$7,500 for Arts Projects.

Character Limit: 20

Participants:*

Total number of expected participants for this project (i.e. artists, coordinators, directors.)

Character Limit: 5

Audience:*

Total number of expected audience attendance for this project.

Character Limit: 5

Previous Project Success:

If your organization has completed a similar project, please provide details of the project and why it was successful.

Character Limit: 1500

Project Distinction:

What makes this project distinctive?

Character Limit: 1500

Project Goals:

What are the goals (outputs and/or outcomes) of the project? How will you measure your goals?

Character Limit: 1500

Target Population:

Who is your target population and why? How will you reach them?

Character Limit: 1500

Project Partnerships:

If applicable, please provide names and brief descriptions of roles for any partners in this project. This would include any organizations, artists or individuals involved in your project that are not employed or affiliated with the applying organization.

Character Limit: 700

Partner Resumes:

If applicable, you may upload any resumes of teaching artists, artists or any other partners in the proposed project here. *Please consolidate into one PDF if possible. *Feel free to contact the Cultural Arts Office at 760-602-2090 or email arts@carlsbadca.gov should you need assistance.*

File Size Limit: 2 MB

Organization Changes/Challenges/Circumstances:

What special circumstances, challenges or changes have affected your organization? What impact has this had on your organization?

Character Limit: 1500

Project Support Information

You may upload support information in this section. **Feel free to contact the Cultural Arts Office at 760-602-2090 or email arts@carlsbadca.gov should you need assistance.*

Materials Upload (OPTIONAL, but recommended):

Please upload any marketing materials, images and/or files that would provide more information about your project.

File Size Limit: 3 MB

Videos Upload (OPTIONAL):

Please provide us with a host website link for all videos relevant to the project.

Character Limit: 2000

Videos Upload (OPTIONAL)

If you do not have a URL that hosts your video, you may upload it here.

File Size Limit: 3 MB

Additional Materials:

You may upload any other additional supplemental materials you wish to provide here (i.e. letters of support from partnering organization(s) that is essential to your project.)

File Size Limit: 2 MB

Budget Information

You may upload budget support information in this section. *Please consolidate into one PDF if possible. *Feel free to contact the Cultural Arts Office at 760-602-2090 or email arts@carlsbadca.gov should you need assistance.*

Total Project Budget*

Character Limit: 20

Project Budget Form:*

Download a Community Arts Grants budget form and complete the "Projected" column. Save your completed file as a PDF and upload your project budget form here. **Budget forms, as well as fillable PDF budget forms, will be available on the Cultural Arts Community Arts Grants webpage. Feel free to contact the Cultural Arts Office at 760-602-2090 or email arts@carlsbadca.gov should you need assistance.*

File Size Limit: 2 MB

Organizational Budget:*

Please upload a current organizational budget.

File Size Limit: 2 MB

Letter of Determination:

If you are a first time grant applicant with the City of Carlsbad, please upload your IRS Letter of Determination.

File Size Limit: 2 MB

Audited Financials:*

Please upload your organization's most recent completed short form 990s.

File Size Limit: 3 MB

Board Roster:*

Please upload your organization's roster of board members and ensure the document includes names, titles, organization/business affiliation and areas of expertise. Alternatively, we will also accept the most recent board meeting minutes that includes the board roster.

File Size Limit: 2 MB

Organization Signatory Information

Please list the names and organizational titles of the two (2) officers listed on the *Statement of Information* filed with the California Secretary of State for your organization (or listed on the most recent board roster.) These are officers who are authorized to enter into legally binding agreements on behalf of your organization (i.e. CEO, CFO, Treasurer, Secretary.)

Signor #1 First and Last Name (i.e. Mary Wilson):

Character Limit: 100

Signor #1 Organizational Title (i.e. CEO):

Character Limit: 50

Signor #1 Email address:

Character Limit: 254

Signor #2 First and Last Name (i.e. Luke Wilson):

Character Limit: 100

Signor #2 Organizational Title (i.e. Secretary):

Character Limit: 50

Signor #2 Email Address:

Character Limit: 254

Application Submission

Application Submission:

Note: Once you submit your application, you cannot edit the form. Please review your answers before submitting

After you submit this application, you will receive an email for the submission confirmation.

Application Certification:*

I certify that the information contained in this application, including all attachments and support materials, is true and correct to the best of my knowledge.

Choices

Yes

Date of Application Submission:*

Character Limit: 10