

# Fiscal Year 2021-22: Capacity Building for Arts Organizations

---

*City of Carlsbad Cultural Arts*

## *Application Verification*

---

### **Application Type Verification:\***

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

Our other grants include:

- Arts Projects for Arts Organizations
- 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" 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

### **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.

*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 grant 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

## *Project Information and Narrative*

---

### **Project Name:\***

Please provide us with the name of the 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 \$5,000 for Capacity Building Projects.

*Character Limit: 20*

### **Personnel Funding Information:**

Will this capacity building grant fund any personnel, whether they be staff or consultants? If yes, please upload a bio, resume or similar information on any and all personnel whose position(s) will be funded through a Capacity Building grant. *Please consolidate into one PDF if possible. \*Feel free to contact the Cultural Arts Office at 760-602-2090 or email [arts@carlsbadca.gov](mailto:arts@carlsbadca.gov) should you need assistance.*

*File Size Limit: 2 MB*

### **Participants:\***

Total number of expected participants for this project (i.e. personnel, staff, consultants.)

*Character Limit: 50*

### **Organization Changes/Challenges/Circumstances:**

What special circumstances, challenges or changes have caused your organization to focus on management and/or organizational issues at this time?

*Character Limit: 1500*

### **Organization Capacity:**

How will this project improve your organization's capacity to meet its goals and advance its mission?

*Character Limit: 1500*

### **Project Timeline:**

What is your overall timeline for the project you are proposing, including and beyond the grant period? Feel free to use a list or bullet points to create your timeline.

*Character Limit: 1000*

### **Previous Projects:**

Please list any previous capacity building projects for your organization in the past three years, the dates of those projects and a brief outcome of those projects.

*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](mailto: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:**

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

*Character Limit: 2000*

### **Videos Upload:**

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

*File Size Limit: 3 MB*

### **Additional Uploads:**

You may upload any other additional supplemental materials you wish to provide here (i.e. letters of support, etc.)

*File Size Limit: 3 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](mailto:arts@carlsbadca.gov) should you need upload 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](mailto:arts@carlsbadca.gov) should you need assistance.*

*File Size Limit: 2 MB*

### **Vendor Quotes/Agreements:**

Upload a quote or agreement with any vendors that will be utilized for this capacity building grant application

*File Size Limit: 2 MB*

### **Organizational Budget:\***

Please upload a current organizational budget.

*File Size Limit: 3 MB*

**Audited Financials:\***

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

*File Size Limit: 3 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*

**Board Roster:\***

Please upload your organization's roster of board members and ensure that 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, 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*