

# Fiscal Year 2021-22: Educational Institutions or Affiliated Groups

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*City of Carlsbad Cultural Arts*

## *Application Verification*

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

This application is for Educational Institutions and Affiliated Groups 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:

- Arts Projects for Arts Organizations
- Capacity Building for Arts Organization

*Applicants may only submit one application per category per funding cycle.*

### **Choices**

I am applying to the correct grant application.

### **Guidelines & Eligibility 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

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

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### Past Funding\*

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

#### Choices

Yes

No

### Educational Institution or Affiliated Group Name (i.e. Carlsbad Elementary, Carlsbad Booster Club):\*

*Character Limit: 100*

### Organization website URL:\*

*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

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### 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*

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### **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 \$2,500 for Educational Institutions or Affiliated Groups.

*Character Limit: 20*

### **Participants:\***

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

*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](mailto:arts@carlsbadca.gov) should you need assistance.*

*File Size Limit: 3 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*

**If this grant application is for a school-based project, please answer the following two questions:**

### **State Standards Support:**

How does your arts education project support the California State Content Standards for the Visual and Performing Arts? *\*Please refer to the California State Board of Education website for reference.*

*Character Limit: 1500*

### **State Standards Description:**

Please cite the specific standard numbers, grade level(s) and descriptions as they pertain to your project. Describe how the curriculum and instruction (if applicable) of the project aligns to each standard. *\*Please refer to the California State Board of Education website for reference.*

*Character Limit: 1500*

## *Project Support Information*

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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.*

### **Letter of Support (OPTIONAL):**

Please upload a letter of support from any partnering organization(s) and/or schools that are essential to your project.

*File Size Limit: 2 MB*

### **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. letter of agreement between artist and school/affiliated group.)

*File Size Limit: 3 MB*

## *Budget Information*

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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 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*

### **Current School Year Budget Information:\***

Please upload a current school year budget:

- If you are a teacher, please provide a budget for your program area that includes this project
- If you are an affiliated group (i.e. parent/booster organization), please provide a current school year budget for your organization

*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*

### **Board Roster:\***

If you are applying as an affiliated group (i.e. parent/booster organization), please provide a roster of board members and ensure the document includes names and titles. Alternatively, we will also accept the most recent board meeting minutes that includes the board roster.

*File Size Limit: 2 MB*

## *Organization Signatory Information*

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If funding is approved for a school, the City of Carlsbad requires two (2) signatures from the Signature Delegation Form for school grant agreements. This form will be emailed to the school district Assistant Superintendent (or comparable role) and the school site administrator (i.e. Principal or Vice Principal.) The City of Carlsbad will use DocuSign for all grant agreements. This DocuSign agreement will be emailed for signatures to the authorized signature representatives listed above once the City of Carlsbad's Arts Commission approves the funding plan and funding is approved for a school.

If you are an affiliated group (i.e. parent/booster organization), 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. Luke Wilson):**

*Character Limit: 50*

**Signor #1 Organizational Title (i.e. Secretary):**

*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*

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**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*