

**Arts Council for Long Beach-  
CALIFORNIA ARTS COUNCIL  
CREATIVE CORPS  
FOR Community Based Organizations**

**2023 Grant Guidelines**

***Deadline: March 15, 2023***

***Los Angeles County and Orange County***

# CALIFORNIA CREATIVE CORPS - ORGANIZATIONS

## 2023 GRANT GUIDELINES

**DEADLINE:** March 15, 2023

**Grant Request Amount:** \$30,000

**Estimated Total Number of Grant Awards:** 30

**Grant Activity Period:** July 1, 2023 to June 30, 2024

**Matching Funds:** None

**Apply at:** <https://artslb.org/creative-corps/>

### Overview of Grant Program

*Grant Award will include:*

- \$30,000 in organizational support to host a resident artist or cohort<sup>1</sup> of artists for 1 year
- An artist who is paid by the Arts Council for Long Beach
  - This artist or cohort is matched to your community need
  - This artist or cohort will work on a project that highlights your work in the community
- A artistic project that is funded

*What this opportunity could do for your organization:*

- Increase your organization's visibility and its impact on the following priorities
  - Public health awareness messages to stop the spread of COVID-19
  - Public awareness related to water and energy conservation, climate mitigation, and emergency preparedness, relief, and recovery
  - Civic engagement, including election participation
  - Social justice and community engagement
- Bring your community together to work on an artistic project
- Uplift your community's story

*Organizations eligible to apply include:*

- Nonprofit organizations focusing on their communities, such as community-centered organizations, social service organizations, cultural organizations, health-centered organization, environmentally-focused organizations, or organizations promoting social

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<sup>1</sup> A cohort, in this program, is defined as a group of up to 8 artists, such as performing arts troupes, bands, collectives and collaborations.

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- Organizations with strong ties to their communities
- Organizations must be located in, work with, or serve the areas in Los Angeles and/or Orange County with the lowest quartile as listed in the [California Healthy Places Index](#)
- Organizations with 501(c)(3) designation or those with a Model A fiscal sponsor agreements
- Small, medium, and large organizations

*What your organization will need to do if awarded:*

- Help your assigned artist or cohort access the people in your community
- Help your artist develop, realize, and facilitate a community-driven project
- Attend Arts Council for Long Beach sponsored workshops and mentoring sessions
- Market the project to your constituents
- Complete interim and final report on the project

## **About the California Community Corps Program**

The California Community Corps is a pilot program funded by a one-time \$60 million allocation to the California Arts Council, and administered by organizations that are centered in specific regions. This particular opportunity will be administered by the Arts Council for Long Beach.

Arts Council for Long Beach is one of several organizations administering this program for Los Angeles and Orange Counties on behalf of the California Arts Council. There are several other administering organizations representing the Los Angeles and Orange County region, and you may choose to apply to any of the other administering organizations. Each administering organization has its own set of guidelines and determining factors. Organizations can only accept one California Creative Corps contract if multiple award letters are offered.

## **How the Program Works**

### *First Step - Select Organizations*

The first step will be to select about 30 arts and social service non-profit organizations who will collaborate with an artist or cohort of artists for 1 year. The result will be a work of art that involves the organizations' target communities, and addresses one or more of the following topics:

1. Public health awareness messages to stop the spread of COVID-19
2. Public awareness related to water and energy conservation, climate mitigation, and emergency preparedness, relief, and recovery
3. Civic engagement, including election participation
4. Social justice and community engagement

If your organization is accepted into the program, your organization will receive a \$30,000 grant for organizational support to assist you in hosting an artist.

### *Second Step - Match an Artist to Your Organization*

If your organization is selected, Arts Council for Long Beach will match you with an artist or cohort of artists. Ideally, the selected artist will be a member of the community you serve, and will be able to speak to your organization's mission and its constituents authentically. Artists will be drawn from all disciplines, including but not limited to visual arts, dance, music, theater, traditional arts, or media art. Arts Council for Long Beach will pay for the artists' participation.

### *Third Step - Create and Present the Artwork*

Over the course of one year (July 1, 2023 to June 30, 2024) your organization and your artist will work with the people you serve to collaboratively create, install, and present a work of art in any artistic discipline. The final work will highlight your organization's mission, and will include substantial input from you and your constituents. The Arts Council for Long Beach will pay for all approved and budgeted costs to create, install, and present the artwork.

## **What This Opportunity Could Do for Your Organization**

Art is all about communication, and collaborating with a professional artist to create a large-scale work of art could substantially increase your organization's visibility. This program also represents an important opportunity for you to work with your constituents on a year-long project that has the potential to bring your community closer together. The California Creative Corps leverages the power of the arts to uplift your community's voices, ensuring that your community and its concerns will be heard in a new and meaningful way.

## **Who We Are Looking For**

Arts Council for Long Beach is looking for about 30 social service and arts non-profit 501(c)(3) organizations located in, working with, or serving people in Los Angeles and Orange Counties to participate in the California Creative Corps program. Organizations must be located in, work with, or serve the areas with the lowest quartile as listed in the [California Healthy Places Index](#). Small, medium, and large organizations will receive equal consideration.

We are looking for organizations with strong ties to their communities. They can be either social service or arts organizations. Organizations may be focused on community health, uplifting specific

communities, environmental justice, social justice, people with disabilities, LGBTQIA2S+, the arts, or protecting the environment. These are just a few of the types of organizations we are seeking.

## **What Your Organization Will Need to Do if Awarded**

If your organization is selected to participate in the California Creative Corps, you will be expected to work with your artist and your constituents to create a work of art that will be open to the public. You will work closely with your artist on a regular basis, facilitate meetings between your artist and your constituents, and oversee the progress of the artwork to ensure that your constituents are well represented. We will also ask for your assistance in selecting an appropriate venue for the final artwork to be presented.

To assist you in the process, workshops and mentoring sessions will be hosted by the Arts Council for Long Beach. You will also be expected to participate in promoting the project. We understand that this will be a substantial time commitment, which is why the program will grant \$30,000 for your participation in the California Creative Corps.

After the program has been completed, Arts Council for Long Beach will host a series of post mortems with all participating organizations to gauge the success of the project, and to learn how the program could be adjusted for better results. The Arts Council for Long Beach will also offer guidance in continuing your work with your artist or other artists in your community.

## **A Note About Evaluation and Promoting the Program**

Evaluation and marketing are important components of this grant opportunity. Because many organizations do not have experience and/or capacity in evaluating or marketing the arts, Arts Council for Long Beach will provide you with evaluation protocols and asset templates.

## **A Note About Accessibility**

The California Arts Council and Arts Council for Long Beach have a strong commitment to diversity, equity, and inclusion that extends to people with disabilities. It is important that only venues that are located in accessible, public spaces with wheelchair-accessible ramps, lifts, and designated parking places are selected. The Arts Council for Long Beach will ensure that community meetings are in accessible spaces, and will reserve seating for people who use wheelchairs, or who have other mobility challenges. Final art projects should include the use of sound reinforcement for people who have hearing challenges, and provide captions and translation services. As previously stated, these costs will be paid by the Arts Council for Long Beach.

## Eligibility Requirements

Applicants must also comply with the requirements below. All applications must include the listed items at the time of submission in order to be reviewed, ranked, and considered for funding:

- **Los Angeles or Orange County** - Documentation as being in, working with, or serving people in Los Angeles or Orange County.
- **501(c)(3) organization or fiscal sponsor** -
  - Applicants must be either a nonprofit arts organization, arts based unit of municipal or county government.
  - Applicant organizations must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code. Organizations who use fiscal sponsors are also eligible to participate. Please see notes below.
- **Tribal Governments** - Tribal governments being in, working with, or serving people in Los Angeles or Orange County are encouraged to apply.

**Applicant organizations using fiscal sponsors** - An applicant organization that is without nonprofit status must use a California-based fiscal sponsor with a federal 501(c)(3) designation to apply for funding. For-profit businesses and individuals may not use a fiscal sponsor to apply.

A Letter of Agreement between the fiscal sponsor and the applicant organization must be signed by a representative from both parties and submitted with the application. A blank signature field will not be accepted. **If a grant is awarded, the fiscal sponsor becomes the legal contract holder with the California Arts Council.**

- A fiscal sponsor change is not permissible during the Grant Activity Period, except in extenuating circumstances based on staff assessment.
- Fiscal sponsors must have a minimum two-year history prior to the application deadline. See additional information on the use of CAC fiscal sponsors.

## Online Application Portal

Applications will be available online through Arts Council for Long Beach's online grants management system at [Creative Corps | Arts Council for Long Beach](#)

Only applications submitted through the system by the deadline will be accepted. **It is**

**recommended that new applicants create an online profile well in advance of the application deadline.** More information can be found on the Arts Council for Long Beach website.

## **Application Review Process**

### *HOW FUNDS ARE DETERMINED*

- Arts Council for Long Beach staff will review all applications for eligibility and completeness. If an application is late, incomplete, mailed, emailed or otherwise, will be deemed ineligible. Arts Council for Long Beach staff will notify the applicant.
- Independent grant review panels will be assembled and facilitated by the Arts Council for Long Beach staff. Panels will be composed of regional arts professionals, community members and representatives from the Arts Council for Long Beach's Board of Directors.
- Review panels will convene to review applications and support materials, and will score and rank applications according to the funding criteria. Scores are merit-based.
- Recommendations will be forwarded to the Arts Council's Allocations Committee. The Allocations Committee will review scores and rankings, and will make recommendations to the Arts Council for Long Beach's Board of Directors for final approval.
- It is important to note that there is limited funding available for distribution. Many worthy programs, organizations and artists cannot be funded. The receipt of past funding, organizational fiscal need or the merit of an applicant is not a guarantee of funding.

## **CRITERIA FOR EVALUATION**

Each California Creative Corp proposal will be evaluated, scored and ranked based on the following criteria:

- Quality Program Activity .....10 points
  - Establishment of ongoing relationships with intergenerational community-recognized leaders residing in the lowest quartile of the California Healthy Places Index. This will help define needs and opportunities, and to develop strategies and infrastructure to respond to them.
  - Documentation
- Organizational Management.....10 points
  - Sound management structure as evidenced by program planning
  - Required qualifications and effectiveness of program staff or volunteers in relation to standard practices in the field

- Proven track record in promoting and completing previous programs
- Budget information is complete, correct and fully disclosed
- Community Impact.....10 points
  - Short- and long-term impact in the identified area of interest
    - Public health awareness messages to stop the spread of COVID-19
    - Public awareness related to water and energy conservation, climate mitigation, and emergency preparedness, relief, and recovery
    - Civic engagement, including election participation
    - Social justice and community engagement
- Administrative and program personnel that represent the diverse composition of the community it serves

Total points possible.....30 points

## APPLICATION QUESTIONS AND REQUIRED DOCUMENTS

### ORGANIZATION INFORMATION

#### Primary Organizational Contact Information

#### Executive Director/Organizational Leadership

#### California Secretary of State Entity Number

### ORGANIZATION DESCRIPTION

#### What is the mission and purpose of your organization?

*Please provide your mission statement.*

*500 words, max.*



**Tell us about yourselves.**

*Briefly describe:*

- *The history of your organization*
- *Your current core programs and services.*
- *Any recent major accomplishments and initiatives*
- *Any significant administrative changes in the past year*

*500 words, max.*

**What Zip-Codes do you serve?**

*100 words, max.*

**Who do you serve?**

*Describe the applicant's community and core constituency in terms of:*

- *Geography*
- *Age*
- *Cultural, economic, social, environmental or other characteristics, as applicable or that are important to your organization.*
- *Please include demographic information.*

*300 words, max.*

**What is your commitment to cultural equity and inclusion?**

*The principles of cultural equity and inclusion are at the heart of the California Creative Corps program, and are important to the California Arts Council and Arts Council for Long Beach.*

*Please describe:*

- *How you address cultural equity and inclusion both internally and externally*

- *What steps you are taking to integrate and reflect the values of cultural equity and inclusion in your programming*
- *Your progress in incorporating cultural equity and inclusion over the past two years*

*500 words, max.*

**What is your budget size?**

*What is your income listed on your most recently-filed 990, 990-EZ, or Postcard?  
(Numeric field)*

**Do you have experience working with artists or arts organizations?**

*Prior engagement with the arts is not a requirement, but we are interested in hearing about your past experiences.*

*300 words, max.*

**How would your organization benefit if you are selected?**

*If your organization is selected as a California Creative Corp partner, please describe:*

- *How your organization would benefit*
- *Who would benefit from your participation*
- *Why they would benefit*

*500 words, max.*

**How do you envision working with an artist or cohort of artists to create an art project?**

*This question is designed to give us a better idea of what, if anything, you have in mind for working with an artist.*

*Remember that you will work within your assigned artist's discipline to create a new work of art. You may be assigned to work with a muralist, a sculptor, a choreographer or a composer, and the final project will fit within the artist's specialty.*

*300 words, max.*

## **Project Primary Staff Profiles**

**Provide short biographies of key organizational staff, including key contact for artist. Up to three profiles will be allowed to be uploaded.**

- *Begin with the applicant's leadership (e.g. Executive Director, Managing Director) and follow with key project staff, emphasizing their experience*
- *NOTE: All volunteer organizations should provide the biographies of key volunteers who are accomplishing the work of the proposed project. If beneficial, an attachment may be uploaded listing additional staff to support/carry out the proposed project and highlight organizational capacity.*

## **Project Lead Profile 1 (required)**

**Full Name:**

**Title:**

**Bio:**

*300 words, max.*

**Project Role:**

*100 words, max.*

## **Profile 2 (optional)**

**Full Name:**

**Title:**

**Bio:**

*100 words, max.*

**Project Role:**

*100 words, max.*

### **Profile 3 (optional)**

**Full Name:**

**Title:**

**Bio:**

*100 words, max.*

**Project Role:**

*100 words, max.*

2

## **ATTACHMENTS**

### **501(c)(3) Letter**

*If you are using a fiscal sponsor, please attach your sponsor's 501(c)(3) letter.*

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2

### **Fiscal Sponsor Letter of Agreement**

*If you are using a fiscal sponsor, a Letter of Agreement between the sponsor and the applicant organization must be signed by a representative from both parties and submitted with the application. A blank signature field will not be accepted. **If a grant is awarded, the fiscal sponsor becomes the legal contract holder with Arts Council for Long Beach.***

*If you are a 501(c)(3) organization, please leave this question blank.*

### **Federal Form 990, 990 EZ or 990-N\***

*Only upload a Federal Form 990 for a tax year ending on or after December 31, 2020. If your organization uses a fiscal sponsor, please attach your sponsor's 501(c)(3) letter.*

*Religious organizations should submit a financial statement or annual profit/loss and balance sheet information.*

### **Financial Audit (for organizations with budgets over \$2,000,000)**

*All applicants with budgets of \$2,000,000 and greater are required to submit a financial audit for the applicant organization's most recently completed fiscal OR tax year ending on or after December 31, 2020. If an audit for the organization's most recently completed fiscal year is not available, the applicant may submit a financial audit for the previous year.*

*If your organization has a budget under \$2,000,000, please leave this question blank.*

### **Promotional Materials**

*Up to three pieces of promotional material. I.e. Season brochures, flyers, postcards, news articles, newsletters, etc.*

### **Program Timeline (Projected)**

Application Opens	February 6, 2023
Application Deadline	March 15, 2023
Panel Review*	March 2023
Funding Decision*	April 3, 2023
Funding Notification*	April 7, 2023
Grant Activity Period	July 1, 2023 to June 30, 2024

Application Opens	February 6, 2023
Application Deadline	March 15, 2023
Panel Review*	March 2023
Professional Development, meetings and evaluation sessions	Ongoing
Final Report Deadline*	June 30, 2024

\*Dates subject to change.

## STAFF ASSISTANCE

Arts Council for Long Beach staff is available to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. People who are Deaf, Hard of Hearing, Deaf-Blind, or have difficulty speaking may dial 711 to reach the California Relay Service (CRS). Large print is available upon request.

Organizations seeking technical assistance should contact:

**Lisa DeSmidt**  
**she/her/hers**  
**Director of Programs**  
**Arts Council for Long Beach**  
**grants@artslb.org**