



**GRANT GUIDELINES
CREATIVE CORPS CAPITAL REGION**

ORGANIZATION GRANTS: \$300,000

INTRODUCTION TO CREATIVE CORPS

The California Creative Corps is a pilot grant program developed by the California Arts Council (CAC) to engage artists to increase:

- (1) public health awareness 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; and
- (4) social justice and community engagement.

This program is designed to be a media outreach and engagement campaign focusing on the four target topics above. It is also an economic and workforce development program, demonstrating how artists from multiple disciplines can be instrumental in the development and implementation of critical campaigns to address our most pressing community issues.

The intention of this grant program is to provide as broad a geographic reach as possible, serving all 58 counties in communities that demonstrate the highest levels of need as indicated by the California Healthy Places Index (HPI). Sub-grantee organizations should demonstrate strong, ongoing relationships with communities that fall within the lowest quartile of the HPI and will support meaningful engagements with those communities through this grant.

The City of Sacramento's Office of Arts & Culture (OAC) has received a grant from the California Arts Council to administer Capital Region Creative Corps. In this role, OAC will subgrant to government agencies, organizations, artist collectives, and cultural practitioners.

WHAT IS THE CAPITAL REGION

The Capital Region includes communities within a five county region, which includes Alpine, El Dorado, Sacramento, Solano, and Yolo counties. All grant programs must take place within this

five county region. Additionally, applicant organizations must have physical addresses located within one of the five counties.

CALIFORNIA HEALTHY PLACES INDEX

The [CA Healthy Places Index](#) (HPI) is a tool developed by the Public Health Alliance of Southern California to advance health equity through open and accessible data. It was developed with a goal that everyone should have a fair and just opportunity to achieve good health and well-being and that it's critical to understand and address the factors that create health in a community. Creative Corps is designed to serve communities, towns, and neighborhoods in the first quartile (0-25%) of the HPI. For more information on how to use the HPI in determining your target region, review the following [video](#).

CAPITAL REGION CREATIVE CORPS PROGRAM

To best meet the needs of the Capital Region, OAC will manage three categories of support:

- 1. 5 large grants of \$300,000 to nonprofit organizations, and units of local or tribal government**
2. 20 midsize grants of \$117,000 to nonprofit organizations, collaboratives, and units of local or tribal government
3. 5 Individual artists positioned in Sacramento city government departments for one-year

LARGE GRANT PROGRAM

In this category, 5 grants of \$300,000 each will be awarded to nonprofit arts and cultural organizations, units of local or tribal government with an arts component, or non-arts nonprofit agencies planning large projects in any of the four target areas listed above. Grant funds are to be used to develop and implement artist-led campaigns to increase public awareness and outreach. All applications should include intentional cross-sector work (i.e. An arts organization collaborates with a non-arts organization with expertise in one or more of the target areas on a media or outreach campaign. Non-arts organizations must include artists in the design and implementation of media campaign and outreach projects).

Work in these grants must focus on either rural populations or the lowest quartile on the California Healthy Places Index (HPI). The objective is for two of these grants to focus on Sacramento County, one on Yolo, one in Solano, and one in El Dorado and Alpine Counties combined (based on receipt of eligible and competitive applications received to serve these counties).

ONLY nonprofit organizations or units of local and tribal governments with an arts component in place may apply. (Fiscally sponsored organization should review the Mid-size Grant program for eligibility.)

For the purposes of this grant, 70% of all funds awarded must go directly to artist payments.

TIMELINES

Guidelines published:	March 9, 2023
Application opens:	March 10, 2023
Grant application workshop:	March 16, 2023
Grant applications due:	May 1, 2023
Grant application assistance:	March 27 – April 20, 2023
Grant awards announced:	June 12, 2023
Project timeline	August 2023-September 2024

The City of Sacramento reserves the right to modify the dates and timelines listed at its sole discretion. The City will post notifications of any significant schedule changes to the OAC's website or through social media. The City shall not accept applications that are incomplete or submitted after the grant application deadline. No late applications will be eligible for consideration under any circumstances.

ORGANIZATION ELIGIBILITY

There will be two categories of grants set forth in this project. Eligibility applicants for this round of \$300,000 will fulfill satisfy the following criteria:

1. Organizational Type: (one of the following)
 - Operate as a 501(c) (3) nonprofit organization and have been in operation for a minimum of 2 years. Non-profit organizations may be either arts and cultural organizations or social service, health-centered, environmentally-centered, social justice, or community-focused organizations. Non-profits must provide proof of current status, verified by through the State of California's Nonprofit-Verification website (<https://rct.doj.ca.gov/Verification/Web/Search.aspx><https://rct.doj.ca.gov/Verification/Web/Search.aspx>) and the California Secretary of State Business Search (<https://bizfileonline.sos.ca.gov/search/business>) Delinquent or non-active organizations will not be considered for review.
 - Operate as an arts-based unit of municipal or county government
 - Operate as a unit of tribal government
2. Maintain business operations or physical facilities in one of the five capital region counties, and are located in, work with, or serve the areas of the Capital Region in the lowest quartile (0-25%) in the California Healthy Places Index.

INELIGIBLE ORGANIZATIONS

The following categories of organizations are ineligible for Capital Region Creative Corps program funding:

- Schools, including student programs, college or university-funded programs and schools of the arts, and programs that are embedded in and supported by public or private schools or their nonprofit funding arm
- Organizations not in good standing with the California Secretary of State or California Attorney General at the time of application submission
- Artist collectives that have not held 501 (c) (3) status for at least 2 years and/or who operate with a fiscal agent.
- Individual artists who are not participating in an application submitted by a nonprofit, tribal government, or local government agency

HOW TO APPLY

Applications will be available only through our online grant portal at <https://sacmetroarts.submittable.com/submit>. Applicants will go directly to the Creative Corps Large Grant Program to begin application.

Only applications submitted through this system by the deadline (May 1, 11:59pm) will be accepted. It is recommended that new applicants create an online profile in advance of the application deadline. Please note that application support will be available only until 5:00pm on the date the application is due. We recommend that you complete and submit your application well in advance of the deadline to avoid any problems. No late applications will be accepted.

RUBRIC

OAC has developed a rubric for review of Creative Corps grant applications that centers upon four criteria: Diversity, Equity and Inclusion; Program Design; Community Impact; and Organizational Readiness. Applicants should review the rubric before beginning the application. Panelists will be asked to score applications based on whether they demonstrate little or no activity, some activity, or significant activity on the indicators for success. This system helps to ensure that all applicants are reviewed based on the same criteria and all organizations address the areas of importance. **Applicants are not expected to satisfy every part of every rubric;** answers should reflect the organization's unique strengths and the strength of the project design. Applicants should review the following panelist scoring rubric for a listing of key indicators for each criterion and associated rating scale.

Diversity, Equity, Inclusion and Access (DEIA) (20%)

- Number of artists employed who come from marginalized communities

- Organization's work is rooted in, and expresses the experience of, historically marginalized communities.
- Organization's history of working in and with marginalized communities

Program Design (30%)

- Strength of the project's connection to one of the four priority focus areas
- Partnership figures prominently in the project design and implementation
- Number of artists engaged and/or employed
- Fairness of the model for artist pay
- Extent of artist's involvement in project's design and execution
- Strength of the artistic concept as a communications campaign
- Demonstrated outreach plan
- Feasibility of the project and ability to complete within time frame

Community Impact (30%)

- Strong relevance of the project's priority focus area to the targeted community's need demonstrated by data provided
- Organization is located in and/or significantly serves Q1 of Healthy Places Index and/or rural communities
- The degree to which the project is co-designed with community or driven by community input and engagement
- The potential audience reach of the project

Organizational Readiness (20%)

- Experience and familiarity with targeted communities
- History of programming or activities in one of the four focus areas
- History of artistic programming or activity
- Experience with cross-sector explorations
- Methods for ensuring accuracy of campaign messaging
- Appropriateness of partners to project concept
- Alignment of budget with proposed activities
- Organizational capacity, demonstrated by professional staff (employees receive W2 documented wages)
- Experience in developing and executing communications & outreach activities

GRANT APPLICATION SUPPORT

A list of [Frequently Asked Questions](#) along with additional program information, including an orientation webinar can be found on the OAC website. Applicants are encouraged to check out these resources before beginning the application process.

OAC staff is available to offer guidance and clarification in preparing your proposal. Email your questions to creativecorps@cityofsacramento.org for assistance. A member of our staff will respond to you (Mon-Fri/9am-5pm) within 24 hours.

For additional support, grant application advisors will be available to answer in-depth questions about your application and assist you in the process. Availability is limited to one 30-minute session, on a first-come first served basis, beginning on March 20. Appointments can be scheduled through a link on the website.

APPLICATION QUESTIONS

1. Organization Information

Primary Grant Contact Information

Organizational Leadership Contact Information

Mailing address / Physical address

Nonprofit Tax Identification Number (**Upload a copy of your 501(c)(3) federal tax determination letter. No fiscal sponsorships are allowed.**)

Organization Type

- Nonprofit Arts & Culture
- Nonprofit Other
- Unit of local Government
- Unit of tribal Government

Mission of the organization

Year organization was established

Organization revenue for last completed fiscal year (**Upload a copy of your financial statement for FY2022 or most recently completed fiscal year. Organizations with budgets over \$1 million must submit an audited financial statement for last completed fiscal year.**)

Brief description of core programs and/or services of your organization

Who is your core audience or constituency (include geographic, cultural, and other demographic information for all constituents served). Describe your organization's history of working with and in marginalized communities.

Is your organization located in or does it primarily serve a Quartile 1 community of the Healthy Places Index? (Y/N)

2. Program Design

In what county or counties will this program take place. Note that most projects of this size should be designed for *one county only, with the exception of applicants for El Dorado County that may include Alpine County.*

- Alpine
- El Dorado
- Sacramento
- Solano
- Yolo

What is the focus area of your project? (Please select only one)

- Public health awareness 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

Who is your proposed cross-sector partner (or partners)? Briefly describe their mission and core activities and programs and your history of engaging with this partner.

Describe your proposed media outreach or engagement campaign and how it connects to your chosen priority focus area. How will the chosen artform be used to strengthen the campaign?

How do you plan to conduct your cross-sector work? If you are an arts organization, Include a description of cross-sector partner(s) and how you will connect your artform to your chosen priority focus area. If you are a non-arts organization, include how you will significantly involve artists in the project design and execution.

Number of artists employed on this project?

Number of artists from marginalized communities?

Provide a brief description of the artists who have been identified to work on this project. Include information on how artists' were selected, their experience working with marginalized communities, and their history of cross-sector work. **Upload short biographies of key artists and staff committed to the project.** If artists have not been confirmed, provide a detailed description of how artists will be selected.

Upload the project ***budget form***. (Note that 70% of budget costs must be allotted for artists wages and fees. Include an hourly wage and number of hours projected. for all salaries and fees listed.)

Describe how this budget supports the proposed activities. Add any additional explanation as needed.

Provide a timeline for completion of the project. All project activities should begin no earlier than August 1, 2023 and must be completed by September 30, 2024.

3. Community and Constituencies

What is the specific community or constituency that will be served by the proposed project? Provide evidence that this is a Quartile 1 community according to the CHP Index or that it is a rural community.

Why is this project and focus area relevant to the community served? Provide data and data sources on why you are pursuing this priority area for this community.

How many individuals will benefit from this project? Describe how you have determined this number and how you will measure whether you have met this target.

How will you ensure that community input is central to the design and implementation of this project? Provide a detailed community outreach plan for this program. Include specifics about who will be reached and methods for outreach.

4. Organizational Capacity

Describe your organization's experience working with the project's target community or a similar community.

Describe your organization's experience working in the focused priority areas.

If you are a non-arts organization, what is your experience in artistic programming or working with artists? For arts organizations, put N/A

If you are an arts organization, what is your experience working with the proposed cross-sector partner? For non-arts organizations, put N/A

Describe your organization's experience in cross-sector work. Provide 1-2 examples, if possible.

What is your experience in developing outreach and/or communications campaigns? How do you propose to ensure the accuracy of the information you are presenting?

Provide a brief description of staff who will carry out this project. Include a range of salary for proposed program staff. (**Upload proof that staff includes W-2 employee(s).** This can include journal entries or other financial account statements)

If proof of W2 employees is evidenced in financial statements, check here

ATTACHMENTS

501(c) (3) Letter

Financial statement from last completed fiscal year (2022 preferable)

Short bios of key project members (including artists) of no more than 2 pages total.

Proof of employee status