



**GRANT GUIDELINES
CAPITAL REGION CREATIVE CORPS**

ORGANIZATION GRANTS: \$117,000

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

MID-SIZE GRANTS

In this category, 20 grants of \$117,000 will be awarded to nonprofit arts and cultural organizations, artists collectives, units of local or tribal government, and nonprofit agencies working 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).

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

TIMELINES

Guidelines published:	March 6, 2023
Application opens:	March 9, 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 \$117,000 will satisfy the following criteria:

1. Organizational Type: (one of the following)
 - Operate as a 501(c) (3)nonprofit organization and have been in operation since January 1, 2022. 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 at <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>) 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 artist or cultural collective with evidence of current nonprofit fiscal sponsorship and evidence that they have been working as a collective prior to the application deadline. (A fiscal sponsor change is not permissible during the grant period. Fiscal sponsors must have a minimum two-year history prior to the application deadline and provide proof of current status, verified by agencies listed above).
 - 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.

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

- Individual artists not affiliated with a nonprofit organization or an already existing artist collective
- Artist collectives that do not have a committed and active fiscal sponsor at the time of application submission

HOW TO APPLY

Applications will be available only through our online grant portal at <https://sacmetroarts.submittable.com/submit> and select the appropriate Creative Corps application (Mid-Size or Large Grants).

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
- 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
- Feasibility of the project and ability to complete within time frame

Community Impact (30%)

- Relevance of the project's priority focus area to the targeted community's need
- Organization is located in and/or serves Q1 of Healthy Places Index
- 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
- Experience in developing and executing communications & outreach activities

GRANT APPLICATION SUPPORT

A list of [Frequently Asked Questions](#) along with additional program information can be found on the OAC website. Applicants are encouraged to check out these resources before beginning the application process. A grant application webinar will be held on March 16 to review the guidelines and application. Registration information will be available on the website (arts.cityofsacramento.org)

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 (arts.cityofsacramento.org).

APPLICATION QUESTIONS

1. Organization Information

Primary Grant Contact Information

Organizational Leadership Contact Information

Mailing address / Physical address

Organization Type

- Nonprofit Arts & Culture
- Nonprofit Other
- Unit of local Government
- Unit of tribal Government
- Artist Collective (Upload a signed letter of agreement from your fiscal sponsor for this project)

Nonprofit Tax Identification Number (**Upload a copy of your 501(c)(3) federal tax determination letter.**)

For organizations using fiscal sponsors, upload a copy of their tax determination letter and a **Letter of Agreement between the fiscal sponsor and applicant organization**, signed by a representative from both parties. If a grant is awarded, the fiscal sponsor becomes the legal contract holder with the Office of Arts & Culture.

Total Organization Revenues for Fiscal Year 2022

Fiscal Year Begins (Mo/Year _____) Total Revenues _____

Mission of the organization

Year organization or artist collective was established

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*.

- Alpine
- El Dorado
- Sacramento

- Solano
- Yolo

If you have checked more than one county, describe how you will reach multiple counties and why.

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

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 partners and how you will connect your artform to your chosen priority focus area. If you are a non-arts organization, include how will you 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** committed to the project. If artists have not been confirmed, provide a detailed description of how artists will be selected.

Complete the project **budget form**. (Note that 70% of budget costs should 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 the community or constituency served by the proposed project? Describe whether this community is located in a Quartile 1 community according to the CHP Index or is a rural community. (Provide both community and geographic demographics.)

What is this project's relevance to the community served?

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?

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

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?

ATTACHMENTS

- 1. 501(c) (3) Letter**
- 2. Fiscal Sponsor Letter of Agreement**
- 3. Biographies of Participating Artists (no more than 2 pages total)**