

**RISING
ARTS
LEADERS**

SAN DIEGO
Emerging Leaders of Arts and Culture

Rising Arts Leaders San Diego

Virgil Yalong Quick Grant

Guidelines FALL 2018

The following guidelines will help you to prepare your grant proposal and assemble the required documentation. Please read carefully (including the footnotes!) to see more about how the grant should be spent, disbursed, and awardee protections.

DEADLINE: 11:59pm Monday, October 29, 2018.

Late Applications can be submitted by November 2nd, but may not be considered.

FILL OUT OUR ONLINE APPLICATION FORM. [CLICK HERE.](#)

This document contains a description of materials required in the application.

Please read thoroughly. If you have any questions, contact risingartssd@gmail.com.

ELIGIBILITY

In order to be eligible for a 2018 Fall Quick Grant, applicants must:

- Be working in, or aspiring to work in, the arts and culture sector.¹
- Be a member of Rising Arts Leaders of San Diego (RALSD).²
- Sponsoring organizations (where applicable) must be based and providing services in San Diego County with a 501(c)(3) IRS tax-exempt status.³ Please read corresponding footnote for exemptions and clarification.
- Be based in San Diego County.
- NOT have received a RALSD Quick Grant in the previous calendar year (e.g. a recipient of a Quick Grant in 2017 cannot apply for a Quick Grant in 2018).

Additional Information: Organizations are not limited in the number of applications/employees that may apply at one time, but please note that an organization is only eligible to receive a maximum grant of \$1,000 in a given grant cycle.

¹ Arts and culture sector can be broadly defined and includes anyone working in, for, or with arts and culture, including cultural centers, arts and culture education, museums, traditional and contemporary arts, music or dance, galleries, legal (e.g. artists rights), etc. If you have any questions about your qualifications please contact risingartssd@gmail.com.

² You can sign up for Rising Arts Leaders of San Diego membership by joining our email list. Please visit www.risingartsleadersofsandiego.org and click "Become a Member". This will be addressed in your Questionnaire.

³ **PLEASE NOTE:** If an individual is applying for a Quick Grant, the award must be received through a fiscal sponsor with 501(c)(3) status. Hereby known as the **sponsor**. The sponsor can be the applicant's employer, but is not required to be. If a fiscal sponsor is not assigned, Arts for Learning San Diego is willing to act as a fiscal sponsor for a Quick Grant at a cost of 10% of grant earnings. For the latter option, an additional agreement with Arts for Learning will need to be signed by the applicant after notice of advancement to the next step by RALSD. Applicant is the beneficiary and recipient of the Quick Grant, not the sponsor. Funds cannot be used for anything other than the project or experience accepted by RALSD.

FUNDING PURPOSE

RALSD Quick Grants may fund one of three types of learning activities:

1. Professional Development Experiences
2. Organizational / Community Leadership Projects
3. Artistic Projects

1. Professional Development Experience:

These experiences consist of learning and professional development opportunities that typically occur outside the organization, during the employee's work day or on their own time.

All expenditures must be in support of the experience. Eligible expenditures include, but are not limited to the following:

- Tuition and fees for classes, workshops, or conferences.
- Fees for training programs, mentors or coaches.
- Registration for webinars or other online seminars.
- Travel and lodging, if the workshop or conference is located outside San Diego County.
- Annual membership dues for professional associations or networking groups.
- Required books, supplies or materials for eligible classes, workshops or conferences.

Facilitated Learning Experience Example:

An emerging museum development professional seeks career advancement and uses the funds to pay for a grant-writing training program.

2. Organizational / Community Leadership Projects:

These are opportunities for leadership within projects conceived, initiated, and led by the rising leader within the organization or community. These projects should not only provide an opportunity for the employee to practice leadership skills, but also make a meaningful contribution to their organization or community. The applicant will take the lead on the project, develop a preliminary plan, gain approval from the supervisor⁴, and carry the project through to completion. These short-term, small-scale projects should be practical and realistic, given the time and funding available. The project may involve other staff members.

All expenditures must be in support of the project. Eligible expenditures include, but are not limited to, the following, when necessary to implement the project:

⁴ Not applicable to individual Arts for Learning sponsored recipients.

- Materials and supplies.
- Tools and equipment, including technology hardware and software.
- Consultant fees.
- Parking and mileage.

Ineligible expenses include:

- Funds to offset the employee's regular salary or wages.
- Funds to offset the organization's general operating costs.

Organizational Leadership Project Example:

An arts administrator takes the lead in initiating an opportunity for their theatre company to collaborate with a local environmental non-profit organization to reduce their environmental impact per production. Led by the applicant, the grant funding is used to purchase sustainable lighting solutions and create a staff sustainability training opportunity.

3. Artistic Projects:

These opportunities sponsor individuals in their artistic careers within the context of a project, for the production of an artistic endeavor as opposed to a facilitated learning experience.

Favorable proposals are likely to include projects that demonstrate a significant and meaningful involvement in the community or activities in which the applicant grows their professional standing, and practical and visionary leadership in the arts community. Holding a solo exhibition, self-publication, curating an show, and participating in an artist residency (already accepted) are all viable examples of artistic projects.

Eligible expenditures include, but are not limited to the following:

- Venue / Rehearsal spaces.
- Relevant publishing costs.
- Raw materials directly related to proposed project.
- Rental equipment.

Ineligible expenses include, but are not limited to:

- Personal production supplies not related to the project.
- Funds to offset regular salary or wages.

Artistic Projects Example:

The artist has permission from a building to put create a pop-up gallery exhibition of their work and and that other curated artists, other artist's works and requires funds to pay for rental and display cases for the show.

SELECTION CRITERIA AND PROCESS

Each rising leader interested in a RALSD Quick Grant must submit their own proposal. Proposals must be in original writing. Any application materials that resemble another application in the current cycle may be subject to denial. Applications similar to previous applications submitted, but not awarded, are acceptable. Proposals will be evaluated with a rubric. The scores will reflect how compelling and clear the description of the proposal is and how effectively the proposal will contribute to the rising leader's career and leadership development. Because "need" is relative, it will not be used as an evaluation criterion. Applicants who are active RALSD members (attend RALSD events and/or volunteer on a subcommittee) will be given priority for funding. Applications that are received after the deadline will not be considered. RALSD Quick Grant proposals will be reviewed by members of the RALSD Steering Committee.

Applications are due by 11:59 pm on Monday, October 29, 2018. Applicants will be notified of the status of their applications by early November and grant checks and agreements will be disbursed within 45 days of award acceptance of the grant.^{5 6} Significant progress must be reported back to RALSD Steering Committee within 6 months of receiving funds.

REPORTING:

The organization is responsible for ensuring that the rising leader(s) complete the experience(s) and/or project(s) as described in the proposal(s) and complete all reporting requirements.

Each rising leader who receives a RALSD Quick Grant is required to:

- Write approximately a minimum 300-word narrative report and/or reflection within 40 days of completing the proposal to be featured on the Rising Arts Leaders website.
- Submit a financial report within 30 days of completing the experience or project.⁷
- Answer an assessment survey within 30 days of project/experience completion.

The narrative is an opportunity for the employee to reflect on what was learned and share it with others. RALSD will post narrative reports on its website blog. The financial report is simply the original budget submitted with an additional column for "Actuals."

Failure to submit the narrative report and financial report will negatively impact the rising leader's and the organization's future funding proposals for RALSD Quick Grants.

⁵ Quick Grant should be accepted by awardee within 5 business days. Replying to offer email satisfies this requirement.

⁶ It is up to the awardee's 501(c)(3) to decide how and when to disburse funds to the awardee - however it must be disbursed in the 6 month project timeline. Failure of an organization to disburse funds to awardees will result in the organization being blacklisted from receiving future Quick Grants.

⁷ RALSD will need payment evidence (i.e. receipts) and budget actuals from awardees.

APPLICATION MATERIALS

To submit your application, fill out the [APPLICATION FORM linked here](#). If you have any questions, please email risingartssd@gmail.com. So we don't miss your email, use the subject line: [applicant name] QG Fall 2018

Checklist:

- I. **Cover Sheet** (1 page)
- II. **Description** of proposed project (1 page)
- III. **Resume or CV** (1-2 pages)
- IV. **Professional Reference**
- V. **Quick Grant Budget** (1 page)

Formatting: Include applicant name, and "RALSD Quick Grant 2018 Fall." Please make sure your formatting is legible, organized, and concise.

For questions about RALSD or the RALSD Quick Grant guidelines, please contact risingartssd@gmail.com.

I. Cover Sheet

Your cover sheet should contain the following:

- Applicant Information
 - Name
 - Title
 - Email Address
 - Phone Number
- Executive Director Information (if applicable)
 - Name
 - Title
 - Email Address
 - Phone Number
- Organizational and/or Fiscal Sponsor Information (if applicable)
 - Name
 - Tax ID Number
 - Address
 - Website
- Amount of funding requested

The following must be completed by the Rising Leader/Applicant:

II. Description (max 1 page)

Describe facilitated learning experience, organizational leadership project, or artistic project and impact.

- Provide a description of the experience or project in which you will participate, including:
 - Project Title.
 - When and where the experience or project will occur.
 - Who will provide the experience and/or who will work on the project.
- Describe how the experience or project will enhance your own short-term and long-term professional and leadership development goals.
- Describe the impact of your proposal (on your organization, community, etc.).
- Convey how your proposal aligns with RALSD's mission.

III. Resume or CV (limit 2 pages)

IV. Professional Reference (max 1 page)

Submit a letter of support from a professional reference. If you are applying for a professional development or leadership project, this letter should come from a supervisor/manager/director.

Organizations sponsoring individual applicants should make clear in the letter of support that grant funds will be disbursed to the applicant for the proposed project.

V. Quick Grant budget (max 1 page)

An estimated budget and simple description.

Budget should include:

- The amount of funds requested from a RALSD Quick Grant
- Any matching funds provided by organization sponsor for the activity or project
- Any matching funds provided by the rising leader
- Total activity or project budget

Please note that matching funds from the rising leader and/or organization are *not required*, but should be included in the budget. Please see below for a sample budget template:

Sample RALSD Quick Grant Budget

Total RALSD Funding Request: \$1,000.00 Total Matching Funds: \$620.00

Total Project Budget: \$1,620.00

Project Title	RALSD Funding Request	Employer Matching Funds	Employee Matching Funds	Total Project Budget
ACB Conference Registration	\$400.00	\$100.00	\$50.00	\$550.00
Airfare	\$380.00	\$0.00	\$0.00	\$380.00
Ground Transportation	\$0.00	\$35.00	\$0.00	\$35.00
Hotel	\$220.00	\$330.00	\$0.00	\$550
Food Per Diem (\$35 per day for 3 days)	\$0.00	\$0.00	\$105.00	\$105.00
TOTAL	\$1000.00	\$465.00	\$155.00	\$1620.00