

**RISING
ARTS
LEADERS**

SAN DIEGO
Emerging Leaders of Arts and Culture

Rising Arts Leaders San Diego

Virgil Yalong Quick Grant

Guidelines SUMMER 2019

This document contains a description of materials required in the application. The following guidelines will help you to prepare your grant proposal and assemble the required documentation. Please read carefully to learn more about how the grant should be spent, disbursed, and awardee protections.

Please read thoroughly. If you have any questions, please email risingartssd@gmail.com using the subject line: [applicant name] QG Summer 2019.

DEADLINE: Monday, June 24th at 5 PM

Applications that are received after the deadline will not be considered.

FILL OUT THE ONLINE APPLICATION FORM ON OUR WEBSITE:

<http://www.risingartsleadersofsandiego.org/programs/virgil-yalong-quick-grants/application>

ELIGIBILITY

In order to be eligible for a 2019 Summer Quick Grant, applicants must:

1. **Be working in, or aspiring to work in, the arts and culture sector.**

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 email risingartssd@gmail.com using the subject line: [applicant name] QG Summer 2019.

2. **Be a member of Rising Arts Leaders of San Diego (RALSD).**

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. **Sponsoring organizations (where applicable) must be based and providing services in San Diego County with a 501(c)3 IRS tax-exempt status.**

If an individual is applying for a Quick Grant, it is highly encouraged for the award to 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.

The applicant is the beneficiary and recipient of the Quick Grant, not the fiscal sponsor. Funds cannot be used for anything other than the project or experience accepted by RALSD. All sponsors are required to complete an agreement of funding letter.

If an individual applicant is unable to secure a fiscal sponsor, RALSD will work with the applicant on a solution that works best for RALSD and the applicant including full payment upfront (taxes applied) or partial payment with reimbursement. Please email risingartssd@gmail.com using the subject line: [applicant name] QG Summer 2019 for funding options.

4. **Be based in San Diego County.**

5. **NOT have received a RALSD Quick Grant in the previous calendar year (e.g. a recipient of a Quick Grant in 2018 cannot apply for a Quick Grant in 2019).**

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.*

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 applicant 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 supervisor, 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:

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

Ineligible expenses include:

- Funds to offset the applicant'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 a 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.
- Collaborator stipends.

Ineligible expenses include, but are not limited to:

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

Artistic Projects Example:

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

SELECTION CRITERIA AND PROCESS

Each applicant 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 applicant'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 5 PM on Monday, June 24, 2019. Applicants will be notified of the status of their applications by mid-July. We require awardees to accept their Quick Grant by replying to the offer email within 5 business days. Grant checks and agreements will be disbursed within 45 days of award acceptance of the grant. *This may be different for individuals who are utilizing an alternative funding option.* For example: If an individual awardee is utilizing the partial payment and reimbursement model, they will need to front some costs and then submit itemized receipts for reimbursement. Again, funding models will be determined by RALSD and applicant before disbursement of funds.

For awardees with fiscal sponsors, it is up to the sponsor to decide how and when to disburse funds to the awardee - however it must be disbursed in a timely manner for the awardee to complete all financial reporting and reimbursement needs before December 1, 2019. Failure of an organization to disburse funds to awardees will result in the organization being blacklisted from receiving future Quick Grants.

REPORTING

Awardees must report back significant progress via email to RALSD Steering Committee before December 1, 2019.

The sponsor and/or individual is responsible for ensuring that the awardee(s) complete the experience(s) and/or project(s) as described in the proposal(s) and complete all reporting requirements as described below.

Each awardee who receives a RALSD Quick Grant is required to submit the following within 30 days of completing the experience/project:

- **Write a minimum 300-word narrative report and/or reflection to be featured on the RALSD website.**
 - The narrative and/or reflection is an opportunity for the awardee to reflect on what was learned and share it with others.

- **Submit a financial report by December 15, 2019 including itemized receipts.**
 - All funds must be spent by December 1, 2019.
 - The financial report is simply the original budget submitted with an additional column for “Actuals.”
 - Itemized receipts clearly show what was purchased by the awardee.
 - **Note:** *If opting into a reimbursement funding model, all itemized receipts must be submitted to be reimbursed to the awardee. Any receipts not submitted by the close of the funding period will not be reimbursed and will become the burden of the awardee.*

- **Complete an assessment survey.**

Attention: *Failure to submit the narrative report and financial report within 30 days of project/experience completion will negatively impact the organization’s and/or awardee’s future funding proposals for RALSD Quick Grants.*

APPLICATION MATERIALS

To submit your application, fill out the application form:

<http://www.risingartsleadersofsandiego.org/programs/virgil-yalong-quick-grants/application>. If you have any questions, please email risingartssd@gmail.com using the subject line: [applicant name] QG Summer 2019.

Checklist:

- Description of proposed experience/project**
- Resume or CV**
- Professional Reference**
- Letter of Agreement from Organization to provide Fiscal Sponsorship** (if applicable)
- Form W-9 - Fiscal Sponsor's or Individual's** (if not utilizing a sponsor)
- Quick Grant Budget**

Formatting: Include applicant name, and "RALSD Quick Grant 2019 Summer." Please make sure your formatting is legible, organized, and concise.

1. **Description of proposed experience/project** (max 1 page)

Describe facilitated learning experience, organizational leadership project, or artistic project and impact. Feel free to use these questions as a template for your response if desired.

- 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 to support emerging leaders of arts and culture.

2. **Resume or CV** (limit 2 pages)

3. **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.

4. **Letter of Agreement from Organization to provide Fiscal Sponsor** (if applicable)

Submit a letter of agreement from your organization **or** fiscal sponsor. This letter should state that they are willing to accept your grant funds and will distribute funds to the awardee within the 6 month project timeline. They should also state that the funds will only be used for the purpose of the awardee's project.

5. **Fiscal Sponsor's or Individual's (if not utilizing a sponsor) W-9**

Form W-9s should be recent, completed, and signed.

6. **Quick Grant budget** (max 1 page)

An estimated budget and simple description.

Budget should include:

- The amount of funds requested from the RALSD Quick Grant.
- Any matching funds provided by sponsor for the activity or project.
- Any matching funds provided by the applicant.
- Total activity or project budget.

Please note that matching funds from the applicant and/or sponsor 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