



Virgil Yalong Quick Grant Overview

**Summer 2021
Applications Open June 2-20**



About the Virgil Yalong Quick Grant

Rising Arts Leaders allocates part of its operational funding to the annual Virgil Yalong Quick Grants, named after Virgil Yalong, a longtime Rising Arts Leaders Steering Committee member, fearless arts advocate, and champion of the arts in San Diego.

Rising Arts Leaders provides a limited number of competitive, professional development grants of up to \$1,000 each to San Diego emerging arts professionals and artists currently employed at or in partnership with a 501(c)3 nonprofit cultural organization. We also provide this opportunity to individuals based in San Diego not currently employed by an arts or cultural organization.

This year, the RAL Steering Committee has made an effort to ensure that grant funds have as much flexibility as possible, and have chosen to eliminate some of the restrictions on eligible grant expenses that have been present in past grant cycles. **Our aim is to offer an accessible granting process that can provide immediate funding to meet the professional, leadership, and artistic development needs of our members.**





Eligibility

In order to be eligible for a 2021 Summer Quick Grant, applicants must:

1. Be working in, or aspiring to work in, the arts and culture sector.
 2. Be a member of Rising Arts Leaders of San Diego.
 3. Sponsoring organizations (where applicable) must be based and providing services in San Diego County with a 501(c)3 IRS tax-exempt status.
 4. Be based in San Diego County and/or the Baja Region.
 5. All expenses must occur within the funding period: July 15 through October 31, 2021.
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Funding Purpose

Virgil Yalong Quick Grants may fund one of three types of learning activities:

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

These experiences consist of learning and professional development opportunities included but 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.
- Funds for food and beverage during the duration of experience.

All expenditures must be in support of the experience.





Organizational / Community Leadership Projects

These are opportunities for leadership within projects conceived, initiated, and led by the applicant within the organization or community. 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.
 - Funds for food and beverage during the duration of experience.
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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.

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 the proposed project.
 - Rental equipment.
 - Collaborator stipends.
 - Funds for food and beverage during the duration of experience.
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Application Materials

Checklist:

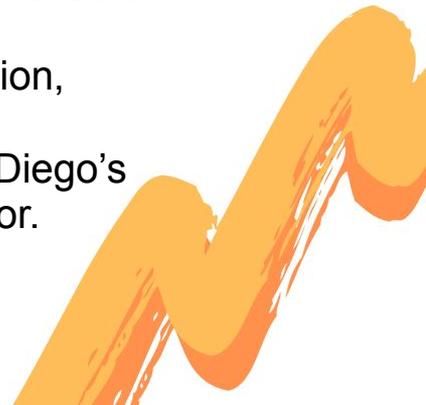
- Description of proposed experience/project
 - Resume or CV
 - Letter of Support from a Professional Reference
 - Letter of Agreement from Organization to provide Fiscal Sponsorship on letterhead (if applicable)
 - Form W-9 - Fiscal Sponsor's or Individual's (if not utilizing a sponsor)
 - Quick Grant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

Description of proposed experience/project (max 1 page)

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 why the funds you are requesting are integral to the success of this project.
 - Describe the impact of your proposed project (on your organization, community, etc.).
 - Convey how your proposal aligns with Rising Arts Leaders San Diego's mission to support emerging leaders in the arts and culture sector.
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Application Materials continued

Resume or CV (max 2 pages)

Letter of Support from a 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.

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

Submit a letter of agreement from your organization **or** fiscal sponsor on the organization's letterhead. This letter should state that they are willing to accept your grant funds and will distribute funds to the awardee within the 4-month project timeline. They should also state that the funds will only be used for the purpose of the awardee's project.





Application Materials continued

Fiscal Sponsor's or Individual's (if not utilizing a sponsor) W-9
Form W-9s should be recent, completed, and signed.

Quick Grant budget (max 1 page)
An estimated budget and simple description.

Budget should be completed using the budget template provided and include:

- The amount of funds requested from the Rising Arts Leaders San Diego Quick Grant.
- Any additional funding provided by sponsor for the activity or project.
- Any personal financial contributions 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.



Budget Template

Project Title	Rising Arts Leaders San Diego 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

Rising Arts Leaders San Diego Quick Grant Budget

Total Rising Arts Leaders San Diego Funding Request: \$1,000.00
Total Matching Funds: \$620.00
Total Project Budget: \$1,620.00



Selection Criteria and Process

Each applicant interested in a Rising Arts Leaders San Diego Quick Grant must submit their own proposal. 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 based on the following criteria:

- The project's goals are clearly expressed and in line with RAL's mission and goals
 - All required documents are submitted, legible, and well-organized
 - Applicant demonstrates meaningful engagement in arts and culture throughout San Diego County and/or Baja Region
 - The project is clearly defined and described within the context of the applicant's professional development, artistic growth, or leadership development
 - The budget is presented using the provided template and is realistic for the scope of work
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Selection Criteria and Process continued

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 awardee acceptance of the grant. *This may be different for individuals who are utilizing an alternative funding option.*

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 November 15, 2021. Failure of an organization to disburse funds to awardees will result in disqualification from receiving future Quick Grants.





Reporting

We ask that awardees send a report via email to the Rising Arts Leaders San Diego Steering Committee before November 15, 2021.

- Awardees will be asked to submit media (photos, video, work samples, press clippings, etc.) and/or a written reflection (approx. 300 words) that demonstrates the impact of the funded project. RALSD will use these submissions to promote the funded projects as well as future Quick Grant opportunities.
 - Submit a financial report by November 15, 2021 including itemized receipts.
 - Complete a post-assessment survey that will be sent to the awardee via email after the funded project is completed.
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Quick Grant Timeline

- Wednesday, May 26: Application Guidelines Released
 - Saturday, May 29: Quick Grant Office Hours
 - Wednesday, June 2: Application Opens
 - Thursday, June 17: Grant Writing Arts Hour
 - Sunday, June 20 at 11:59 PM: Application Closes
 - Week of July 12: Grantees are notified about funding status
 - Monday, November 15: Quick Grant Reports Due
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Have Questions?

Email risingartssd@gmail.com using the subject line:
[Applicant Name] QG Summer 2021

