Unrestricted Operating Grants 2022

Silicon Valley Creates

Mission and Program Details

Application Instructions:
Before you get started, please review the complete Guidelines and Application Instructions to determine your eligibility for this grant program and to understand the review criteria at this link: https://svcreates.org/unrestricted-operating-grants/

- We recommend that you review the entire application before getting started. You may download the application questions by clicking on the "Question List" button at the top of the page.
- This platform has a collaboration feature. Click on the blue "Collaborate" button to invite others in your organization to view, edit, or submit your application.
- You may continue to edit your application until you’ve clicked "submit." Once you've submitted your application, you will not be able to change it.
- A glossary of terms is available for those terms that appear in green. See SVCreates grant program webpage: https://svcreates.org/unrestricted-operating-grants/

REMINDERS:

- Each narrative question has a character limit. The limit is your guide to maximum length. However, longer answers aren’t necessarily better answers, be concise. You may use bullet points or dashes.
- Check for repetition and redundancy. Each application will be reviewed in its entirety. Please don’t repeat information across questions. If you’ve said it once, that’s enough. If you find yourself repeating, reread the question to be sure you have responded to what is asked for.
- Grant writing is an opportunity to reflect on what makes you great. Tell us who you are and what makes you tick. Don’t assume that the grant reviewers have previous knowledge of your organization.

NOTE for NEA ARP Recovery Grant Applicants: Many questions in this application were also required in the NEA ARP Recovery Grant application. If you submitted an application to that grant program, your answers have been transferred to this application. Please review those answers and edit them as desired. Note: answers will be transferred only once your NEA ARP application has been submitted.

The deadline for submitting this application is: May 6, 2022 at 5:00 pm.

For questions: Please contact Alyssa Erickson, Program Manager, alyssae@svcreates.org
Confirm Applicant Eligibility*
Please read all Eligibility Criteria for the Grant Program listed below. Confirm your eligibility by clicking the button below.

1. **Purpose:** The organization’s primary purpose must be the performance, production, or presentation of arts and cultural activities that are open and accessible to all.

2. **Geography:** The organization’s home base (primary business office or primary performance/exhibition venue/facility) must be located in Santa Clara County and the majority of programming (performances, presentations, exhibitions) must take place in Santa Clara County.

3. **History:** The organization must have been performing, producing or presenting in Santa Clara County a minimum of 3-years prior to the term of the grant. (for the current cycle, July 2019)

   *Note: We understand that programming over the past two years, due to the COVID-19 pandemic, might have been at reduced levels or in an alternative format*

4. **Size:** The organization’s annual budget (expenses as averaged for prior three fiscal years) must be greater than $10,000 and not exceed $1.2 million.

5. **Tax Status:** The organization must be a California non-profit corporation with a 501c3 tax-exempt certification.
   a. Applicants with annual budgets under $750,000 may use a fiscal sponsor with 501c3 tax-exempt status.
   b. Applicants with budgets over $750,000 must be 501c3 nonprofits.

6. The organization must have satisfied all of the reporting requirements of any previously awarded grants from SVCREATES.

7. The organization prioritizes accessibility for a range of physical abilities when selecting spaces/venues for public programming.

**Choices**
I have read the Eligibility Criteria and verify that my organization meets ALL eligibility criteria.

**Project Name**
Enter Unrestricted Operating Support

*Character Limit: 100*

**Mission Statement**
Enter your organization’s mission statement, or primary purpose. Your mission statement should be concise. Do not add program details here.

*Character Limit: 750*

**Founding Date**
Enter the year your organization was founded.

*Character Limit: 100*
Venues/locations of Programming*
List or briefly describe the in-person venues or locations where you typically provide programs. *We understand that many of your programs may have moved online during the past two years but would like to know where you typically provide your programs.*
Character Limit: 1500

Program Overview and Strengths*
Describe your core programming, highlights of significant accomplishments, and anticipated programs for 2022-23. Your answer may include:
- Types of work presented, season schedule
- Types of artists presented
- Education programs
- What sets you apart from others providing similar programs?
Character Limit: 4000

Organizational Challenges*
What do you identify as your greatest challenges? How do you engage in planning to address challenges (i.e., who is involved in planning, how far in advance do you plan your seasons, do you have a strategic plan or a set of overarching goals)? Please describe two or more challenges and how you are addressing them.
Character Limit: 3500

Organizational Goals and Outcomes*
List up to three specific goals for the coming year and describe how you will know if you've achieved those goals.
Character Limit: 3500

Your Community*
Describe your predominant community, including audience/participants, artists, volunteers, members, etc. (For example, by age, ethnicity, location).
Character Limit: 3500

Audience Outreach*
Briefly describe efforts you are taking to further access and inclusion in your organization or programs. i.e., How are you actively working to welcome and engage a broad diversity of the community into your programs and/or spaces? What barriers are you removing to make that possible? (Barriers may include, but are not limited to, physical ability, language, cultural norms, educational background, and economic resources.)
See glossary for words in green type
Attendance:

**Approximate number of attendees for all programs in calendar year 2021**
For example, program attendees (paid or unpaid), students, ticket buyers, exhibition visitors, etc. Include online as well in person programs.

**Approximate number of attendees you anticipate/project for all programs in calendar year 2022**
For example, program attendees (paid or unpaid), students, ticket buyers, exhibition visitors, etc. Include online as well as in person programs.

**Attendance by Age Group**
Please estimate the breakdown of your total attendance for calendar year 2021 by the following age groups.

**Total Attendance: 0-18 years**

**Total Attendance: 18+ years**

**Title 1 Schools**
Do you intentionally serve youth in Title 1 schools through your programs?

*Title 1 is a federal financial assistance program that provides funding to schools where 40% or more of the students are eligible to receive free or reduced price lunch. If you’re unsure whether the schools you provide programs for are classified as Title 1, you may consult [this resource](http://www.ed-data.org). Search schools by County, District and individual school. Title 1 status is listed under “Key Attributes.”*

**Choices**
Yes
No

**If yes, approximately how many youth are you serving in Title 1 schools per year?**

**List Title 1 schools you are serving.**
Staff and Board

Governance Structure*
Describe your governance structure including board meeting frequency, board committee structure, executive leadership team, and whether executive leadership is paid or unpaid.
Character Limit: 3500

Board Profile*
How does your board reflect the community you serve (e.g., by ethnicity, geography, age, ability, economic status, and/or other factors you feel relevant)?
Character Limit: 2000

Artists Paid
Please answer the following questions for the timeframes requested. Enter whole numbers, if zero, type "0"

Number of artists paid in calendar year 2021*
Character Limit: 20

Anticipated number of artists to be paid in calendar year 2022*
Character Limit: 20

Artist Demographics
Please answer the following questions for the timeframes requested. Enter whole numbers, if zero, type "0"

Number of BIPOC/ALAANA artists paid in calendar year 2021*
As included in the total number of paid artists reported above.
See glossary for definition of BIPOC/ALAANA here.
Character Limit: 20

Anticipated number of BIPOC/ALAANA artists paid in calendar year in 2022 (rough estimate is fine)*
As in included in the total number of paid artists reported above.
Character Limit: 20

Unpaid/Volunteer Artists
Please answer the following questions for the timeframes requested. Enter whole numbers, if zero, type "0"

Number of unpaid/volunteer artists in calendar year 2021?*
Character Limit: 20
Anticipated number of unpaid/volunteer artists in calendar year 2022?*

Board Demographics

Total number of Board Members*

Total Number of BIPOC/ALAANA Board Members*
As included in the total number of Board Members reported above.

Staff Demographics

Total number of paid staff members in 2022*

Total number of BIPOC/ALAANA paid staff members in 2022*
As included in the total number of paid staff members reported above.

Senior Staff Leadership*
Does senior staff leadership (as you define it) include BIPOC/ALAANA representation?

Choices
Yes
No

Current Board Roster*
List board member names, occupation and city of residence, or upload a board roster using the upload button below.

Upload a board roster
File Size Limit: 5 MB

Senior Staff Members*
List senior staff member names and roles in your organization, identify whether they are paid or unpaid. Include brief bio/qualifications.

Character Limit: 20

Character Limit: 20

Character Limit: 20

Character Limit: 250

Character Limit: 20

Character Limit: 20

Character Limit: 5000

Character Limit: 5000
Work Samples

Artistic/Program Work Samples
You are required to submit at least one work sample that exemplifies the cultural and/or artistic programs or events presented by your organization. This may include video or audio recordings, or digital images of performances, exhibitions, or events. Select the type of work sample that is most relevant to your organization.

- Work samples are important for demonstrating the artistic merit of your programs.
- You may provide one link for each type of work sample listed below. Note: you may choose to submit two audio or two video work samples, or one of each.
- All samples must be submitted via web link to an image file (such as Flickr), a video file (such as YouTube or Vimeo), audio file (such as SoundCloud), or document on a web page, or a folder in Google Drive.
- Check your links to make sure they work. Links must remain stable through June, 2022.
- Include a brief description of your work samples in the text box provided:
  - Identify images by number, title, media, dimensions, date of completion.
  - Describe performances, including titles of works, dates, venues and names of artists or performing groups.

Audio or Video Sample 1: maximum 5-minutes duration (one link)
Note: you may combine more than one audio or video excerpt in one work sample.
Character Limit: 2000

Audio/Video Sample 1 Description
If your sample is longer than 5 minutes, indicate cue points for reviewers. Please provide a password for private links, if applicable.
Character Limit: 7000

Audio or Video Sample 2: maximum 5-minutes duration (one link)
Note: you may combine more than one audio or video excerpt in one work sample.
Character Limit: 2000

Audio/Video Sample 2 Description
If your sample is longer than 5 minutes, indicate cue points for reviewers. Please provide a password for private links, if applicable.
Character Limit: 7000

Digital images: maximum 15 images (one link):
Character Limit: 2000
Digital Image Sample Description
Please provide a password for private links, if applicable.

Character Limit: 7000

Supporting Documents
You may upload up to three supporting documents from the past five years that demonstrate the impact of your programs on viewers/participants. Examples include: letters of support, participant testimonials, reviews, audience surveys, social media posts, programs/playbills, etc.

This section is OPTIONAL, however you are strongly encouraged to submit at least one document. These documents help reviewers understand the impact of your programs on participants and audience members.

Please limit each document to 3 pages only.

Supporting Document #1

Character Limit: 2000

Supporting Document #2

Character Limit: 2000

Supporting Document #3

Character Limit: 2000

Comments about Supporting Documents (as needed)
Provide a "title/descriptor" for each shared document and any context you think might be important.

Character Limit: 1500

Financials

Individual Donors*
Approximate number of individual donors in an average fiscal year.

Character Limit: 100

Annual Volunteer Hours*
Approximate hours of volunteer labor in an average fiscal year (board, committees, ushers, backstage, events, etc)

Character Limit: 250
In-kind Donations*
Approximate value of in-kind donations and services in an average fiscal year

Character Limit: 20

Endowment*
Total value of your endowment, if any.

Character Limit: 20

Financial Attachments

Budget and Notes Form*
Please complete the SVCreates Annual Operating Budget and Notes form. This form is available on the SVCreates webpage: https://svcreates.org/unrestricted-operating-grants/

• Provide detailed notes for any budget items that may require explanation. Examples include: significant income or expense fluctuations, changes in staff or programs, large in-kind contributions, or any organizational deficit. The more you can explain, the better.

• Once you’ve completed the form, save it as a PDF and upload below.

File Size Limit: 10 MB

Financial Statement*
Please upload your financial statement(s) for the most recently completed fiscal year (audited if available) in whatever format you have. Include Profit and Loss Statement and Balance Sheet.

File Size Limit: 10 MB

Notes on Financial Statements (as needed)

Character Limit: 2000

Additional comments or feedback about this application (optional)

Character Limit: 3000