

Creative Capacity Fund: NEXTGEN Professional Development Grant Program - Frequently Asked Questions (FAQs)

1. Who is eligible to apply for the NextGen Professional Development Grant Program?

- Eligible applicants must:
- Be between the ages of 18-35;
- Have worked for less than 10 consecutive years in the arts field. Please note that by consecutive years, we mean less than 10 years back to back. Working refers to being paid to work in the arts field and/or serving as a board member of an arts organization. Working does not include volunteer work;
- Currently work with a nonprofit organization in California as an administrator, artist, or board member. Please note that artists who work with an organization must demonstrate a consistent, long-term working relationship with the organization through which they are applying since that organization will be responsible for processing the applicant's grant payment if awarded;
- Be registered online as a member of the Creative Capacity Fund's NextGen Arts cohort. You are registered in the NextGen Arts cohort if you completed the online NextGen Arts survey.
- Previous grantees who received NextGen awards one year ago or more at the time of their second application.

2. When are applications due? When will I find out if I have been awarded a NextGen Grant?

Applications are processed on a monthly basis. Applications are due on the 15th of every month with a one-month turn around. For example, if you submit an application by the September 15th deadline, you will receive notification of your award status by October 15th.

3. When can the activities for which I am applying begin?

The start date for your proposed activity or activities must occur at least 60 days after the application deadline. For example, for an application received by September 15th the requested activity must take place after November 15th. It is important to plan ahead.

4. What type of activities does NextGen Professional Development fund?

NextGen Professional Development funding is for professional development or technical assistance activities such as workshops, conferences, seminars, and/or consultations that demonstrate a direct impact on the applicant's administrative or leadership capacity. Examples might include: attending a national conference, hiring a career coach or consultant, or taking a nonprofit management or financial workshop. Applicants are encouraged to apply for multiple activities.

5. What types of activities or costs are NOT eligible?

We are open to considering a wide range of professional development activities as long as a strong case is made for how the activity will improve the applicant's organizational skills or nonprofit career plans in the arts. In addition, it is important that the activity budget is well-documented, including other committed sources of income if the total activity cost exceeds the \$1,000 grant maximum.

Ineligible activities are those focused primarily on personal artistic practice and activities beginning less than 60 days after the nearest application deadline.

Ineligible expenses are funding to offset an applicant's regular salary or wages, and funding to offset general operating costs of the applicant's sponsoring arts organization.

6. *Does the proposed activity have to demonstrate an impact on my organization's administrative capacity?*

NextGen Professional Development grants are aimed at advancing the careers of individual arts administrators. Therefore, the proposed activity or activities only need to demonstrate an impact on the individual's professional development.

7. *Can I apply for NextGen Professional Development funding for multiple activities?*

We encourage applicants to think strategically about their professional development needs. For that reason, applicants are eligible to apply for multiple activities in their application since applicants are only able to receive one NextGen Professional Development Award per year.

8. *Can I still submit an application for an upcoming deadline if some of my information is incomplete or as of yet, unconfirmed?*

We cannot review incomplete applications or applications missing support materials. However, we review applications monthly. If you are unable to submit your complete application for the current deadline, we encourage you to reapply next month!

9. *How often can I apply? How often can I receive funding?*

Applicants may only receive one NextGen Professional Development grant per calendar year in relation to the original application. For example if you applied for NextGen funding in May 2011 and were awarded, you must wait to apply again until May 2012. For this reason we encourage you to plan ahead and apply for your professional development activity or activities well in advance. In order to meet the demand for funds and to support the maximum number of applicants, partial funding may be awarded.

10. *How do I submit an application online?*

Applications MUST be submitted online through our website. You must register at our site prior to applying. Once you have completed the online form, you will be sent an automatic email informing you that your application has been received. You can check the status of your application by logging into your profile on the CCI website.

Note: Applications must be completed in one sitting. Once you submit your application you cannot update the form.

11. *What is the Scope of Work and a Work Plan?*

If you are applying to hire a consultant a *Scope of Work* is a brief document, preferably drafted in collaboration with the consultant or service provider, outlining the major activities/topics to be engaged in during a specific timeline and any deliverables you expect to accomplish as a result.

A *Work Plan* is a document that provides more specific detail about your proposed activity. Often when an applicant is creating a customized activity, instead of attending an established workshop or conference, providing additional detail about this activity outside of the confines of the application is very important to our grant review process. The Work Plan should highlight the major activities you will engage in through your proposed project/activity, the learning you expect to take away from it, the specific rationale for why you want to conduct/do this activity, any partners or people involved in it and their qualifications, timeline, locations, etc. as appropriate.

12. *Why do I need to submit a resume and what should it include?*

Your resume should represent your professional background outlining any academic training, current and previous employment, other community affiliations and activities, and any other information you would like to include. We use this information as further background to your application.

13. *Who is the “Authorized Signature” and how do I submit their signature online?*

The Authorized Signature should be for a senior staff member other than yourself who has the authority to make financial decision on behalf of your organization. If you are the executive director of your organization, the authorized signature must come from a board member, preferably your board chair person.

When filling out the online application, you (the applicant) will type in the ‘Authorized Signatory’s’ name and email address. Once your application is complete the ‘Authorized Signatory’ will receive an email from CCF informing her/him that a NextGen application has been submitted on behalf of their organization.

14. *If I am awarded NextGen funding, how long do I need to wait before a grant check is issued to my organization?*

Once you have received your award letter and returned your signed Grant Agreement, a check for the total amount of the award will be issued within 30 days. After completing the funded activities, you are required to submit a very brief grant report.

15. *If my organization or myself was awarded a Quick Grant, am I still eligible for NextGen Funding?*

Yes. If you have received a Quick Grant award, you are still eligible to apply for NextGen funding as long as you meet the eligibility requirements described above.

16. *My arts organization is fiscally sponsored. Do I still qualify for NextGen funding?*

Fiscal sponsored organizations that are applying for NextGen funding are considered on a case-by-case basis. Please contact us at ccf@cciarts.org to discuss your eligibility further.

17. *If I am unable to complete the activity I received funding for, what course of action is required?*

Should you be awarded a NextGen Arts grant and not be able to complete the activity as described in your application, you must notify us immediately in writing either by email to ccf@cciarts.org, by fax (415) 288-0529, or by direct mail describing why you were unable to complete the activity. Failure to complete the requested activity may require you to return the grant funds and could disqualify you from future funding consideration.

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