

Creative Capacity Fund NextGen Arts Professional Development Grant Program



Guidelines *(effective April 20, 2012)*

Purpose:

The NextGen Arts Professional Development Grant Program provides professional development funding to emerging arts leaders in California to enroll in workshops, attend conferences, work with consultants or coaches, or pursue alternative career enrichment activities in order to enhance the administrative skills and program experience needed to lead the nonprofit arts sector of tomorrow.

Awards:

Individuals meeting the NextGen Arts Professional Development Grant Program eligibility criteria below may apply for one-time grants of up to \$1,000 to support the direct costs of proposed professional development activities. Grant applications will be accepted and funding decisions made on a rolling basis throughout the year (see "How to Apply"). Grants will be awarded in advance of proposed activities and payments will be made through the applicant's nonprofit arts organization (i.e., place of work).

Eligibility:

To be eligible, individuals must:

- Be between the ages of 18-35, at the time of application;
- Currently work with a California nonprofit arts organization as an administrator, artist or board member;
- Have been employed less than 10 consecutive years in the arts field; and
- Be registered with the NextGen Arts cohort by completing the online NextGen Arts survey. Individuals who have previously taken the survey DO NOT need to take it again to apply for grants in 2011-2012. Please complete the online survey located [here](#) to be eligible to apply for the current NextGen review.

Eligible Costs:

NextGen Arts grants may be used for a wide range of activities aimed at strengthening the individual's nonprofit leadership, business or career skills including:

- Tuition or registration fees for workshops, conferences, and trainings;
- Travel and hotel expenses; and
- Fees to work directly with consultants or career coaches.

Ineligible expenses include:

- Funding to offset applicant's regular salary or wages;
- Funding to offset general operating costs of the applicant's sponsoring arts organization;
- Activities beginning less than 60 days after the nearest application deadline. (Applications are due on the 15th of each month.)



How to Apply:

Applications are due on the 15th of the month with a one month turnaround. Applications received after the 15th of a given month will be reviewed in the next month's application cycle.

Applications must be submitted online through the online application which can be accessed here http://www.cciarts.org/nextgen_grants.htm. Because applications must be completed in one sitting, the questions below are only a reference for drafting your proposal and do not include all of the information that will be required from you upon applying. We recommend drafting your responses to these brief narrative questions in a Word Document and then cutting and pasting the answers into the online form where appropriate. Please see the online NextGen FAQs for answers to common application questions or contact us at ccf@cciarts.org.

1. Activity Description

Please provide a brief description of the professional development activity or activities you wish to undertake. *Include specific information on service providers, name and title of program participants, program website, dates, times locations, etc. for each activity requested. Please also provide specific budget information for the requested activity or activities such as specific anticipated expenses for the workshop/conference, consultant, flight, ground transportation, accommodations, etc. as relevant. If requesting a consultant, please provide a detailed timeline including both the start and end dates of the project and expected dates for key lessons/topics covered. If requesting multiple activities, please list in priority order.* [100 word maximum]

2. Proposed Impact

Please describe how the proposed activity or activities will impact your career and/or benefit your organization. [200 word maximum]

3. Activity Budget

- Total cost of proposed activity.
- Total Travel Costs.
- Total requested from Creative Capacity Fund.
- Additional committed source(s) of funding for your activity, if needed.

** Please take into consideration when making your plans that partial funding may be awarded.*

Required Attachment Checklist:

- Applicant's resume

If requesting a consultant:

- Consultant's professional bio or resume
- Scope of Work from proposed consultant or Work Plan for customized activity (Please see the online FAQs for more information).

Important Information to Note:

- Applicants requesting funds to hire a consultant or coach must upload a Letter of Commitment from the proposed consultant and the consultant's bio or resume to the "Attachments" section of the online application (Please see the online Quick grant FAQs).
- **Activities beginning less than 60 days after the application deadline will not be considered.** For example, an application received by August 15th will be notified of approval by September 15th. However, the requested activity must take place after October 15th. Please plan ahead.

- *In order to meet the demand for funds and to support a maximize number of applications, **partial funding** may be awarded.*
- *It is the applicant's responsibility to enroll in the activity specified in their application or to make any necessary contracting agreements with the consultant(s) identified in their application.*
- *Should you be awarded a NextGen Arts professional development grant and not be able to complete the activity as described in your application, you must notify CCF immediately. Failure to complete the requested activity and/or notify CCF may require you to return the grant funds*

QUESTIONS?

Contact the Creative Capacity Fund toll-free at (877) 482-0530, or by email at ccf@cciarts.org.

