

## **CALI – California Art Leaders Investments (Formerly NextGen Arts Grants)- Frequently Asked Questions (FAQs)**

### ***1. Who is eligible to apply for the CALI grant program?***

Eligible applicants must:

- Be a current California resident.
- Have worked for fewer than 10 consecutive years in the arts field. Please note that by consecutive years, we mean fewer than 10 years back to back.
- Currently work with a nonprofit organization in California as an administrator, artist, or board member. Working refers to an official committed relationship with a nonprofit arts organization, as confirmed by the organization and the applicant's resume.
- Be registered online as a member of the CALI cohort. You are registered in the CALI cohort if you completed the online CALI Leadership survey.
- Previous grantees who have not received a NextGen or CALI award within the past 12 months of this application.

### ***2. When are applications due? When will I find out if I have been awarded a CALI 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 two months 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 do CALI grants fund?***

CALI supports externally facing leadership opportunities or professional development activities aimed at strengthening the individual's nonprofit arts leadership skills and affording the costs of participating in leadership-level activities. Examples of eligible leadership opportunities include: presenting at a national conference, co-authoring an original arts policy research paper, or chairing an arts task force. Examples of professional development activities might include: attending a national conference, hiring a career coach or consultant, or taking a nonprofit management or financial workshop.

During the evaluation process, priority will be given to externally facing leadership opportunities.

**5. What do you mean by “outward facing leading opportunity”?**

Outward facing leadership opportunities are activities that allow the applicants to exercise and demonstrate their leadership skills and capacity, beyond their internal role within their organization such as developing and moderating a conference panel.

**6. 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 leadership skills or nonprofit career plans in the arts. Applicants can request support to cover any direct cost for leadership opportunities like stipends for collaborators, printing and materials production fees, fees for service, catering costs, travels costs and registration fees, etc.

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 fewer than two months after the nearest application deadline.

Ineligible expenses are funding to offset an applicant’s regular salary or wages; funding to offset general operating costs of the applicant’s sponsoring arts organization; and/or funding to offset fees associated with college tuition or for college credit activities.

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

CALI 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.

**8. Can I apply for CALI 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 CALI grant per year.

**9. 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!

### **10. How often can I apply? How often can I receive funding?**

Applicants may only receive one CALI grant per calendar year. For example, if you applied for NextGen or CALI funding in May 2015 and were awarded, you must wait to apply again until May 2016. 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.

### **11. 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.*

### **12. What is a Scope of Work or 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.

If you are applying for an independently organized leadership opportunity, a *Work Plan* is a document that provides more specific details about your proposed activity. The Work Plan should highlight the major activities you will engage in through your proposed project/activity and document any expected milestones toward the completion of the activity, as well as any partners or people involved in it and their qualifications, timeline, locations, etc., as appropriate. You do not need to submit a Work Plan if you are applying to participate in an already developed activity (e.g., attending a conference or training workshop).

### **13. 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.

**14. 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 decisions 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.

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 CCI informing her/him that a CALI application has been submitted on behalf of their organization.

**15. If I am awarded CALI 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.

**16. If my organization or I was awarded a Quick Grant, am I still eligible for CALI funding?**

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

**17. My arts organization is fiscally sponsored. Do I still qualify for CALI funding?**

Fiscally sponsored organizations that are applying for CALI funding are considered on a case-by-case basis. Please contact us at [cali@cciarts.org](mailto:cali@cciarts.org) to discuss your eligibility further. If you are applying as a fiscal receiver you must provide the fiscal sponsor’s tax ID number and a copy of the fiscal sponsorship agreement between your organization and the fiscal sponsor.

**18. If I am unable to complete the activity I received funding for, what do I need to do?**

Should you be awarded a CALI 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 [cali@cciarts.org](mailto:cali@cciarts.org), by fax (415) 288-0529, or by direct mail describing why you were unable to complete the activity. CCI staff will work with grantees in such cases. Failure to notify CCI in a timely manner may require you to return the grant funds and disqualify you from future funding consideration.