



ART WORKS FOR SAN DIEGO
Community Impact Grant Application
Frequently Asked Questions

Q. Are the application guidelines available only on the Foundation's website?

A. The Foundation does not print and distribute hard copies of Community Impact Grant application guidelines. Electronic-only guidelines on our website allow us to distribute written information broadly and inexpensively. In the event that changes need to be made, online information provides a flexible format for quick and easy revisions.

Q. What documents are required by the application deadline?

A. All applicants must complete the secure online grant form that collects information about your organization for our records; a two-page letter of intent to apply; and, a copy of the lead applicant's 501.c.3 designation letter to verify nonprofit eligibility.

Q. Can I get help if something in the guidelines is unclear?

A. Yes – we're here to help you. Staff will explain and clarify eligibility requirements, review criteria, and application materials. The Foundation held two application workshops that provided an overview of the *Art Works for San Diego* goals and the application review process. Because the Foundation's Arts and Culture program is small, the Foundation cannot guarantee assistance for every applicant who calls just before the deadline, so try to contact us early.

Q. What kinds of organizations may apply?

A. The lead applicant must be a nonprofit, tax-exempt 501.c.3. organization based in San Diego County.

Q. My organization does not have its own nonprofit status. Can we apply through a fiscal agent?

A. Yes – an ineligible organization (i.e., one without its own nonprofit status) may apply as part of the project in which one of the partners has a 501 c.3 nonprofit status. The lead applicant must have nonprofit, tax-exempt status and be able to hold an Agreement with the San Diego Foundation.

Q. Are individuals eligible to apply?

A. No – individuals are not eligible to apply.

Q. How many applications can I submit?

A. An organization may apply as the primary applicant for one proposal only. If an organization submits as the lead on two or more proposals, the Foundation will arbitrarily disqualify all but one application.

Q. Given that the Letter of Intent is limited to two pages, what information should I make sure is included?

A. Within the two pages, make sure that you identify who is taking the lead in the project and include the mission statement of that lead organization. Early in the letter, briefly discuss the community need that your project intends to address. There should be enough compelling evidence to convince the reader that this is a real and important issue for the target community. Next, introduce the art-based solution that your project proposes. Briefly, make a case for why this is a timely and appropriate solution for the problem. Describe the partners you will work with on the project – those you are working with now and perhaps those you intend to approach during the planning process. Finally, list the type of planning activities you think might be necessary to move the project forward and how much you think these planning activities will cost.

Q. Will the amount requested need to be matched by cash or in-kind funding?

A. *Art Works for San Diego* funding does not have a grant match requirement in the planning phase. Because of the long-term nature of your project, it is expected that your organization will invest cash funds and in-kind resources of its own. Our purpose is to provide a rare source of support to insure the development of the most achievable and feasible project possible.

Q. Must my project be collaborative – that is, include more than one participant – if it is to be competitive?

A. *Art Works for San Diego* was developed based on the premise that our community benefits when nonprofits work together toward common goals. If an applicant proposes a project that doesn't involve others – nonprofit or otherwise - it should be prepared to make a strong case for why working alone will achieve the same benefits as working collaboratively.

Q. If my project idea is designed to be temporary in nature, will it be competitive in this process?

A. The kinds of projects that we hope to support are those that have the greatest possibility for long-term sustainability. This means that after San Diego Foundation

funding has ended, the program will still be supported through community participation and philanthropy over multiple years.

Q. What happens to my application after it is received?

A. The first step in the review process is to eliminate any proposals that are ineligible. The remaining proposals will be reviewed by staff and prioritized according to the project's strength, considering the criteria identified in the application instructions. This short list of proposals will be submitted to the Arts and Culture Working Group for further review. From the short list, the Working Group will select the project ideas with greatest merit and invite them to develop more detailed proposals. From this group, the Foundation will select the projects that will be awarded grants for the 2008-2009 cycle.

Q. Will you contact me if my application is missing anything?

A. You will not be contacted if your application is missing information. Also, changes may not be made to your application after it is submitted, which includes the revision of existing information or addition of new information.

Q. Will the Foundation conduct site visits, and if so, what role will the site visits play in the selection process?

A. The Foundation may choose to site-visit the projects short listed from the Letter of Intent pool. The purpose of the site visit will be to provide technical assistance to the applicants in the development of a final proposal.

Q. When will I be notified about the status of my application?

A. Applicants that have submitted Letters of Intent and are not moved forward to the proposal stage will be notified in March 2008. Final grant recommendations will be approved by the Foundation Board of Governors in June and applicants will be notified by phone and mail shortly thereafter.

Q. If my application is funded, what do I have to do? How soon can I get my money?

A. Agreements between your organization and the Foundation are typically signed in July or August. You will receive the full amount of the grant in the form of a check upon signing the Agreement.

Q. If my application is rejected, can I find out why?

A. Although we do not prepare formal panel notes, you may contact the Director who will provide declined applicants with feedback on their proposals.