

# CIAG APPLICATION INSTRUCTIONS

## BEFORE YOU BEGIN

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Full eligibility and programmatic requirements are discussed in detail in the [Guidelines](#), available for download under the Resources section of the CIAG Apply page on our website. The Guidelines should be used to assist you in determining whether your organization currently meets requirements for CIAG funding. These Application Instructions, together with the Guidelines, are intended to support your completion of a competitive CIAG application. They provide helpful tips, links and reference the review criteria used to evaluate your responses to the application questions. They also contain detailed technical and content-related instructions, including images from the online form. A [sample application](#) is also available to show each field of the application.

### [SURVEYMONKEY APPLY](#)

Arts and Culture uses the [SurveyMonkey Apply](#) online grants management system for all applications, forms, and grant reports. New applicants must register a user account, linking it with an organization in order to access the CIAG application.

### [VIRTUAL WEBINAR + WORKSHOPS](#)

We strongly encourage all applicants to attend a CIAG Application Webinar or access the recording of the presentation on your own. The Application Webinar will provide an overview of the application, guidelines, eligibility requirements, and tips for a strong proposal. Visit the Department of Arts and Culture website for the full [Workshop Schedule](#) and to reserve a spot.

## REQUIRED MATERIALS CHECKLIST

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Below is a list of supplemental materials that must be submitted in the online portal for your application to be considered complete.

ONE or TWO artistic samples submitted via file upload or hyperlinks. (Highly recommend submitting two recent samples and providing a detailed description of the sample's context.)

Federal Form 990, 990-EZ or 990-N for a tax year ending on or after December 31, 2022.

***For organizations and fiscal sponsors with operating budgets of \$2,000,000 or more:***

Financial audit for the most recently completed fiscal year ending on or after December 31, 2022.

***For fiscally sponsored organizations:***

Revenue and Expense or Profit and Loss statement for the annual operating budget of the fiscally sponsored organization (NOT the fiscal sponsor) for the most recently completed fiscal year.

***For municipalities and tribal governments:***

Adopted annual department budget for the most recently completed fiscal year.

***STRONGLY ENCOURAGED for organizations that request support for an arts education-related project:***

Project/Program curriculum sample (e.g. curriculum overviews, lesson plans, teacher guides and/or student study guides).

***Optional supplemental item:***

Maximum TWO letters of recommendation (on letterhead) OR reviews written within the past 12 months that speak to the value of your arts programming are STRONGLY ENCOURAGED.

Promotional material i.e. season brochure, flyer, postcard, review, etc. (upload or hyperlink).

# ACCESSING THE ONLINE GRANT APPLICATION

The CIAG Application can only be accessed online at <https://apply-lacdac.smapply.io/>. All organizations seeking CIAG support must submit an online CIAG Application and all required supplemental materials in the online grant portal.

## REMINDERS:

- The Department of Arts and Culture strongly recommends submitting the application **at least 5 days prior** to the deadline to allow ample time to troubleshoot and resolve any technical or system errors.
- Note: in *SurveyMonkey Apply* the term for a form or section of an application is “task.”

## LOGGING IN – NEW APPLICANTS REGISTRATION STEPS:

1. [Register](#) for a **new** user account. After registering, log in to [SurveyMonkey Apply](#)

**TIP:** Only one email/user profile may be used per individual account. Make sure to record the username and password for future use (i.e. – grant reporting, if awarded).

2. Complete the Name, Email and Password fields, then click Create Account.

First name


Last name

Email

Password


Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot 

CREATE ACCOUNT

3. You will receive an email from [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net) asking you to verify your email address. If you need another verification email, you can request another by clicking “Send verification link” on the applicant portal.

 Your email address has not been verified!  
You will not be able to submit applications or complete certain tasks until you have verified your email address

Send verification link

4. When you log in, you will see a prompt stating “View Programs”. Clicking here will take you to a page where you will be prompted to “Fill out Eligibility Profile”. You will not be able to see any of our program applications until you fill out this eligibility profile.

## USER SETUP/ELIGIBILITY PROFILE – NEW APPLICANTS ONLY

1. The first task once you have created your account as an individual, is to complete the user setup.

**NOTE:** While your account is an individual account, you must apply as an “Organization” in the User Set Up in order to view and apply to CIAG. Please select “Organization” and select which type of organization you are from the list.

**NOTE:** You must be one of the following to meet CIAG eligibility requirements:

- 501c3 Nonprofit Organization
- Model A Fiscally Sponsored Organization
- Municipality or Tribal Government

2. Enter your FEIN number. Once submitted, you will be directed to a page with your organization FEIN, name, city, state, and country. Verify that the information is correct.

3. New applicants will not have data filled in the County Vendor fields. Should you receive the award, you will be required to create an account with LA County Vendor Services [here](#). That information will be used to populate these fields at a later date.

4. To save and submit your information at a different time, click “Save my profile”. This will save your progress, and if there are any errors or information missing, you will see an error message with instructions. You may leave the task by clicking “Back”, and you may edit or change your FEIN number by clicking “Edit” in the dashboard next to this task.

5. After completing the eligibility profile, click “Save my profile” and you will be directed to the “Programs” list.

### LOGGING IN – RETURNING APPLICANTS

1. Enter the username and password

**NOTE:** Passwords can be reset by clicking the *Forgot your password?* button. Contact grants staff if you have trouble or need to update the account and associate it with someone else.

### EDITING USER SETUP/ELIGIBILITY PROFILE – RETURNING APPLICANTS

Information entered into **USER SETUP** is auto-populated into fields of the CIAG application.

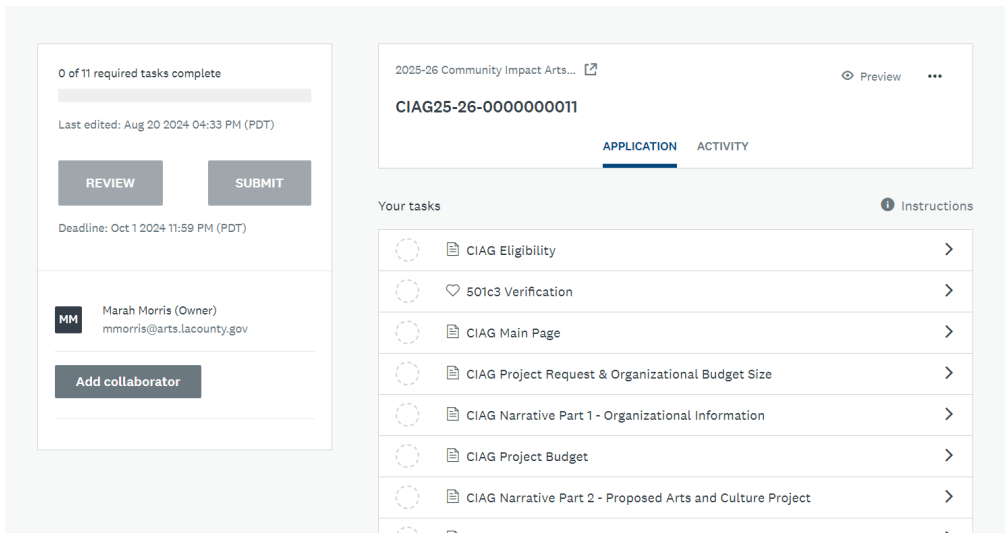
**TIP:** Update the information in your **USER SETUP** in the **ELIGIBILITY PROFILE** *before* beginning your CIAG application.

#### EDITING STEPS:

1. Find your name next to “Programs” and “My applications” in the bar at the top of your dashboard. Click on your name and from the drop down click “my account” to be taken to “account settings.”
2. Click “Eligibility” and then “Update your eligibility profile” to update the user account and profile.
3. Review all fields and make any updates to your user setup. Make sure you select “Save my profile” to save all changes.

### ACCESSING THE APPLICATION – ALL USERS (NEW and RETURNING APPLICANTS)

1. To open a new application, select “Programs” in the upper toolbar.
2. Click the **MORE >** button to the right of Community Impact Arts Grant; click **APPLY** to begin the application. This will take you to the application’s list of tasks. You may complete the tasks in any order, **but we recommend completing the task in the order they appear. Some of the application autofills when you have completed earlier sections of the application.**
3. Once an application has been started, it will appear under the “**My Applications**” tab. To open an application, click the Continue button. You will now be able to view and edit the application tasks:



## GUIDE TO TASKS, BUTTONS & PROMPTS

- To start a task, click the task name.
- You may toggle between tasks using the list on the left of your screen. PLEASE NOTE: *Changes will not be saved, unless the **SAVE & CONTINUE EDITING** button has been clicked.*
- To submit a task, click the **MARK AS COMPLETE** button.
- To save your progress on a task, click the **SAVE & CONTINUE EDITING** button. This will save your progress. Note: This button will redirect you back to the same form and show errors where information is invalid or incomplete. To leave a form incomplete, you must click **Back to application** which will take you back to the application task list page. The status that task will show as incomplete.
- To view a task that has been submitted, click the task name.
- To edit a form that has been submitted, click the task name, then click **...** in the top right corner. Select Edit from the dropdown list.
- To download a task, click the task name, then click **...** in the top right corner. Select Download from the dropdown list.
- To download the entire application, go to the application task list. Click **...** in the top right corner. Select Download from the dropdown list.
- To withdraw a submitted application, go to the application task list. Below the progress bar, click **Withdraw Application**. Submitted applications cannot be edited. Un-submitting will allow you to make edits, however this is only possible prior to the application deadline.
- To submit a document when prompted, optional or mandatory, click **Upload a file**, select your file and upload it. **NOTE: The item is uploaded when you hit “SAVE & CONTINUE EDITING”.** If you would like to submit or change your file or item, click into the task, click the three dots to the right of your original file. Select Delete from the dropdown list. Once the file has been deleted, repeat the steps to submit a new file or document.

## 1. CIAG ELIGIBILITY

- Please select the type of organization you are, hit next, and then answer the questions to determine if you meet the eligibility requirements to successfully complete an application.

**IMPORTANT:** *You must complete this form to access the full application. Once you “Mark as Complete,” other information in the application will be auto-filled.*

## 2. CIAG MAIN PAGE

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- In this task, please fill out the appropriate information. You will notice that some fields have been prepopulated based on your **User Setup** details.
- Please make sure phone numbers are typed in 10-digits with dashes and no parentheses. If there are extensions, put a dash in front of the extension as the prompt requests.

**NOTE:** For fiscally sponsored groups, *your Model A fiscal sponsor is the main applicant*. However, all contact information should correspond to the fiscally sponsored project managers who will oversee the project proposed in this application.

## 3. CIAG PROJECT REQUEST & ORGANIZATIONAL BUDGET SIZE

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### 1. Organizational Budget Size.

- Type in your budget size.
  - This number must be the same or close to the organization's budget size in the **most recently submitted Federal Form 990 (total revenue, line 12)** for a tax year ending on or after **December 31, 2022**.
  - Organizations with budgets over \$2M should reference the **most recently completed audit** for a tax year ending on or after **December 31, 2022**.
  - See [CIAG Guidelines](#) for more information.
- For fiscally sponsored organizations, provide the organizational budget of the fiscal sponsor, as you will be attaching their 990 and audit (if applicable.) Provide the annual operating budget of the fiscally sponsored organization in the space provided.
  - Annual operating budget should match the Revenue and Expense or Profit and Loss statement that you will be uploading in the supplemental materials task.

### 2. Arts Programming Budget Size.

- Provide the dollar amount of the arts programming budget for the most recently complete fiscal year. For fiscally sponsored groups, provide the arts programming budget of the fiscally sponsored organization.

### 3. Arts and Culture Programming Experience.

- Years of arts and culture programming experience.

### 4. Total Grant Amount Requested.

- Enter the request amount as it pertains to your grant project.
  - Total grant amount request can range from \$5,000 - \$20,000.

### 5. Primary Discipline.

- Check all that apply.

### 6. Arts and Culture Project/Program Reach.

- Check all that apply.

### 7. Brief Project Description.

- Give a brief project description. Complete the sentence, "The applicant requests funding from the Los Angeles County Department of Arts and Culture to support..." ensuring that the description **clearly** and **concisely** summarizes the specific purpose of the project. *Character limit 200.*
  - Examples of this statement are:
    - ... to support cultural programming that is responsive to community needs.
    - ... to support music workshops for immigrant communities in South LA.
    - ... to support teaching artist fees and rental costs for an afterschool program.
    - ... to support arts programs for the veteran community.

**IMPORTANT:** You must complete this form to access the full application. Once you "Mark as Complete," other information in the application will be auto-filled.

## 4. CIAG NARRATIVE PART 1 - ORGANIZATIONAL INFORMATION

- In this task, you will be asked to describe your organization’s mission or fiscally sponsored project, as applicable. This includes your overall history and core programming, arts history and programming, community/core audience and cultural equity and inclusion.

**A. MISSION/PURPOSE OF APPLICANT:** [CRITERIA 2, 5] *Character limit 500.*

**B. ORGANIZATIONAL HISTORY/CORE PROGRAMMING:** [CRITERIA 2, 5] *Character limit 2000.*

**C. How many arts-related classes/workshops/events did your organization produce in the last two years?** Reference the [CIAG Guidelines](#) for full definition.

**D. ARTS HISTORY/PROGRAMMING:** [CRITERIA 1, 5] *Character limit 1500.*

**E. COMMUNITY/CORE AUDIENCE:** [CRITERION 5] *Character limit 1500.*

**F. CULTURAL EQUITY AND INCLUSION:** [CRITERION 5] *Character limit 2000.*

Describe how the applicant addresses and is taking steps to integrate and reflect the values of cultural equity and inclusion internally and externally. Provide specific details highlighting progress or efforts made in the last two or more years.

## 5. PROJECT BUDGET

**Grant Period: July 1, 2025 to June 30, 2026**

- In this task, there are two forms, CIAG Project Budget Expense Detail and CIAG Project Budget Income Detail. If no number is appearing in “Total amount requested in budget form” box, go back to the PROJECT REQUEST & ORGANIZATIONAL BUDGET SIZE task and make sure it is marked as complete. Once your request amount is appearing in the PROJECT BUDGET task, click



**FORMATTING:** Do not use dollar signs (\$), decimals (.) or commas (,) in the budget tables.

**PROJECT BUDGET**

Complete the table with the projected budget for proposed arts project during the grant period: July 1, 2021 - June 30, 2022.

Enter projected budget for proposed arts project during the grant period. Only include income and expenses that are specific to the arts project; do not enter your organization's total annual budget. Indicate how your organization will match grant funds in the CASH MATCH column. We do not require a match across categories/line items.

For example, the full CIAG fund request could be placed in the Artistic Personnel and Fringe Benefits line items, while the Cash Match could be reflected in Production/Exhibition Costs. [Criteria 2, 3]

**IMPORTANT NOTE:** CIAG funds cannot be used for catering and hospitality, lodging, meals or travel outside of LA County. These types of expenses, however, can be included as part of the matching funds. Please see [2021-22 CIAG Guidelines](#) for a full list of unqualified expenses.

**FORMATTING NOTE:** Please enter plain non-formatted numbers into the table below. This form will not accept dollar signs (\$), commas (,) or cents (i.e. "0.50"). Please round figures to the nearest dollar.

CIAG Project Budget Expense Detail

	CIAG Fund Request	CIAG Required Match
Request/Match Amount	20000	20000

Personnel/Salary Expenses

	GRANT EXPENSES	MATCH EXPENSES
Artistic	\$	\$
	\$	\$

Amounts listed in the table at the top of the page are automatically populated using the grant request amount entered in the Project Request task. This table lists the minimum CIAG required match amount.

**CIAG Project Budget Expense Detail**

The total CIAG required match expenses must be equal (1:1) or more than the CIAG fund request.

**TIP:** Matching funds do not need to match the CIAG request column line items category-by-category.

**NOTE:** CIAG funds cannot be used for expenses related to catering, hospitality, lodging, meals or long-distance travel outside of LA County.

**GRANT TOTAL EXPENSE** will automatically calculate. If it meets the requirements for a (1:1) match, the table will look like this:

GRAND TOTAL EXPENSE	\$ 20000	\$ 25000
Meets or Exceed Explanations	true	true

Use the **Budget Expense Explanations** section to explain/clarify/detail the type, frequency and breakdown of relevant expenses, as applicable. This includes details regarding multiple program/non-artistic salary positions.

Provide a list of the sources of match fund expenses specific to the project. Enter both anticipated and confirmed sources of funding and the amount of each contribution. The total match amount must at least equal (1:1) the CIAG request. This space may also be used to explain other budget expenses as necessary. **TIP:** Panelists rely heavily on the budget notes to understand how applicant organizations implement a project. The absence of any notes is often negatively noted in panel reviews. Use the budget notes to fully explain how project funds will be used. Reference the item name in the explanation and if any amount is entered in "Other," provide an explanation. Expenses can be explained in a narrative format.

**Partner Expenses - Optional**

If a partner is independently paying for a portion of the project, please describe. If not applicable, enter N/A.

**CIAG Project Budget Income Detail**

Provide a list of cash match sources specific to the project by entering both anticipated and confirmed sources of funding. The total match amount must at least equal (1:1) the CIAG request.

The grand total will automatically calculate. If it meets the requirements, the table should look like this:

Grand Total Project Income	25000
Meets or Exceed Requirements	true

Use the **Budget Income Explanations** section to further explain the income budget as necessary. Provide a detailed list of "Other" income sources. If there are multiple sources of income in the Government (City, County, State, Federal), Foundation or Corporate categories, provide a detailed list naming the sources along with the amount of each contribution.

## 6. CIAG NARRATIVE PART 2 - PROPOSED ARTS PROJECT

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- In this task, you will be asked to describe the project in depth and in detail.

**TIP:** Responses should provide *Who, What, Where, Why, When* and *How* details. If your request is salary support for a current position, the project period will coincide with the grant period of **July 1, 2025 to June30, 2026**.

**A. PROJECT OVERVIEW: [CRITERIA 1, 3] Character limit 1500.**

**B. PROJECT TIMELINES AND PARTICIPANTS: [CRITERIA 3, 5] Character limit 750.**

**C. PROJECT ACTIVITIES: [CRITERIA 1, 3] Character limit 1500.**

Describe what happens/will happen during project planning and implementation. If applicable, what happens during a workshop, class or presentation? NOTE: We recommend attaching a sample lesson plan/curriculum/agenda in the Support Materials section if applying to support a workshop/class-based program.

D. If applicable, briefly describe the approach to developing curriculum and content for the arts program/project, particularly if serving youth. Consider providing 1-2 concrete examples. **[CRITERIA 1, 3] Character limit 1500**

**NOTE:** We STRONGLY ENCOURAGE you to attach a sample lesson plan/curriculum/agenda in the Support Materials section if applying to support a workshop/class-based program.

**E. PROJECT PARTNERS/ARTISTS/STAFF/VOLUNTEERS: [CRITERIA 1, 3, 5] Character limit 1500.**

**F. PROJECT FEES: [CRITERIA 3, 5]**

**G. PROJECT GOALS AND OBJECTIVES: [CRITERIA 3, 4] Character limit 1000.**

How is information about constituent needs gathered?

**H. PROJECT EVALUATION: [CRITERION 4] Character limit 750.**

**I. PROJECT OUTREACH: [CRITERION 5] Character limit 1000.**

**TIP:** Be sure to include benchmarks or concrete outcomes to help measure the expansion of a program (i.e. attendance/registration that collect zip codes, demographics, feedback on the quality of the programs, suggestions for future programming, frequency of visitation, etc.).

## 7. CIAG ARTS PARTNER(S) INFORMATION - OPTIONAL

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- In this task, you are provided the space to describe your arts partners, whether organizations or individual artists. You will have the option to include a primary and secondary partner.
- If this is not applicable to you, select NO to move onto the next section.

## 8. PROJECT PRIMARY STAFF + ARTISTS

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- In this task, provide short biographies of key organization staff and/or artists. Begin with the organization's leadership (e.g. Executive Director, Programming Director), outlining details of their involvement with the project, if applicable.

**TIP:** For key project staff and/or artists, emphasize their experience in areas of direct relevance to the proposed project e.g. professional, educational or community-based experience in arts and culture. Include years of experience. All volunteer organizations should provide the biographies of volunteers who are accomplishing work on the proposed project. An attachment may be uploaded listing additional



staff to support/carry out the proposed project and highlight organizational capacity.

## 9. BOARD OF DIRECTORS

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- In this task, provide a list of the applicant organization’s board of directors beginning with board officers (President, Vice President, Secretary, and Treasurer) listed in the first four rows. You may upload an additional attachment to accommodate more board members.

**TIP:** Complete ALL columns for each board member. Leaving sections blank reflects negatively on the application and organizational management of the organization. If necessary, you may upload an additional attachment to accommodate additional board members.

- Do board members have term limits? (Yes or No)
- How often does the board meet on an annual basis? Number of times per year.
- Does the board have a give or get policy? (Yes or No)
- Please describe the ways your board members provide leadership and support to the organization in ways other than monetarily.

## 10. ARTISTIC DOCUMENTATION & FINANCIAL SUPPORT MATERIALS

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- In this task, you will upload required and optional materials as required for your organizational type, e.g.501c3 nonprofit, fiscally sponsored organization, municipality, or tribal government.

**NOTE:** CIAG applicants are required to submit artistic documentation and support materials. Failure to provide required documentation will result in an incomplete and/or disqualified application. Allow ample timeto upload all required materials.

**REMINDER:** All uploaded materials must remain active and viewable until July 2025. If applicable, include the passwords for artistic documentation in the Artistic Description text section for the corresponding sample.

For specific information about required artistic documentation and supplemental materials, please open a new tab to review the [CIAG Guidelines](#).

### NAMING CONVENTIONS

<b>REQUIRED UPLOADED FILES</b> should be named accordingly:	Organization Name-Video Organization Name-PPT Organization Name-990 <i>OR</i> Revenue & Expense Statement Organization Name-Letter of Recommendation Organization Name-Review Organization Name-Financial Audit (\$2M budget or more)
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**TIP:** Please be sure the organization’s name is clearly visible on documents included as artistic documentation/supplemental material both in the file name and in the header or footer.

### UPLOADING ARTISTIC DOCUMENTATION

Artistic and/or service documentation samples can be uploaded as an attachment or hyperlinks included ina separate document and then uploaded. A minimum of one and maximum of two artistic and/or service samples must be uploaded. Two samples are recommended as visual documentation is crucial for evaluating the overall quality of the application.

In the text box below each submission, briefly describe the artistic sample and explain the relationship of theartistic sample to the application. Descriptions of the materials should include type of file, title of piece, artist(s) name(s), date the work was completed and running time (for audio and video).

**NOTE:** Panelists generally spend no more than three to five minutes viewing the sample(s) for each application. Applicants applying for video/media arts-based projects are required to submit at least one video sample.

**STANDARDS FOR ARTISTIC DOCUMENTATION**

<b>FILE TYPES</b> - The system accepts the following file extensions:	jpg, jpeg, gif, bmp, png, tif, mov, mp4, wmv, doc, docx, txt, xls, xlsx, pps, ppt, pptx, pdf, aac, mp3, wav, wma. <b>NOTE:</b> Each item should be less than 256MB.
<b>VIDEO SAMPLES</b>	No longer than 5 minutes long May provide YouTube or Vimeo links
<b>IMAGE SAMPLES</b> - Only submitted as a slideshow in a PowerPoint (PPT) or PDF file.	No more than 10 images in a sample No more than one image per slide Include a title, artist(s) name and date in the description

**STRONGLY ENCOURAGED/OPTIONAL SUPPLEMENTAL MATERIAL**

- Project/Program Curriculum Sample (e.g. curriculum overviews, lesson plans, teacher guides and/or student study guides.)
- No more than two (2) letters of recommendation or reviews written in the last 12 months that speak to your arts programming.
- No more than one (1) piece of promotional material may be submitted via electronic.

**FINANCIAL DOCUMENTATION**

**NOTE:** if you are not seeing a place to upload your financial documentation, go back to the ELIGIBILITY task as well as the CIAG PROJECT REQUEST & BUDGET SIZE tasks and make sure they are marked as complete.

**11. LEVINE ACT COMPLIANCE (CIAG)**

- In this task, you will be required to complete a Contribution and Agent Declaration Form to comply with state law SB1439, also known as the Levine Act.

**12. FINALIZING AND SUBMITTING**

- In this task, finalize and certify your application, then check the “I Certify” box to certify.

**IMPORTANT:**

Once You Have Completed all Tasks in the application and they are all marked with a full green circle, **you must click “Submit” on the left of your screen.** You will receive a confirmation email from SMAApply. **YOUR APPLICATION IS NOT SUBMITTED UNTIL THIS IS COMPLETE AND YOU HAVE RECEIVED AN EMAIL CONFIRMATION.**

**CONTACT INFORMATION**

Email: [ciag@arts.lacounty.gov](mailto:ciag@arts.lacounty.gov)  
 Phone: (213) 202-5858  
 Website: <https://www.lacountyarts.org/funding>  
 Grant Portal: <https://apply-lacdac.smapply.io/>

**NOTE:** If there is a change in organizational leadership or changes to the proposed project after the application deadline, submit a one-page update on organizational letterhead signed by an authorized individual and submit via e-mail for panel review.