

# 2020 Arts & Culture - CARGO Program

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## *Community Foundation Sonoma County*

At Community Foundation Sonoma County, we believe in the power of connecting people, ideas, and resources to benefit all who live here. We invest in the promise of Sonoma County.

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Creative Sonoma is dedicated to advancing and supporting the creative community of Sonoma County. Our core values imperative is "Consequence through excellence, equity and engagement."

### **2020 COVID-19 Arts Relief Grants for Nonprofit Arts Organizations**

The COVID-19 Arts Relief Grant Program for Nonprofit Arts Organizations (CARGO) has been established as a partnership between Community Foundation Sonoma County and Creative Sonoma, to provide relief to Sonoma County creative organizations that have sustained economic losses as a result of COVID-19 and the related business and community restrictions. The purpose of these grants is to help sustain Sonoma County's creative organizations so they can continue serving as a source of community cohesion and inspiration as we navigate our new, shared future.

COVID-19 Arts Relief Grants will go to Sonoma County-based nonprofit arts organizations for **general operating support**. Grant funds are intended to support immediate needs and are to be expended by December 31, 2020. The first round of funding will prioritize arts organizations who provide arts education and/or youth-oriented arts programs and who have received funding from either Community Foundation Sonoma County in the past five years. If additional re-granting funds are secured, a second round of awards will be open to all arts organizations, including those that were not prior grantees or were otherwise ineligible for the first round.

### **Evaluation Criteria**

The grants will be reviewed for eligibility by Community Foundation Sonoma County and Creative Sonoma staff. Priority will be given to small and mid-size organizations, those with limited assets, and those serving underserved populations. Additionally, application scoring will be weighted based on organizational need and sustainability. Staff recommendations are not final until approved by the Community Foundation Sonoma County and Creative Sonoma Advisory Board. Applicants will be notified via email of the result of the funding recommendations.

### **All applicants will be required to upload the following documents:**

- Board of Directors/Trustees list

- Organization Budget for current Fiscal Year

### General Instructions for Crafting a Strong Application

Please keep your answers as concise as possible when answering each question. You are not required to use all of the characters available. Remember that your application will autosave. You can also use the Save button at the bottom of the page and come back to your application at any time.

Please note, sections of this application will show or remain hidden based on your responses. The Question List in the top right of this page includes all questions, even ones that may not apply to your organization.

## 501(c)(3)

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**Is your organization a 501(c)(3) as designated by the IRS?\***

### Choices

- Yes
- No

## Eligibility

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### Eligibility - Grant History\*

Have you received funding for arts or arts education activities in the last five years from Creative Sonoma and/or Community Foundation Sonoma County? **NOTE: If you answer "NO" to this question, you are NOT ELIGIBLE to receive funding from this program. Please send an email to [bernadette.marko@sonoma-county.org](mailto:bernadette.marko@sonoma-county.org) to receive notification of future rounds of funding for which you may be eligible.**

### Choices

- Yes
- No

### Eligibility - Operating Budget\*

Does your organization have a minimum operating budget of \$25,000 for your last completed fiscal year, and/or support at least one employee? **NOTE: If you answer "NO" to this question, you are NOT ELIGIBLE to receive funding from this program.**

### Choices

- Yes
- No

### Eligibility - Location\*

Is your organization headquartered in Sonoma County? **NOTE: If you answer "NO" to this question, you are NOT ELIGIBLE to receive funding from this program.**

#### Choices

Yes

No

### Eligibility - Programs\*

Do you have a minimum three-year history of consistent arts programming and/or services prior to the application deadline?

**NOTE: If you answer "no" to this question, we still encourage you to submit your application.**

#### Choices

Yes

No

## Organization Questions

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Please keep your answers as concise as possible when answering each question. You are not required to use all of the characters available.

### Organization Mission Statement\*

Use GuideStar to pre-fill your organization's mission statement or enter it in the text box below. If using a Fiscal Sponsor, please answer the organization questions with the Fiscal Sponsor's information.

*Character Limit: 3000*

### Date of Founding\*

Enter the year your organization was founded.

*Character Limit: 4*

### Board of Directors List\*

Upload your Board of Directors list including Board Member names and professions.

*File Size Limit: 4 MB*

### Mission and Programs\*

Does your organization have an existing (pre-COVID-19) program or mission to serve youth, either through arts education or youth-oriented programming?

**NOTE: This is not an eligibility question. Even if you answer "No" to this question, we encourage you to continue to submit your application.**

#### Choices

Yes

No

## Population(s) Served

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### Population(s) Served\*

Does your organization intentionally serve any of the following populations? (check all that apply)

#### Choices

- Low income
- Geographically isolated
- Racial or ethnic minorities
- Persons with disabilities
- Other specific population (please describe)

### Population(s) Served - Continued

If you answered "Other" in the previous question, please identify the other specific population(s) served by your organization.

*Character Limit: 2000*

## Grant Request

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### Requested Amount\*

The grant amount will not exceed \$10,000.

*Character Limit: 20*

## COVID-19 Impact on Organization

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### Circumstances as a Result of COVID-19 - Impact\*

While many of the impacts of COVID-19 and the resulting restrictions are similar for our nonprofits, your organization may have/likely has unique circumstances. Please describe any impacts that you believe are unique to your organization, if any.

*Character Limit: 2000*

### Circumstances as a Result of COVID-19 - Actions\*

Have you taken any of the following actions, as a result of COVID-19? (check all that apply)\*

#### Choices

- Cut back organization hours of operations
- Cut back staff hours
- Laid off Staff
- Left vacant positions unfilled
- Not renewed contracts (staff or otherwise)

Other (please describe)

### **Circumstances as a Result of COVID-19 - Actions (Continued)**

If you answered "Other" in the previous question, please list and/or describe the other actions your organization has taken.

*Character Limit: 2000*

### **Pre COVID-19 Staff Capacity - Executive/Managerial\***

Please identify the number of Executive/Managerial Staff on payroll as of February 29, 2020.

*Character Limit: 250*

### **Current Staff Capacity - Executive/Managerial\***

Please identify the total number of Executive/Managerial staff on payroll as of May 1, 2020.

*Character Limit: 250*

### **Pre-COVID-19 Staff Capacity - Program and Support Staff\***

Please identify the number of Program and/or Support Staff on payroll as of February 29, 2020.

*Character Limit: 250*

### **Current Staff Capacity - Program and Support Staff\***

Please identify the total number of Program and Support staff on payroll as of May 1, 2020.

*Character Limit: 250*

### **Pre COVID-19 Staff Capacity - Teaching Artists\***

Please identify the number of Teaching Artists on payroll as of February 29, 2020.

*Character Limit: 250*

### **Current Staff Capacity - Teaching Artists\***

Please identify the total number of Teaching Artists on payroll (or under contract) as of May 1, 2020.

*Character Limit: 250*

### **Current Staff Capacity - Impact\***

Please describe your staff reduction measures and the impact that your staff reduction, if applicable, has had on your organization and the creative solutions you are employing to address those impacts.

*Character Limit: 2000*

### **Operational Sustainability - Forecast**

For how many months more can you sustain your operations at your current level?\*

*Character Limit: 2*

## Operational Sustainability\*

If you answer 2 months or fewer, please share your plans and potential timeline for re-opening your organization.

*Character Limit: 2000*

## Donations\*

Have you experienced a drop off in your “regular” donations for this time period (compared to the same period last year)? If yes, address the following:\*

- How much would you estimate you have not taken in but had anticipated?
- Do you know if the lack of these specific donations is likely permanent (vs. just potentially delayed)?

*Character Limit: 2000*

## Mitigation Steps Taken or Underway

Of the following resources, which have you explored (successfully or not) to help mitigate your situation?

## Business Interruption Insurance

### Choices

Submitted claim and awaiting payment  
 Submitted claim and received payment  
 Submitted claim and been denied  
 Do not carry this insurance  
 Explored submitting a claim but not processed one yet  
 Other (please explain)

## Business Interruption Insurance (Continued)

If you answered "Other" in the previous question, please explain.

*Character Limit: 2000*

## SBA Paycheck Protection Program\*

SBA Paycheck Protection Program

### Choices

Completed application, and have been approved  
 Completed and submitted, awaiting approval  
 Exploring options to apply but not completed yet  
 We don't qualify  
 We haven't explored this option  
 Other (please explain)

## SBA Paycheck Protection Program (Continued)

If you answered "Other" to the previous question, please explain.

*Character Limit: 2000*

## **SBA Economic Injury Disaster Loan/Advance**

### **Choices**

- Completed application, and have been approved
- Completed and submitted, awaiting approval
- Exploring options to apply but not completed yet
- We don't qualify
- We haven't explored this option
- Other (please explain)

## **SBA Economic Injury Disaster Loan/Advance (Continued)**

If you answered "Other" in the previous question, please explain.

*Character Limit: 2000*

## **Other Financial Relief**

If you have accessed another financial resource that is not listed above, please give the name of the resource and let us know where you are in the process of applying for them.

*Character Limit: 2000*

## **Operating Costs - Rent\***

Have you done any of the following?

### **Choices**

- Asked for and received rent forgiveness
- Asked for and received rent payment extension
- Asked for and been denied any rent forgiveness/extension
- Not asked for
- Not applicable

## **Operating Costs - Mortgage\***

Have you done any of the following?

### **Choices**

- Asked for and received mortgage forgiveness
- Asked for and received mortgage payment extension
- Asked for and been denied any mortgage forgiveness/extension
- Not asked for
- Not applicable

## **Operating Costs - Occupancy**

If you received rent or mortgage forgiveness or extensions as checked in either of the previous two (2) questions, state for how many months allowed.

*Character Limit: 250*

### **Mitigation Steps Taken or Underway - Reserve Funds**

If you maintain a reserve fund, have you spent any of it for any COVID-19 related expenses since March 2020? If so, please share the total amount you have spent from your reserve.

*Character Limit: 2000*

### **Mitigation Steps Taken or Underway - Fundraising**

Have you launched fundraising activities (individual donor pitches, crowd funding, etc.) in response to the COVID-19 impacts? If yes, please share whether the amount has helped to meaningfully mitigate current circumstances.

*Character Limit: 2000*

### **Mitigation Steps Taken or Underway - Donor Outreach**

Do you have a preliminary assessment of whether or not your trusted donors are willing/able to give more in response? If so, what have you learned?

*Character Limit: 2000*

### **Mitigation Steps Taken or Underway - Other**

What other actions have you taken to maintain your operations, including administrative and programmatic?

*Character Limit: 2000*

### **Short Term Needs - Priorities**

What are your top 3 priority needs between now and July 31?

*Character Limit: 2000*

### **Alternative Programming**

Are you already doing any virtual or alternative programming? If so, briefly describe it. If not, do you have plans to implement virtual or alternative programming within the next 1 - 3 months?

*Character Limit: 2000*

### **Future Planning**

If you have any preliminary ideas and/or plans for what you will do programmatically over the next 3-6 months, briefly describe here.

*Character Limit: 2000*

## **Organizational Budget Overview**

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### **Organization Budget\***

Please upload your Current Organizational Budget.

*File Size Limit: 4 MB*



## Current Fiscal Year Budget - Narrative\*

Please use this space to provide additional details regarding deficits, either by line item or in total. Additionally, if there had been recent (non-COVID-19 related) changes in leadership or financial stability, briefly describe them and, if an issue, any major steps taken to resolve them.

*Character Limit: 2000*

## Region Served

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### Region Served\*

Select the region of Sonoma County that will be served by this grant request. Check all that apply.

#### Choices

Central County/Santa Rosa  
North County  
South County  
West County  
Sonoma Valley

### Region Served - Supervisory District\*

In which Supervisory District does your organization primarily serve?

#### Choices

District 1  
District 2  
District 3  
District 4  
District 5

## Ineligible to Apply

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**Thank you for taking the time to research this opportunity. Unfortunately, we are unable to fund many deserving programs and organizations at this time. Based on your responses to eligibility questions, your organization is ineligible to apply for this particular program. Please continue to follow Community Foundation Sonoma County and Creative Sonoma for potential upcoming grant opportunities and resources to support a culturally vibrant Sonoma County.**