CULTURESOURCE
THE ARTS & CULTURE ALLIANCE

COVID-19 Arts and Creative Community Assistance Fund
Innovation Grant Program Application Elements

Timeline
October 19, 2020 – The application portal is open!
November 12 – Organization must register in online portal to apply by this date.
November 19 at 5 p.m. – Deadline to apply.
December 28 – Notifications of grant decisions will be sent via email.
January 8, 2021 – Grant payments will be mailed to awardees.

Getting Started
If you have not previously registered in Fluxx, the Community Foundation's online grant system, then you can do so at this link.

If you are already registered in Fluxx, you can go to this link to log in and start your application.

To get to the application in Fluxx: 1) select **Apply for a Grant** in the left column menu, 2) select **Apply for a Special Opportunity** in the new screen that opened, 3) select "COVID-19 Arts and Creative Community Assistance Fund" from the dropdown menu of applications in the section called, **Select Your Application**.

If you have any technical log-in questions, please reach out to Ryan Krueckeberg, grants manager, at applications@cfsem.org .

Basic Information
To begin, you will be asked for this information:
- Applicant name
- Applicant mailing address
- Name, title, email address, and phone number of contact person for the application
- Organization mission, background and current programming
- Project Title
- Proposed start and end date (We are anticipating most grants will be from 1/1/2021 – 12/31/21, but if you are requesting an alternative time frame, please discuss with CultureSource fiscal services specialist Jane Linn, jlinn@culturesource.org.
- Total budget amount being requested
- A cover letter, to be uploaded, indicating support of the organization's CEO/Executive Director for the project and application.

Questions
You then will be asked to complete the following narrative questions:
No more than 900 words total (or about 150 words per question)

1. Please describe the innovative project, experiment, or risk that you are proposing for funding. (Again, it must be framed by, borne out of, or ignited by COVID-19.)
2. Please describe the engagement of staff members, board members, volunteers, and/or stakeholders in designing or developing this project.
3. What hurdles do you expect to encounter as you launch or continue to develop the project?
4. What long-term difference will this funding make for your organization?
5. How do you plan to use the funding? And if your project requires more funding than is available through this award, what are your plans for acquiring the additional funds you need?

Attachments

You then will be asked to upload the following three documents:

Board-Approved Current Fiscal Year Operating Budget
Most recent Certified Financial Audit or Review or IRS Form 990
Board Member List

Budget

Last, you will be asked to complete a budget template, outlining how funds will be spent.

When you are finished, make sure to hit "Save" and then "Submit."

Questions?

Contact CultureSource fiscal services specialist Jane Linn (jlinn@culturesource.org or (313) 831-1151) with questions about applying to this grant program.