Grant funding for Rising Arts Leaders of San Diego is provided by the Center for Cultural Innovation, a nonprofit organization based in the Bay Area. In previous years, Rising Arts Leaders has allocated part of its operational funding to the annual Virgil Yalong Quick Grants, named after Virgil Yalong, a longtime Rising Arts Leaders Steering Committee member, fearless arts advocate and champion of the arts in San Diego. A gifted educator, writer, and designer dedicated to supporting creative and vibrant communities, Virgil embodied so many values of a rising arts leader. Virgil passed away in November, 2016 and we continue to honor his memory and his legacy through the Virgil Yalong Quick Grant program.

Rising Arts Leaders of San Diego provides a limited number of competitive, professional development grants of up to $1,000 each to San Diego emerging arts professionals and artists currently employed at or in partnership with a 501(c)3 nonprofit cultural organization. We also provide this opportunity to individuals based in San Diego not currently employed by an arts or cultural organization.

The Rising Arts Leaders Steering Committee has monitored the ever-changing COVID-19 situation and learned about its effects on our arts and culture community in San Diego County and the Baja Region. We know our community – a membership that is made up of working artists, arts administrators, and arts and culture workers – continues to experience unprecedented challenges and financial losses related to COVID-19. RALSD Steering Committee has made an effort to ensure that grant funds have as much flexibility as possible, and have chosen to eliminate some of the restrictions on eligible grant expenses that have been present in past grant cycles. Our aim is to offer an accessible granting process that can provide
immediate funding to meet the professional, leadership, and artistic development needs of our members.

This document contains a description of materials required in the application. The following guidelines will help you to prepare your grant proposal and assemble the required documentation. Please read carefully to learn more about how the grant should be spent, disbursed, and awardee protections.

Please read thoroughly. If you have any questions, please email risingartssd@gmail.com using the subject line: [applicant name] QG 2022.

DEADLINE: Monday, August 15 at 11:59 PM

Applications that are received after the deadline will not be considered.

FILL OUT THE ONLINE APPLICATION FORM ON OUR WEBSITE:

Website link will be added Monday, August 1 at 10:00 AM
In order to be eligible for a 2022 Quick Grant, applicants must:

1. **Be working in, or aspiring to work in, the arts and culture sector.**

   Arts and culture sector can be broadly defined and includes anyone working in, for, or with arts and culture, including cultural centers, arts and culture education, museums, traditional and contemporary arts, music or dance, galleries, legal (e.g. artists rights), etc. If you have any questions about your qualifications please email risingartssd@gmail.com using the subject line: [applicant name] QG 2022.

2. **Be a member of Rising Arts Leaders of San Diego.**

   Sign up for Rising Arts Leaders of San Diego membership by joining our email list. Please visit www.risingartsleadersofsandiego.org and click “Become a Member.” This will be addressed in your Questionnaire.

3. **Sponsoring organizations (where applicable) must be based and providing services in San Diego County with a 501(c)3 IRS tax-exempt status.**

   If an individual is applying for a Quick Grant, it is highly encouraged for the award to be received through a fiscal sponsor with 501(c)3 status that is based in San Diego County (hereby known as the “sponsor”). The sponsor can be the applicant’s employer, but is not required to be.

   The applicant is the beneficiary and recipient of the Quick Grant, not the fiscal sponsor. Funds cannot be used for anything other than the project or experience accepted by Rising Arts Leaders San Diego. All sponsors are required to complete an agreement of funding letter.

   If an individual applicant is unable to secure a fiscal sponsor, Rising Arts Leaders San Diego will work with the applicant on a solution that works best for Rising Arts Leaders San Diego and the applicant including full payment upfront (taxes applied) or partial payment with reimbursement. Please email risingartssd@gmail.com using the subject line: [applicant name] QG 2022 for funding options.

4. **Be based in San Diego County and/or the Baja Region.**

5. **All expenses must occur within the funding period: September 1 through November 30, 2022.**

   *Additional Information*: Organizations are not limited in the number of applications/employees that may apply at one time, but please note that an organization is only eligible to receive a maximum grant of $1,000 in a given grant cycle.
**FUNDING PURPOSE**

Rising Arts Leaders San Diego Quick Grants may fund one of three types of learning activities:

1. Professional Development Experiences
2. Organizational / Community Leadership Projects
3. Artistic Projects

**1. Professional Development Experience:**

These experiences consist of learning and professional development opportunities included but not limited to the following:

- Tuition and fees for classes, workshops, or conferences.
- Fees for training programs, mentors, or coaches.
- Registration for webinars or other online seminars.
- Travel and lodging, if the workshop or conference is located outside San Diego County.
- Annual membership dues for professional associations or networking groups.
- Required books, supplies, or materials for eligible classes, workshops, or conferences.
- Funds for food and beverage during the duration of experience.

All expenditures must be in support of the experience.

*Facilitated Learning Experience Example:*

An emerging museum development professional seeks career advancement and uses the funds to pay for a grant-writing training program.

**2. Organizational / Community Leadership Projects:**

These are opportunities for leadership within projects conceived, initiated, and led by the applicant within the organization or community. These projects should not only provide an opportunity for the employee to practice leadership skills, but also make a meaningful contribution to their organization or community. The applicant will take the lead on the project, develop a preliminary plan, gain approval from the supervisor, and carry the project through to completion. These short-term, small-scale projects should be practical and realistic, given the time and funding available. The project may involve other staff members.

All expenditures must be in support of the project. Eligible expenditures include, but are not limited to, the following, when necessary to implement the project:

- Materials and supplies.
- Tools and equipment, including technology hardware and software.
- Consultant fees.
- Parking and mileage.
• Funds for food and beverage during the duration of experience.

Ineligible expenses include:

• Funds to offset the organization’s general operating costs.

Organizational Leadership Project Example:

An arts administrator takes the lead in initiating an opportunity for their theatre company to collaborate with a local environmental non-profit organization to reduce their environmental impact per production. Led by the applicant, the grant funding is used to purchase sustainable lighting solutions and create a staff sustainability training opportunity.

3. Artistic Projects:

These opportunities sponsor individuals in their artistic careers within the context of a project, for the production of an artistic endeavor as opposed to a facilitated learning experience.

Favorable proposals are likely to include projects that demonstrate a significant and meaningful involvement in the community or activities in which the applicant grows their professional standing, and practical and visionary leadership in the arts community. Holding a solo exhibition, self-publication, curating a show, and participating in an artist residency (already accepted) are all viable examples of artistic projects.

Eligible expenditures include, but are not limited to, the following:

• Venue / Rehearsal spaces.
• Relevant publishing costs.
• Raw materials directly related to the proposed project.
• Rental equipment.
• Collaborator stipends.
• Funds for food and beverage during the duration of experience.

Ineligible expenses include, but are not limited to:

• Personal production supplies not related to the project.

Artistic Projects Example:

The artist has permission from a building to produce a pop-up gallery exhibition of their work and that of other curated artists, and requires funds to pay for rental and display cases for the show.
SELECTION CRITERIA AND PROCESS

Each applicant interested in a Rising Arts Leaders San Diego Quick Grant must submit their own proposal. Proposals must be in original writing. Any application materials that resemble another application in the current cycle may be subject to denial. Applications similar to previous applications submitted, but not awarded, are acceptable.

Proposals will be evaluated with a rubric based on the following criteria:

- The project’s goals are clearly expressed and in line with RALSD’s mission and goals
- All required documents are submitted, legible, and well-organized
- Applicant demonstrates meaningful engagement in arts and culture throughout San Diego County and/or Baja Region
- The project is clearly defined and described within the context of the applicant’s professional development, artistic growth, or leadership development
- The budget is presented using the provided template and is realistic for the scope of work

Because “need” is relative, it will not be used as an evaluation criterion. Applicants who are active Rising Arts Leaders San Diego members (attend Rising Arts Leaders San Diego events and/or volunteer on a subcommittee) will be given priority for funding. Applications that are received after the deadline will not be considered. Rising Arts Leaders San Diego Quick Grant proposals will be reviewed by members of the Rising Arts Leaders San Diego Steering Committee.

Applications are due by 11:59 PM on Monday, August 15, 2022. Applicants will be notified of the status of their applications by late-August. We require awardees to accept their Quick Grant by replying to the offer email within 5 business days. Grant checks and agreements will be disbursed within 45 days of awardee acceptance of the grant. This may be different for individuals who are utilizing an alternative funding option. For example: If an individual awardee is utilizing the partial payment and reimbursement model, they will need to front some costs and then submit itemized receipts for reimbursement. Again, funding models will be determined by Rising Arts Leaders San Diego and awardee before disbursement of funds.

For awardees with fiscal sponsors, it is up to the sponsor to decide how and when to disburse funds to the awardee - however it must be disbursed in a timely manner for the awardee to complete all financial reporting and reimbursement needs before November 15, 2022. Failure of an organization to disburse funds to awardees will result in disqualification from receiving future Quick Grants.
REPORTING

We ask that awardees send a report via email to the Rising Arts Leaders San Diego Steering Committee before December 31, 2022.

Awardees are responsible for ensuring that the experience(s) and/or project(s) are completed as described in the proposal(s). Awardees must complete all reporting requirements as described below as well.

Each awardee who receives a Rising Arts Leaders San Diego Quick Grant is required to submit the following within 30 days of completing the experience/project:

- **Awardees will be asked to submit media (photos, video, work samples, press clippings, etc.) and/or a written reflection (approx. 300 words) that demonstrates the impact of the funded project. RALSD will use these submissions to promote the funded projects as well as future Quick Grant opportunities.**
  - These reporting submissions are also an opportunity for the awardee to reflect on what was learned and share it with others.

- **Submit a financial report by December 31, 2022 including itemized receipts.**
  - All expenses must occur within the funding period: September 1 through November 30, 2022.
  - The financial report is simply the original budget submitted with an additional column for “Actuals.”
  - Itemized receipts clearly show what was purchased by the awardee.
  - **Note:** If opting into a reimbursement funding model, all itemized receipts must be submitted to be reimbursed to the awardee. Any receipts not submitted by the close of the funding period will not be reimbursed and will become the burden of the awardee.

- **Complete a post-assessment survey that will be sent to the awardee via email after the funded project is completed.**

**Attention:** Failure to submit these reports and reflections within 30 days of project/experience completion will negatively impact the organization’s and/or awardee’s future funding proposals for Rising Arts Leaders San Diego Quick Grants.
APPLICATION MATERIALS

To submit your application, fill out the application form: 
http://www.risingartsleadersofsandiego.org/programs/virgil-yalong-quick-grants/application. If you have any questions, please email risingartssd@gmail.com using the subject line: [applicant name] QG 2022.

Checklist:

- Description of proposed experience/project
- Resume or CV
- Letter of Support from a Professional Reference
- Letter of Agreement from Organization to provide Fiscal Sponsorship on letterhead (if applicable)
- Form W-9 - Fiscal Sponsor’s or Individual’s (if not utilizing a sponsor)
- Quick Grant Budget

Formatting: Include applicant name, and “Rising Arts Leaders San Diego Quick Grant 2022.” Please make sure your formatting is legible, organized, and concise.

1. Description of proposed experience/project (max 1 page)

   Describe facilitated learning experience, organizational leadership project, or artistic project and impact. Feel free to use these questions as a template for your response if desired.

   - Provide a description of the experience or project in which you will participate, including:
     - Project Title.
     - When and where the experience or project will occur.
     - Who will provide the experience and/or who will work on the project.
   - Describe how the experience or project will enhance your own short-term and long-term professional and leadership development goals.
   - Describe why the funds you are requesting are integral to the success of this project.
   - Describe the impact of your proposed project (on your organization, community, etc.).
   - Convey how your proposal aligns with Rising Arts Leaders San Diego’s mission to support emerging leaders in the arts and culture sector.

2. Resume or CV (max 2 pages)

3. Letter of Support from a Professional Reference (max 1 page)
Submit a letter of support from a professional reference. If you are applying for a professional development or leadership project, this letter should come from a supervisor/manager/director.

4. **Letter of Agreement from Organization to provide Fiscal Sponsor** (if applicable)
Submit a letter of agreement from your organization or fiscal sponsor on the organization's letterhead. This letter should state that they are willing to accept your grant funds and will distribute funds to the awardee within the 4-month project timeline. They should also state that the funds will only be used for the purpose of the awardee’s project.

5. **Fiscal Sponsor’s or Individual’s (if not utilizing a sponsor) W-9**
Form W-9s should be recent, completed, and signed.

6. **Quick Grant budget** (max 1 page)
An estimated budget and simple description.

Budget should be completed using the budget template provided and include:

- The amount of funds requested from the Rising Arts Leaders San Diego Quick Grant.
- Any additional funding provided by sponsor for the activity or project.
- Any personal financial contributions provided by the applicant.
- Total activity or project budget.

Please note that matching funds from the applicant and/or sponsor are *not required*, but should be included in the budget.

Please see below for the required budget template:
Rising Arts Leaders San Diego Quick Grant Budget

Total Rising Arts Leaders San Diego Funding Request: $1,000.00
Total Matching Funds: $620.00
Total Project Budget: $1,620.00

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<th>Rising Arts Leaders San Diego Funding Request</th>
<th>Employer Matching Funds</th>
<th>Employee Matching Funds</th>
<th>Total Project Budget</th>
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