Advancement Grant

APPLICATION INSTRUCTIONS

All Los Angeles County Department of Arts and Culture (Arts and Culture) applications, forms, invoices, and grant reports will be submitted electronically using the online grant portal, Survey Monkey Apply. New applicants to the portal must register for a user account. When setting up an account, users will need to select "School District" as the type of organization in the "Eligibility" settings to allow access to the Advancement Grant application.

ELIGIBILITY
Los Angeles County school districts that are in partnership with the Arts Ed Collective and will be implementing board approved strategic plans for arts education in 2024-2025 school year are eligible to apply.

Eligibility and programmatic requirements can be found in the Guidelines which should be reviewed prior to completing the application. lacountyartsedcollective.org/advancement

INSTRUCTIONS
These Application Instructions, together with the Guidelines, are intended to support your completion of the Advancement Grant application. Technical instructions accompanied by images from the online form and application questions are provided here as reference.

REMINDERS
Funding request must be submitted by 6:00 pm, Wednesday, March 13, 2024.

Arts and Culture strongly recommends submitting the application no later than 5 days prior to the deadline to provide ample time to troubleshoot and resolve technical or system errors.

DOWNLOAD AND REVIEW THE ADVANCEMENT GRANT GUIDELINES

Download the Advancement Grant Guidelines and review them before getting started.
- lacountyartsedcollective.org/advancement

ACCESSING THE ONLINE GRANT PORTAL AND APPLICATION

GETTING STARTED
- Visit apply-lacdac.smapply.io
  Returning Applicants - Click 'Log In' in the upper right corner of the screen. Enter your username and password.
  First Time Applicants - Click 'Register' for a new account. *See next section for details.*

FIRST TIME APPLICANTS
Registration Steps
1. Click the green 'Register' button in the upper right of the screen to register for a new user account and profile.

   TIP: Once an application is created the owner may 'add collaborators' to view and/or edit the application. Note that collaborators may not submit forms.

2. Complete the User Information fields Name, Email, and Password.

3. Once finished, click 'Create Account.' A welcome page will inform you that a confirmation email has been sent to the registered email.

4. Check for an email titled "SurveyMonkey Apply Account Email Verification" from **noreply@mail.smapply.net**.

5. Verify your email address by clicking 'confirm email address' within the email. This will return you to the SurveyMonkey Apply Log In page. Log in to the website to continue.

   TIP: Once your email is verified you will receive a second "Welcome" email. You can always refer to this email to access your Applicant Portal or bookmark the webpage in your browser.
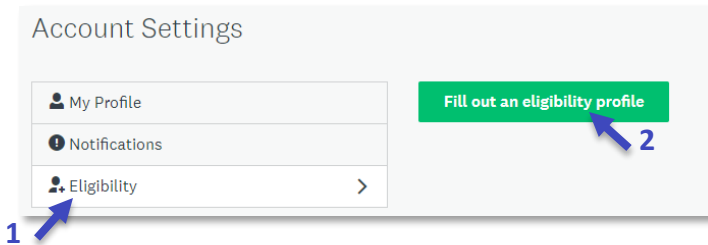
6. Before applying, you'll need to complete the user setup by updating your eligibility profile.

Eligibility Profile – New Applicants Only
1. The first task is to complete the Eligibility Profile Form. Click 'My Account' from the dropdown under your name.
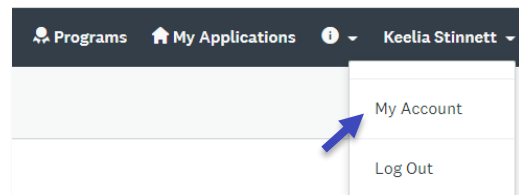
2. Select Eligibility from the left panel. Then click 'fill out an eligibility profile'.

3. To access the Advancement Grant application,
    - select applicant type 'Organization', then
    - select organization type 'School District.'

    TIP: For the purpose of this grant portal, Charter networks that identify as a 501c3 select School District. If you select 501c3, you will not have access to the Advancement Grant application.

4. Enter the required Organization Account Information as it applies.

    TIP: If you do not know the LA County Supervisorial District of your administrative office you can look it by entering your address at https://appcenter.gis.lacounty.gov/districtlocator/.

5. Click 'Save my Profile' when complete. This will direct you back to the Programs Dashboard where you will see all the grant opportunities that are available to you.

ACCESSING THE APPLICATION

1. To open a new application, access the Programs Dashboard by selecting 'Programs' or the medallion icon in the upper toolbar.

2. Click the button in the Arts Education Advancement Grant tile to see the description and deadline of the opportunity.

3. Click the button to open a new application. This will take you to a dashboard that displays the list of tasks (forms) required for the application. **You may complete the tasks in any order.**

4. Once an application has been open, it will appear under in the upper toolbar. *There is no need to return the Programs Dashboard during this grant cycle.*

NAVIGATING THE GRANT APPLICATION TASK DASHBOARD

- **Your Tasks:** This section includes the 7 task forms you will need to complete to apply for the grant. It includes
  - A general district information form,
  - A form for each of the five criteria covered in the grant guidelines, and
  - A district Certification form to be completed by an authorizing district official
- **Overview Panel:** The panel on the left displays a completion bar for the number of required tasks that have been completed. Other functions on this panel include:
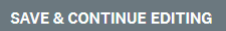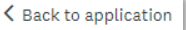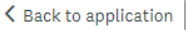 - **Add collaborator** – Click here if you are working on this application with a colleague or add your authorizing official to give access to the application in the portal for their review. Enter their email address to invite them to work on this application. They should receive an email with a link asking them to join you. You should see a list of everyone you have invited in the panel.
  - **REVIEW** – Click here to review all completed tasks on one screen.
  - **SUBMIT** – Click 'Submit' after you have completed and reviewed all required tasks. Your application is not complete or submitted for consideration until this step is complete. **Submitted applications cannot be edited.**

GRANT APPLICATION TASK LIST

Once the Arts Education Advancement Grant is opened and you are in the Application Dashboard, you will see the application broken out into 7 tasks. These tasks are listed in the order of the criteria that can be found on page 8 of the Guidelines. **You may complete the tasks in any order.**

Your tasks		
⬤	AG 21-22 School District Information Last edited: Jan 22 2021 02:06 PM (CST)	›
⬤	AG 21-22 Strategic Direction Last edited: Jan 22 2021 02:07 PM (CST)	›
◯	AG 21-22 Project Plan Deadline: Mar 10 2021 08:00 PM (CST)	›
◯	AG 21-22 Project Evaluation Deadline: Mar 10 2021 08:00 PM (CST)	›
◯	AG 21-22 Personnel Deadline: Mar 10 2021 08:00 PM (CST)	›
◯	AG 21-22 Fiscal Capacity Deadline: Mar 10 2021 08:00 PM (CST)	›
◯	AG 21-22 Certification Deadline: Mar 10 2021 08:00 AM (CST)	›

NAVIGATING A TASK

1. To start a task, click the task name.

2. Each task has two save options: [SAVE & CONTINUE EDITING] or [MARK AS COMPLETE].
   - *Save & Continue Editing* saves your work and returns you to the form.
     - To navigate away from the form, select a different task from the left task bar, or click [< Back to application] above the task bar to return to the Application Dashboard.
     - Upon selecting this save option the ⬤ icon will appear next to the task in the Application Dashboard. This icon indicates that you have not yet marked this task as complete.
   - *Mark as Complete* saves your work, stamps it as complete with the date in the upper section of the form, and temporarily locks it into a view only mode.
     - To navigate from the form, select a different task from the left task bar or click [< Back to application] above the task bar to return to the Application Dashboard.
     - To view or edit the form, click on the task name. To continue editing click the ••• icon in the upper right and select edit.
     - You may not mark a form complete if required fields are left blank.
     - Upon selecting this save option the ✅ icon will appear next to the task in the Application Dashboard. This icon indicates that you have marked this task as complete.

TASK PROMPTS AND QUESTIONS

Below are the questions that are asked in each task.

School District Information
- District Name
- Contact Information
  - Person completing the funding request
  - Summer contact
  - Project Lead
- Provide a brief summary of arts education currently offered in your district.
- In two sentences or less, provide a brief statement describing what this funding will support. Complete the following statement.

Strategic Direction: Criterion 1

- Briefly describe the strategy(s) from your district plans for which you seek Arts Ed Collective funding in 2024-25. Each strategy(s) must be identified as initiating or expanding student access to arts education. District plan(s) that outline these strategy(s) MUST be cited. The strategies listed above align with the following strategies of the LA County Blueprint: (checkboxes)
- Why is this the right time to undertake this effort(s)? (e.g. How does this build upon past successes? How does this address current challenges or take advantage of emerging

opportunities? How does this move the district towards providing arts education for all students – particularly those who have been historically and systematically excluded or precluded?)

- What are the sustainable resources, practices, skills or knowledge that will be generated by this funding? How will the district preserve these gains beyond the grant period?

Project: Criterion 2
- For the strategy(s) cited and described above in question 2, specify: a) activities that will be implemented as part of this funding request (include all aspects of the project that will be funded by the grant as well as the district match); b) where and when services will take place; and c) who will provide services?
- Who will participate? What specific tactics will be used to support young people who have been historically underserved and/or historically precluded or excluded from arts learning?
- Which art forms will your project address? Include, as applicable, how the proposed curriculum is culturally relevant and responsive to the students to be served.

Project Evaluation: Criterion 3
- Estimate who this project will serve. (Number of students, teachers, schools, others)
- What changes in the scale, quality, or equity of arts education will this project produce? As applicable, include Arts Ed Profile data or other district data that illustrate current inequities in access, particularity for those students who have been historically underserved. What other outcomes do you hope to achieve?
- What tools will you use to track the project's success? (e.g. surveys, observation protocols, rubrics) How will you analyze and apply the findings?

Personnel: Criterion 4
- Describe the relevant experience of the project lead. What percentage of their time will be allocated to this project?
- What other staffing or administrative support will be provided by the district to ensure this project is successfully implemented?
- If applicable, describe the roles and responsibilities of staff or community partners who will be providing arts instruction or professional development. Please indicate their qualifications, including their capacity to engage participants in diverse and culturally responsive learning experiences.

Fiscal Capacity: Criterion 5
- Complete the project expense table – page 1
  - Specify all project expenses as described in the Project Plan. *Expenses covered by the funding request are listed in column one. Expenses covered by the district's cash match are included in column two.*
  - Include expense details that breakdown the cost of each line item
- Complete the revenue table – page 2
  - Specify district cash and list sources of cash match
- Demonstrate a balanced budget (Total Expenses = Total Revenue)

Certification
- Certify your application.
  - Read the instructions and insert the necessary certification from an Authorized Official.
  - Check the "I Certify" box to certify.

FINALIZING AND SUBMITTING YOUR GRANT APPLICATION

Once you have completed and saved all your tasks in the Application Dashboard, each will be marked complete by displaying the ✅ icon.

In the overview panel you can now click the **REVIEW** button to see all the task forms on one page for final review. Once your application has been reviewed for completeness, you must submit your application. This can be completed in two ways:

- Click the green 'Submit Your application' button at the top of the Review page, or

- Click the **SUBMIT** button in the overview panel.

Once your application has been submitted, a pop up will ask you to confirm your submission. *Please note that you will no longer have access to make edits once submitted.* **If your application is not submitted before the deadline, your district will not be able to participate in the 2024-25 Advancement Grant.**

ACCESSING YOUR SUBMITTED APPLICATION

After submission you will have access to view your locked and completed tasks. Click **🏠 My Applications** to see all available applications and statuses. *Applications for the 2024-25 cycle begin with AG25.*

The task list of the submitted application will appear greyed out. You may view tasks individually or collectively on one screen. To view and download an individual task:

- Click the task name you would like to review. *The form will appear in locked mode.*

- Click the ••• icon in the upper right corner of the form and select 'Download' from the dropdown list to download the individual form.

To view the entire submission from the Application Dashboard:

- Click 'Preview' in the upper right corner of the header panel.
    - To download the full submission from this view, click 'Download' in the upper right corner of the header panel.

To download the submission from the Application Dashboard:

- Click the ••• icon in the upper right corner of the header panel and select 'Download' from the dropdown list.

If you have any questions or technical issues, contact Arts and Culture staff by email at kstinnett@arts.lacounty.gov.