



# 2017 GRANTS GUIDELINES

Thank you for your interest in the Chalk It Up grants program. Please review the following guidelines to ensure that you or your organization are eligible for this grant before applying.

## ELIGIBILITY

### INDIVIDUALS/ GROUPS

- + Grants are open to individuals or groups to attend arts-related trainings, camps, or classes
- + Applicants must be based primarily in Sacramento County, however programs that applicants seek funding towards do not need to be
- + Applicants must be under 24 years of age if applying for individual or group funding
- + Individuals seeking funds to attend established arts education programs may apply
- + Funds may only be used for the purpose listed in your grant application.
- + Open to all artistic disciplines

## General GUIDELINES

### **Chalk It Up accepts grant applications for the following areas:**

- + Arts programming including classes, workshops, or trainings
- + Art materials, equipment or tools for classes
- + Transportation expenses for arts-related field trips or programs
- + Speaker or guest artist fees
- + Attendance fees for artistic productions, performances, classes, workshops, museums visits, etc.

### **Other guidelines:**

- + Funds may not be used to replace funds for staff or school personnel
- + Funds may not be used for celebration supplies, food, or refreshments
- + Chalk It Up reserves the right to ask for proof of payment, attendance, or participation for all funded grant proposals

## ELIGIBILITY

### organizations

- + Grants are open to organizations who provide arts education, support, and training for K-12 youth
- + Organizations must be based in the Sacramento region
- + Nonprofit or tax-exempt agencies including educational and religious institutions may apply
- + Projects must provide participatory learning and creative guidance aimed at developing student's artistic senses
- + Projects may be in any artistic discipline
- + Projects must be led by or have significant involvement from experienced artists or arts educators



# FREQUENTLY ASKED QUESTIONS

This section aims to answer some frequently asked questions about our grants program and funding details.

## APPLYING FOR THE GRANT

### **What are the new "grant seasons"?**

+ Chalk It Up has recently revamped its grant program. Our three grant seasons aim to capture when most applicants historically apply for grants as well as clarify the overall grant process for our applicants.

### **When are the grant seasons?**

We have three grants seasons when applicants can apply. Applications are accepted throughout the season and final decisions are reached one month after the season ends. Our three grant seasons are: Winter- December 1- January 31; Spring- March 1- April 30; Fall- September 1- October 31.

### **I can't wait until the next grant season for funding!**

Please email our Grants Coordinator at grants [at] chalkitup.org to discuss your needs. Grants can be expedited on a case by case basis.

## FUNDING DETAILS

### **How much can we ask for in our grant application?**

Our grant program funds organizations and individuals up to \$500 for their proposed project.

### **When do we receive our money?**

After submitting your grant application, Chalk It Up will contact you no later than 30 days after the season ends with our decision. If your application has been approved, you will receive a letter as well as a check in the mail within 2 weeks of the decision. If your application requires followup, the Grants Coordinator will contact you to for more information. If it is later approved, you can expect a check within 2 weeks of the decision.

## AFTER YOUR GRANT HAS BEEN FUNDED

### **What happens after I have used the grant money?**

Please send Chalk It Up documentation (receipts, invoices, etc) as you spend your CIU funds for our records.

### **Do I need to send Chalk It Up anything else?**

After your project has been funded, you will be contacted by Chalk It Up to discuss project documentation and evaluation. You will receive an evaluation form where you can give us feedback or comments on the grant process and procedure. We also encourage you to send us pictures, videos, testimonials, or anything else that can show CIU and our audiences how our grant has impacted you and/or your program.