



SUBUD
INTERNATIONAL
CULTURAL
ASSOCIATION

CREATING PUBLIC VALUE THROUGH ART, CULTURE, AND CREATIVITY

A Grant Program to Seed Cultural Projects

GUIDELINES FOR APPLICANTS

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INTRODUCTION

The Subud International Cultural Association’s program, **Creating Public Value**, is designed to promote a framework for thinking about the public benefit of art, culture, and creativity — and for recognizing the value of developing individual talent.

PROGRAM OVERVIEW

SICA’s Creating Public Value program will provide seed funding, up to a maximum amount of US\$500.00 for fresh and original cultural endeavors that spring from an individual’s talent, reflect an inner content, and serve the public benefit.

SICA will achieve this objective via a competitive application and review process according to the criteria defined in these guidelines.

This document contains requisite information and forms to help qualified organizations and individuals apply for funding through SICA’s Creating Public Value program.

Thank you for your interest in applying to SICA’s Creating Public Value program. For more information or assistance, please contact us directly: sica@subud-sica.org

ELIGIBILITY

Applications must fall into one of the following primary areas of culture endeavor:

Arts & Humanities	Crafts/Culinary/Folk Arts	Education & Training
Health & Healing	Human Values & Development	Intercultural & Interfaith
Music & Performing Arts	Science & Technology	Visual Arts, Architecture & Design
Writing, Film, Media Arts		

Applicants must be either ORGANIZATIONS applying on their own; SPONSORING ORGANIZATIONS applying on behalf of an individual or group working under the Sponsoring Organization’s fiscal umbrella; or INDIVIDUALS meeting the following eligibility requirements:

General Eligibility Requirements for ORGANIZATIONAL Applicants

All organizational applicants must meet the following minimum requirements:

1. Organizational applicants must be nonprofit or nonprofit in nature such as
 - 501c organization (as evidenced by IRS Form 990) in USA
 - Company limited by guarantee, community interest company (CIC), or company limited by shares, or charity in UK
 - NGO, charity, nonprofit association, trust, society, or comparable entity in countries outside USA
 - An entity that is fiscally sponsored by one of the above
2. Organizations must be at least a year old and have an active volunteer board of directors or a support team
3. Its activities must be open to the public.
4. It must have a minimum of two active Subud members whose talents are central to the organization
5. It must have the endorsement of the appropriate SICA coordinator and/or the appropriate national or zonal Subud representative

Minimum Requirements FOR SPONSORING ORGANIZATIONS (SO)

All sponsoring organizations must meet the following minimum requirements:

1. SO must be legally allowed to act as a fiscal sponsor in its respective country
2. SO must be at least three years old and have an active volunteer board of directors
3. SO must have at least \$20,000 annual operating budget as evidenced by audited financial reports

Additional SO Requirements

Sponsoring organizations that apply on behalf of unincorporated groups or individuals as the fiduciary agency must take on the legal responsibilities to carry out the contract.

SICA will contract with the sponsoring organization directly, which will be responsible for all administration, financial management, reporting, and any other responsibilities associated with the completion of the project. The sponsoring organization may charge up to a 10% sponsorship fee for serving as an umbrella in all applicable programs.

Sponsored project activities must be independent projects, separate from the general activities of the sponsoring organization. Applications for sponsored projects may not be for an extension of the sponsoring organization's regular programs and/or services. Nor may a sponsored project be used to fund activities, events, or services put on or provided by the sponsoring organization.

Failure to comply with fiduciary responsibilities, contract compliance, and/or contract management requirements may result in loss of eligibility to serve as a sponsoring organization. Examples of failing to meet sponsorship requirements include but are not limited to turning in late and/or incomplete applications and/or final reports, as well as failure to review materials for completeness and accuracy prior to submitting to SICA staff.

General Eligibility Requirements for INDIVIDUAL Applicants

All individual applicants must meet the following minimum requirements:

1. Individual applicants must have a track record of at least two years of doing cultural work that is open to the public
2. He/she must be an active Subud member and must have been in Subud at least two years
3. The individual's project must be available to the general public
4. The project must be a shining example of the individual's talent
5. His/her project must have the endorsements of the appropriate SICA representative/s for their area and/or the appropriate national or zonal Subud representative

An individual applicant may also apply through and be sponsored by a Sponsoring Organization.

Ineligible Organizations and Activities

SICA will NOT fund:

- Governmental agencies or public authorities
- Educational institutions, including public or private schools, colleges and/or universities
- Applicants that have a “delinquent” status with SICA or its Creating Public Value Program
- An operating deficit or budget shortfall projected for the funding period or incurred within previous fiscal periods
- Previously completed activities
- Cash reserves or endowments of any kind, as awarded funds are to be expended within the designated funding period
- Capital expenditures, including construction, renovation or purchase of equipment and/or real property (In the case of neighborhood art and design projects, funding may be requested for research, planning, design and/or conceptualization of projects, but not for construction, reconstruction, landscaping, or other activities that can be considered capital expenditures.)
- The purchase of computer software/hardware
- Private events or any activities offered for the sole purpose of raising money in excess of the value of programs or services delivered via this grant
- Applications that benefit a for-profit business or activity
- More than one application per eligible program
- Sponsored projects that benefit the sponsoring organization or are an extension of the sponsoring organization’s programs or services
- Fundraising groups and/or “friends of” organizations that exist primarily to support the applicant organization or individual

Funding may not be used for:

- Direct project costs incurred more than 60 days prior to the grant starting date
- Fund-raising expenses
- Consultants who are members of an applicant’s staff or board
- Operating costs not associated with the project
- Purchase of awards, cash prizes, scholarships, contributions or donations.
- Food or beverages for hospitality
- Entertainment or reception functions
- Existing deficits, fines, contingencies, penalties, interest or litigation costs.
- Internal programs at colleges or universities
- Scholarly or academic research, tuition, and/or activities that generate academic credit toward an academic or professional degree
- Out of area travel

Ineligible activities may not be included in the project budget as expenses or match.

Funding

What Will Be Funded— all or in part:

Direct costs specific to the project outlined in the application for funding, including but not limited to space rental, production costs, artistic fees, project coordination (including staffing), audience development, outreach and marketing.

Project Budget

The project budget must be specific to the activities outlined in the application for funding. The applicant's total operational budget may not be appropriate for submission under this component. Please contact SICA staff if you have any questions regarding this information.

Matching Funds

A 1:1 match is required for all awards. Up to half of the match may be in well-documented in-kind support (at true market value with proper documentation). Only funds acquired and used to support activities specified in the application will be accepted as matching funds.

Implementation

All grant applications are reviewed by appropriate peer panels according to the timetable below. Following the approval of their funding recommendations, SICA will announce the awards for the organizations/individuals.

The award will establish procedures and responsibilities for both the grantor and grantee. The grantee will submit required budget information and reports and will follow the grant procedures throughout the term of the grant. SICA will conduct additional monitoring activities as required. These activities may include site visits by SICA representatives to verify compliance with contract requirements.

Timelines

Applications are due by the last Monday of the month and must be mailed to SICA, 9509 Ketona Cove, Austin, TX 78759, USA.

Notification letters are mailed to all applicants within one month of grant application.

Reporting forms and schedules will be issued to all grantees.

GRANT APPLICATION EVALUATION CRITERIA

Applications to SICA's Creating Public Value Program will be reviewed according to the three criteria listed below.

It is not necessary to answer each question within the three categories, but your proposal must address each of the three areas. In that respect, the review criteria may also serve as an outline for your proposal narrative. The following criteria will be used for evaluation of applications:

1. Creative/Cultural Merit:

- Does the proposed programming demonstrate originality and creative excellence?
- Does the proposed programming inspire audiences to explore their own talent and/or does it reflect the applicant's inner talent?
- Does the applicant have a history of providing programs and/or initiatives of high quality?
- Does the applicant's work contribute to the unique cultural landscape of his/her community or region?

2. Administrative Capability:

- Does the project adhere to and further the mission or goals of the organization?
- Does the individual/organization demonstrate the business, production, and administrative skills needed to complete the proposed programming/project?
- Does the individual/organization have a history of financial stability and sound financial practices?
- Is the project budget appropriate, complete, and reasonable for the proposed project activities?
- Does the project include an evaluation plan with appropriate use of tools to measure project effectiveness? (describe methods, include samples)
- Does the individual/organization demonstrate inclusiveness and respect with regard to diverse populations on the board, staff, and in the development and presentation of programs/projects?
- If applicable, is the sponsoring organization capable of managing the administrative and financial aspects of the project?

3. Economic, Cultural, and Social Impact:

- Does the proposed programming/project meet identified social or cultural needs?
- Does the project make a serious effort to reach a broad constituency and does it have measurable goals to assess that outreach? (include samples)
- Is the proposed programming/project accessible to all audiences, both physically and economically?
- Does the programming provide a measurable economic contribution throughout the community?

APPLICATION INSTRUCTIONS

Applications must be typed or printed. Before preparing your application, read the guidelines. (above). The guidelines provide important information about types of projects SICA will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.

Narrative Instructions

The narrative is vitally as it tells the story of your project and includes details about the proposed activities. It is the primary document that reviewers will use to evaluate the merit of your proposal based on the criteria outlined on the previous pages.

The narrative should be written so that it can be easily understood by someone who is not familiar with you or your organization. Please be concise and to the point.

The narrative must respond to the specific review criteria above. Provide a detailed description of the specific project activities for which funding is requested (who, what, when, where, why, and how). Your narrative should address the total scope of activities for which funding is requested.

In your narrative, be sure to include things such as: major project activities; goals, objectives, outcomes; partners; schedules and timelines; target audience(s) and community(ies) served; key individuals involved, etc.

You should also provide a brief statement as to how you or your organization/project will support the vision and goals of SICA's Program to Create Public Value through Arts, Culture, and Creativity.

Narrative Formatting

Narrative must be typed single spaced on A-4 or 8 1/2" x 11" sheets of white paper, one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum margin of 1" on all sides.

Submit no more than 7 narrative sheets and label as Attachment #1 Narrative. Collate and number each page in the upper right corner. Be sure to include the name of the applicant and criteria area(s) addressed on each page.

Application Form Instructions

Section 1: Summary Information

Applicant/Sponsor Name & Address

Enter the legal name, other commonly used names, and official mailing address of the applicant. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application. *If an applicant is being sponsored, enter the sponsor's name in this box.*

Sponsored Project

Check this box if an applicant is being sponsored. The sponsor's name goes in the name and address box and the sponsored individual/organization's name goes in the For Whom box.

Organizational Budget Size

Check the box that corresponds to your organization's annual cash expenditures from the most recently completed fiscal year. If the application is on behalf of a sponsored project, check the box that corresponds to the sponsored organization's annual budget.

Project Summary

Provide a clear and concise project summary. In addition to the applicant's name, the amount of the request, and the sponsored group or individual's name (if applicable), include a brief timeline and number and types of activities. Use only the space provided. If the project is funded, this will be the basis for the language in your contract with SICA.

Section 2: Applicant Information

Name, Address, and Telephone Number

Enter the legal name, other commonly used names, official mailing address, and telephone number of the applicant. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

Federal Tax I.D. number

US Organizational Applicants and/or Sponsoring Organizations must provide the applicant organization's 9-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms. Non US applicants must provide comparable proof of being a legally approved organization in their own country.

Contact/Project Director

This is the person to whom questions concerning this application will be addressed. Include title, telephone and fax number(s), as well as an email address. Note: For organizational applicants, this individual and the Board Chair should not be one and the same.

Board Chair

Enter the name and title of the Board Chair or the Board member with legal authority and responsibility on behalf of the applicant organization to certify the information and enter into contracts. Note: This individual and the Contact/Project Director should not be one and the same. Board Chair phone number, email address, and street address must be different from those of the applicant.

Sponsored Contact/Project Director

List sponsored contact information here, if applicable.

Start Date/End Date

Enter the dates of your project. Include implementation and completion. These dates must be within the period of February 1 and the next February 1.

Section 3: Organizational Budget History

Enter annual operating budget information in US dollars (as submitted on your IRS form 990 for the year/s indicated for US applicants. Use other appropriate documents if not US.). Enter cash only; do not include in-kind amounts. If the application is on behalf of a sponsored project, enter budget information for the sponsoring organization. *This number is NOT your SICA funded amount, nor is it your project budget.*

Section 4: SICA Funding History

Check whether or not you have received funding from SICA for the years indicated. If your project has received SICA funding under a different name or with a different sponsor, enter the fiscal year and the name used.

Section 5: Project Budget

Complete the budget paying attention to the instructions on the application form. **NOTE:** A detailed itemization must be provided as Attachment 2. The Budget Itemization must follow the same format as the Project Budget and break down income and expenses in detail.

Income

Include all earned and unearned income for this project in US dollars. Provide an explanation of revenue sources in the detailed budget itemization.

Expenses

Include all expenses for this project in US dollars. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours, under in-kind. All expenses must be fully explained in the budget itemization.

Section 6: Application and Attachments Checklists

The Application checklist and the Attachments checklist must be submitted with your application.

Attachments:

Attachment #1, Narrative

See more about what should be in the Narrative under the Narrative Instructions above.

Attachment #2, Budget Itemization

Budget Itemization must be completed in US Dollar amounts. Each revenue and expense budget figure from Section 5, Projected Budget, must be itemized, including all payments to individuals and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization must be accurate and correspond with the projected budget in Section 5. You must indicate if amounts listed on lines 1 through 7 are pending or confirmed by placing a “p” or “c” next to the dollar amount.

Attachment # 3, History of Applicant Activities

In not more than one page, please provide a brief description of the applicant organization or individual's history and activities. Be sure to include the organization's mission statement, if applicable. If applicable, provide information on the sponsored individual or group as well.

Attachment # 4, Proof of Tax Exempt or Not-for-Profit Status

Provide proof of tax-exempt status. US 501(c) (3) organizations should submit a copy of their IRS tax determination letter. If you are a sponsored project without 501(c) (3) status, then you must submit proof of the sponsoring organization's nonprofit status. If you are a non-USA applicant, you must submit comparable proof that you are a non-commercial endeavor whose purpose is to serve the public benefit.

Attachment #5, Board List

Provide a roster of your governing board, including names, addresses, telephone numbers, professions or areas of expertise. For sponsored projects, list the sponsoring organization's Board, if applicable.

Attachment #6, Financial Records

Provide a copy of your financial reports for your two most recently completed fiscal years. If you are an organization in the USA, submit copies of relevant IRS forms 990. If you are an organization outside the USA, submit comparable proof of your financial activity. *If you were not required to submit a 990, then include a letter stating so.*

Attachment #7, Résumés/Bios

Provide the résumés or bios of key individuals and decision makers involved throughout the project.

Attachment #8, Letters of Support

Provide no more than five letters of support. Letters of support should be current and should reinforce the worth of project activities. Make sure some letters come from the community/constituents served and other letters come from key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to the project.

Attachment #9, Total Projected Operational Budget

This is required for applicants to the Organizational Support and Project Support programs ONLY. Provide your organization's projected overall operating budget for the timeframe covered by this contract.

Attachment #10, Documentation

Provide a concise but representative sample of materials (promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, digital videos, CDs, etc.), to acquaint panelists with your previous accomplishments or your organization and its programs. Each item should be labeled

and numbered in the right, top corner. You may submit as much documentation as will fit in a 9"x12" envelope. No "oversized" (larger than 9"x12") items may be submitted. The review panelists may not be aware of your organization or activities. This material cannot be returned, so please do not include something irreplaceable.

Section 7 Assurances

Please review carefully. Provide the signature/s of the contact person and, if applicable, the Board Chair; include the meeting and signing dates. Also provide the signature of the sponsored group or individual if applicable.

PROCEED TO APPLICATION FORM.

Please feel free to contact us with any questions you may have regarding the application and/or your eligibility.

Thank you.

Subud International Cultural Association (SICA)
9509 Ketona Cove, Austin, TX 78759, USA
www.subud-sica.org