



CAHA FY 2025 Grant Workshop

AGENDA

- 1. Introductions**
- 2. About CAHA**
- 3. Grant Overview and Process**
- 4. Completing the Application**
- 5. Closing**

BOARD, MANAGEMENT & STAFF

Executive Director

Angie Taitague

BOARD MEMBERS

Monica Guzman – Chair

Max Ronquillo – Vice Chair

Donna Kloppenburg- Secretary

Honorable Jessy Gogue - Treasurer

CAHA Master Francisco Rabon

Rolando Zepeda

Simone Bollinger

Al Edrich Labang

Paul Mendiola

STAFF

Jackie Balbas

Mark Duenas

Ordilia Cruz

Vince Reyes

Noah Sablan

ABOUT CAHA

- **1967** - Initially called the Insular Arts Council (IAC), CAHA began as a program under the University of Guam by the late Dr. Pedro Sanchez.
- **1975** – Late Governor Ricardo Bordallo made IAC a part of the Executive Office through Executive Order 75-23.
- **1982** – Late Senator Cecilia Bamba and Senator Carmen Kasperbauer sponsored Public Law 16-122 which established CAHA.
- **1985** – P.L. 18-8 re-established CAHA as Guam’s State Arts Agency.
- **2011** – Governor Eddie Calvo, through Reorganization Advisory No. 6, merged CAHA under the umbrella of the Department of Chamorro Affairs.
- **2019** – Governor Lourdes Leon Guerrero, through Executive Order No. 2019-14, removed CAHA from the Department of Chamorro Affairs and re-established it as a separate entity.

VISION

To Inspire Creativity
and
Expression

MISSION

“CAHA exists to encourage and promote the artistic practice of our artisans and create opportunities for Guam residents to learn, experience express and appreciate art and artistic talent in all its forms.”

MOTTO

Weaving Arts
and
Humanities
Into Our Daily Lives

MORE INFORMATION

CAHA provides programs and services that nurture creativity, promote cultural identity and preservation, and encourages community involvement and participation in the arts.

PROGRAMS INCLUDE:

- ▶ Artist Directory
 - ▶ Art Bank
 - ▶ CAHA Gallery
- ▶ Guam Master's Award
- ▶ Art in Public Places (Percent for the Arts)
 - ▶ Grants and Fellowships
- ▶ Festival of Pacific Arts (FestPac)

CAHA GRANTS OVERVIEW

- CAHA supports arts projects in communities across the island.
- The program is funded through a partnership agreement from the National Endowment for the Arts.
- CAHA awards up to \$130,000 in grants annually.
- Maximum grant amount request **is \$10,000.**
- Maximum grant amount request **for Fellowship is \$3,000**
- All grants are made on a yearly basis and new applications must be submitted each year.
- The grants program is highly competitive. An award for the current year does not guarantee an award for the following year(s).
- Grant awards are subject to the availability of funds.
- Grantee must be willing to assist CAHA in upcoming events. For example, performances or exhibits, etc. to be scheduled with CAHA staff.

GRANT CYCLE

April
2024

- **Announcement of Grant Cycle/ Grant Cycle begins**

April 30,
2024

- **Grant Application forms for pre-applying available at the CAHA office or be downloaded at www.guamcaha.org**

April
27, 2024
09:00 AM

- **1st Grant Application Workshop (TODAY)**

May 11,
2024 -
09:00 AM

- **2nd Grant Application Workshop**

June 28,
2024 -
4:00 PM

- **Deadline for INITIAL submission of grant applications is June 28, 2024. Applicants who have not submitted INITIAL applications by June 28, 2024 4:00PM will not be eligible to submit a FINAL application.**

GRANT CYCLE CONT.

July 1 -
26,
2024

- Applicant works with CAHA staff for a review of the INITIAL application in preparation for the FINAL submittal.

July 31,
2024-
4:00pm

- ~~Deadline to submit FINAL grant applications is July 31, 2024.~~ **Applicants who have: 1. Not attended at least one workshop, and 2. Not submitted an INITIAL grant application by the June 28, 2024 Initial application deadline are NOT ELIGIBLE and will not be considered.**

August
2024

- The Grant Review Committee a.k.a. Citizens Advisory Panel, chaired by a CAHA Board Member and comprised of community volunteers, convenes to review grant applications

September
2024

- CAHA Board meets to review grant applications, makes final decisions, taking Citizen Advisory Panel recommendations into account (CAHA Staff are NOT involved in this process).
- Grant Awards announced - Letters of notification are sent out informing all applicants of the Board's decisions.


October 1,
2024 -
September
30, 2025

- **FY 2025 Project Period - Execution / Implementation**

GRANT PROCESS

To ensure that grants are distributed fairly, selecting recipients is a multi-step process:


The applicant, individual or organization submits its application to CAHA that includes the project narrative and detailed budget breakdown.



Citizens Advisory Panel in the various disciplines, chaired by a CAHA Board Member and comprised of arts, culture, and heritage experts, evaluate submissions.



The Panels assess the artistic excellence and merit of the project, like potential impact to the community and reaches out to the underserved communities.



Panel recommendations are then brought before the CAHA Board for review and action.

GRANT DISCIPLINES

- **Arts-in-Education**
- **Performing Arts**
- **Visual Arts**
- **Folk Arts**
- **Media Arts**
- **Special Projects**
- **Underserved** - Underserved audiences are those groups that lack access to the arts because of any barrier, such as language, geography, economic status, physical ability, etc.

CAHA REGULAR GRANTS ARE MATCHING GRANTS

- **All applicants must have adequate matching resources to qualify for a CAHA grant.**
- **CAHA support should be considered supplementary to the budget. Applicants are encouraged to seek funding sources other than CAHA, showing strong financial commitment to the applicant and project by others. Examples of other funding sources include: GVB, GHC and GPT.**
- **All grants by cash and / or in-kind contributions in the following percentages:**
 - Individuals – Awards to individual applicants MUST be matched in cash by not less than 10%**
 - Organizations – Awards to organizations MUST be matched in cash by not less than 20%**

FELLOWSHIPS

- Available to emerging professionals (0-3 years career time); individual fellow (3-5 years career time) and distinguished fellow/ established artisans (5+ years career time) in ALL artistic disciplines.
- Maximum grant amount request **for Fellowship is \$3,000**
- Applicants must be:
 - U.S. Citizen or permanent resident of Guam
 - A Guam resident for not less than 3 years prior to grant submission deadline and maintain residency during the duration of the grant period
 - Not less than 18 years of age
 - Not a degree seeking student at the time of application or during the duration of the grant period
 - Have not received a fellowship grant during the past 2 years

FELLOWSHIPS CONT.

- Recipients may use funds to:
- Set aside time to create art, improve their skills, or to do what is most advantageous to enhance their artistic careers
- Purchase supplies, materials, rental of equipment for the production of new work for services, rental of facilities and research directly related to the artist's work
- Professional development workshops and seminar opportunities
- Expenses associated with the presentation of the artist's work (exhibit costs, performances and publications)
- **Fellowships DO NOT require a one-to-one match. They are non matching grants**

WHO CAN APPLY FOR A GRANT?

INDIVIDUALS

- U.S. Citizen or permanent resident of Guam who has resided on Guam for six consecutive months prior to grant submission deadline

NON-PROFIT ORGANIZATIONS

- Incorporated for at least one year
- Tax exempt
- Have a valid UEI - (SAM) number

OTHER APPLICANTS

- May apply under the “umbrella” of a qualifying organization which then becomes responsible for all fiscal and contractual agreements.

GRANT APPLICATION: CHECKLIST

● INDIVIDUALS

- Detailed budget breakdown (cash expense, in-kind contribution & cash income)
- Resume/ Biography
- Three letter(s) of personal recommendation
- Digital samples of work (i.e., pdf, Google Drive links, etc.)
- Letters of commitment from individuals/entities involved with the project

● ORGANIZATIONS

- Detailed budget breakdown (cash expense, in-kind contribution & cash income)
- Recent annual audit by an independent accounting firm or a published financial statement in a local paper (must clearly show date of publication)
- Copy of organization's Certificate of Incorporation and IRS letter granting Federal Tax Exemption Status
- Articles of Incorporation/ By-Laws
- Copy of UEI (SAM) Registration

GRANT APPLICATION

I. Applicant Information

- **Applicant/ Organization Name**
- **Government of Guam Vendor Number**
- **UEI (SAM) Number and TIN (Organizations Only).**
- **Mailing Address**
- **Are you a permanent resident of Guam?**
- **How long have you resided in the Territory of Guam?**
- **Contact Person & Contact Information**
- **Authorizing Official**
- **Provider of services (Organizations only)**
- **Grant Amount Requested**
- **List of other funding sources sought**

GRANT APPLICATION

II. Project Description

- 1. What is your project title?**
- 2. What is the project and its purpose? What do you plan to do? When? Where?**
- 3. How will the project be accomplished and by whom? Identify participating artists by name.**
- 4. Approximately how many individuals will benefit from this project?**
- 5. How many Artists will be involved in this project?**
- 6. Approximately how many youth will benefit from this project (1-18 yrs old)?**
- 7. If your project involves a performance(s), where will the performances be held and what is the seating capacity of the location(s)?**
- 8. List specific community involvement (Identify committees, arts groups, volunteers, school, etc. who will be involved in any way in carrying out your project).**
- 9. List specific communities to be served by the project.**
- 10. How will the requested funds be spent? What other sources of funds are being sought for the project described in this application?**
- 11. What are the anticipated results or effects of the project?**

III. Project Budget

CASH EXPENSES

A. Personnel/ Artistic: Payments for salaries, wages, and benefits specifically identified with the project:

- **Artistic Directors**
- **Conductors**
- **Curators**
- **Dancers**
- **Composers**
- **Choreographers**
- **Designers**
- **Filmmakers**
- **Painters**
- **Poets**
- **Authors**
- **Sculptors**
- **Graphic artists**
- **Actors**
- **Musicians**
- **Instructors**

CASH EXPENSES CONT.

- **B. Personnel Administrative:**

- Executive and Supervisory Administrative Staff
- Program and Managing Directors
- Business Managers
- Press Agents
- Clerical Staff
- Supportive personnel such as maintenance and security, ushers, and other front-of-the-house and box office personnel.

- **C. Personnel/ Technical-**

- Production: Technical**

- Management and Staff:**

- Technical Director
- Wardrobe Lighting and Sound Crew
- Stage Managers
- Stagehands
- Video and Film Technicians
- Exhibit Preparers/ Installers

CASH EXPENSES CONT.

- **D. Outside Artistic Fees and Services:** Payments to firms or persons for the services of individuals who are not normally considered employees of “Applicant,” but consultants or the employees of other organizations, whose services specifically identified with the project who are serving in non-employee/ non-staff capacities.
- **E. Outside Other Fees and Services:** Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of “Applicant”, but consultants or employees of other organizations, whose services are specifically identified with the project.
- **F. Studio & Space Rental:** Payments specifically identified with the project for rental office, rehearsal, theatre, hall, gallery, and other such spaces. Identify location and rate(s).
- **G. Travel & Per Diem:** CAHA funds CANNOT be used for AIR travel; however, expenses may be claimed as part in-kind match. All costs for air travel directly related and specifically identified with the project. Fares, hotel expenses, food, taxis, gratuities, per diem payments, mileage, car rental costs, etc. Identify who is traveling, where they are traveling to and reason for travel.

CASH EXPENSES CONT.

- **H. Marketing & Promotion:** All costs for marketing/ publicity/ promotion, including newspaper, radio, and television advertising, printing and postage, space rentals directly connected to promotion, publicity or advertising.
- **I. Remaining Operating Expenses:** All expenses of the project not entered in other categories. Include fund-raising expenses, scripts and scores, electricity, telephone, storage, postage, photographic supplies, equipment rental, insurance fees, non-structural renovations, shipping and hauling expenses not entered under “travel”

BUDGET (EXPENSES)

YOU MUST KEEP ALL RECEIPTS, INVOICES, ETC FOR ALL EXPENSES.

MAKE SURE THAT THEY ARE LEGIBLE AND CLEARLY LABELED.

RECEIPT RETENTION IS PART OF YOUR CONTRACT.

BUDGET (INCOME)

- **Cash Income includes revenue or (earned income) and support (unearned income).**
- **Demonstrate that you have other sources of cash/support for the project.**

CASH INCOME CONT.

- **A. Admissions:** derived from the sale of admissions, tickets, subscriptions, memberships, etc.
- **B. Contracted Services:** Cash derived from fees earned through sale of services (other than this grant request.) Include sale of workshops to other community organizations, government contracts for specific services, performance or residency fees, tuition. Include foreign government support.
- **C. Business/ Corporate Support:** Cash support from businesses, corporations, and corporate foundations, etc.
- **D. Foundation Support:** Cash support from grants given for this project (other than this grant request) by private foundations, etc.

CASH INCOME CONT.

- **E. Other Private Support:** cash support from cash donations given for this project or a share of general donations. Do NOT include corporate foundation, or government contributions and grants. Include gross proceeds from fundraising events.
- **F. Government Support:**
 - **Federal:** cash support from grants or appropriations given for this project by the federal government.
 - **State/ Regional:** cash support from grants or appropriations given for this project by agencies of the state government and/ or multi-state consortiums of state agencies.
 - **Local:** cash support form grants or appropriations given for this project by city, county, in-state, regional, and other local government agencies.

CASH INCOME CONT.

- **G. Other Revenue:** Revenue derived from sources other than those listed. Ex: catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, poster, t-shirts, etc.
- **H. Applicant Cash:** Funds from “Applicant’s” present accumulated resources of savings or anticipated resources that “Applicant” plans to provide to proposed project.

BUDGET (INCOME)

YOU MUST KEEP ALL RECEIPTS AND OTHER RECORDS OF INCOME ETC FOR ALL INCOME GENERATED FOR THIS PROJECT.

MAKE SURE THAT THEY ARE LEGIBLE AND CLEARLY LABELED (DATES MUST BE LEGIBLE, ON THE SAME RECEIPT, AND MUST FALL WITHIN THE CONTRACT PERIOD OF PERFORMANCE).

RECORD RETENTION IS PART OF YOUR CONTRACT.

IN-KIND CONTRIBUTIONS

- Only donated items that are directly involved in the project described in this application should be included on the 'In-Kind' section of the application.
- Items or services unrelated to the project are not acceptable.

IN-KIND CONTRIBUTIONS CONT.

- In-kind Contributions are NON-CASH contributions of an indirect nature toward the completion of a project and can include services rendered, rents, use of equipment, fuel costs, etc. Do NOT add In-Kind Contributions to the “Cash Income” or “Cash Expenses” section of your budget.
- Be sure to include rate information showing the dollar value:
 - Example: If you show a dollar value for \$1,000 for volunteer services, how many volunteers are anticipated for how many hours and at what rate per hour? (Usually calculated at minimum wage unless the volunteer is donating services which he/ she provides as a part of his/ her professions.
- Donated materials should be calculated at fair market value.

IV. LEGAL ASSURANCES

- In the event that a grant is awarded as a result of this application, the following terms are conditions shall be complied with as signified by the applicant/ organization's signature(s). This application shall become part of the legally binding contract between the applicant/ organization and CAHA.

V. AUTHORIZING SIGNATURES

- **Signatures:** The application form must be signed by all applicants.
 - Individuals applying will be the authorizing official.
 - **Authorizing Official** Individual Applicant or Organization (Individual with authority to legally obligate the organization)
 - **Fiscal Officer** Individual providing accounting oversight and management for the applicant's organization.

CAHA DOES NOT FUND:

- Building, renovation, maintenance of facilities, or capital expenditures
- Off-island travel
- Purchase of permanent equipment
- Ongoing project or projects completed prior to application
- Tuition replacement for college/ University study
- Deficits incurred from past activities
- Entertainment or refreshments (may include if funds used are from matching or applicant cash)
- Publications (CAHA only funds the creative aspect of the project such as the Master copy)

CAHA WILL NOT ACCEPT:

- Incomplete Applications.
- Applications using a prior year application form.
- Unsigned Applications.
- Applications that do not have the required documentation (see appropriate checklist).
- Final applications whose applicants have not attended a mandatory workshop (April 27, 2024 or May 11, 2024) **AND** who have not submitted an INITIAL application by Friday, June 28, 2024, @4:00PM.
- Late Applications - Final applications not received by CAHA by Wednesday, July 31, 2024 @4:00pm.

EVALUATION CRITERIA

- Does the project indicate high quality within the art form or contribute to the overall quality of arts on Guam?
- Does the applicant's narrative make a case for need of the project?
- Is the public involved in evaluating the project as well as encouraged to participate through attendance?
- Is the project realistic with an adequate cash match and reasonable ratio of program expenditures to administrative costs?
- Is there evidence of adequate and skilled project personnel?

EVALUATION CRITERIA CONT.

- Have all the questions under project description been answered in concise and complete manner?
- Is the project exceptionally innovative or creative?
- Quality of artists involved in the project (demonstration of previous work)
- Quality of support material (letters of support, reviews from recognized experts, videos, and demonstration of the applicant's potential).

REASONS PROPOSALS GET REJECTED

- * Proposals are unclear or missing required information.
- * Proposals are too ambitious for the amount of time and/ or money requested.
- * Budget is vague, inconsistent, or unrealistic.
- * Proposal is poorly written.
- * Project is ongoing or has been completed prior to application.

PAYMENTS FOR GRANT RECIPIENTS

- Grant Awardees are paid out in the following manner:
- **New Grant Recipients:** Paid out in 3 installments
 - 1. **50%** of the grant funds to be released after the contract has been signed and processed.
 - 2. **25%** of the grant funds to be released after a mid-progress report with supporting documents has been submitted.
 - 3. **25%** of the grant funds to be processed and released **AFTER** the grantee completes and submits a CAHA Final Project Report Form, which includes a narrative and financial report with supporting documents and materials. Final report must be accepted and approved for payment by CAHA before the final payment is released to grantee.

PAYMENT FOR GRANT RECIPIENTS

- **Previous Grant Recipients:** Paid out in 2 installments
 - 1. **75%** of the grant funds to be released after the contract has been signed and processed.
 - 2. **25%** of the grant funds to be processed and released AFTER the grantee completes and submits a CAHA Final Report Form, which includes a narrative and financial report with supporting documents and materials. Final report must be accepted and approved for payment by CAHA before the final payment is released to grantee.

PROJECTS SUPPORTED BY CAHA



MARK DELL'ISOLA PACIFIC DNA 2019-2022

NOV 4, 2022- JAN 6, 2023

OPENING FRIDAY | NOV 4TH, 2022 | 6PM-9PM
GUAM CAHA GALLERY
2ND FLOOR DNA BLDG HAGATNA GUAM

SOLO EXHIBITION
YUMIKO FURUKAWA
PRESSURE

This project is supported in part by a grant from the national endowment for the arts, the Guam Council on the arts and Humanities Agency, Government of Guam, and the office of the Governor.

GUAM CAHA GALLERY
DNA BUILDING, 2ND FL
AUGUST 7 - 31, 2023
MON - FRI 9AM - 4PM
OPENING RECEPTION
AUGUST 4, 6 - 8PM

"YENGYONG
TA'LO MUSIC &
CHILDREN'S
ART EXHIBIT"

MARCH 25, 2023 - CENTRAL COMMUNITY
ARTS HALL, SINAJANA - 10AM - 2PM

GUAM COUNCIL
on the arts &
humanities
AGENCY

"This project is supported in part by a grant from the National Endowment for the Arts, Guma Council for the Arts and Humanities, Government of Guam, and the Office of the Governor."

IMPORTANT INFORMATION

- Applications are available at the CAHA office or www.guamcaha.org
- Please call our office at 671-300-1206/7/8 or 671-300-7582/4, or email info@caha.guam.gov if you need further information or have any questions. If you are emailing, please use the subject line “FY 2025 Grant Application inquiry”. Interested parties **MUST** send their applications via email to grants@caha.guam.gov or **submit** them directly to CAHA located in the DNA building, Suite 202.
- **Deadline to submit the INITIAL grant application is on or before June, 28, 2024 @4:00pm. Applicants who have not attended a mandatory workshop AND who have not submitted an INITIAL application by June 28, 2024 @4:00pm will not be eligible to submit a FINAL application.**
- **Deadline to submit FINAL grant application is on or before Wednesday, July 31, 2024 @4:00pm.**

Q & A



**THANK YOU FOR COMING AND
ATTENDING THIS
PRESENTATION!**

**CAHA looks forward to your
applications!**