CULTURAL INVESTMENT FUNDING PROGRAM: INTENT TO APPLY FY 2025-2026

July 1, 2025 through June 28, 2026



CIFP FY2026 APPLICATION

- Applicants will first complete an Intent to Apply between December 1, 2024 and January 5, 2025, to establish eligibility.
- The full application will then open January 6.
- Full applications for all categories will be available for download in December 2024.
- This will allow potential applicants to review and prepare for application cycle opening.
- Application deadlines will be sixty (60) business days after the full application opens for all categories: March 31, 2025.
- Application review will take place in April 2025. All applications are reviewed by panels of Arts Commissioners and arts professionals. Individual feedback on applications is not available.
- Announcement of awards will take place in May 2025.

OVERVIEW OF CATEGORIES

Please correctly identify your organization's category before you begin the application.

- Traditional Marketing Impact Category A (TMI-A) funds traditional national, international, and regional marketing and advertising of programming with awards of \$15K. This program is designed for 501(c)3 nonprofit arts groups with an organizational budget over \$2 million.
- Traditional Marketing Impact Category B (TMI-B) funds traditional mational, international, and regional marketing and advertising of programming with awards of \$15K. This program is designed for 501(c)3 nonprofit arts groups with an organizational budget of \$500,000 - \$1,999,999.
- Traditional Marketing Impact Category C (TMI-C) funds traditional national, international, and regional marketing and advertising of programming with \$15K. This program is designed for 501(c)3 nonprofit arts groups with an organizational budget of \$499,999 and below.
- Our Collaborative Impact (CI) category challenges organizations of any size to collaborate and create new ways of presentation via traditional and/or innovative media. At least one of the applying collaborators must be a 50 I (c)3 nonprofit arts-centered organization. Typically these are awarded to a maximum of three projects, with awards of \$30,000 each.

INTENT TO APPLY

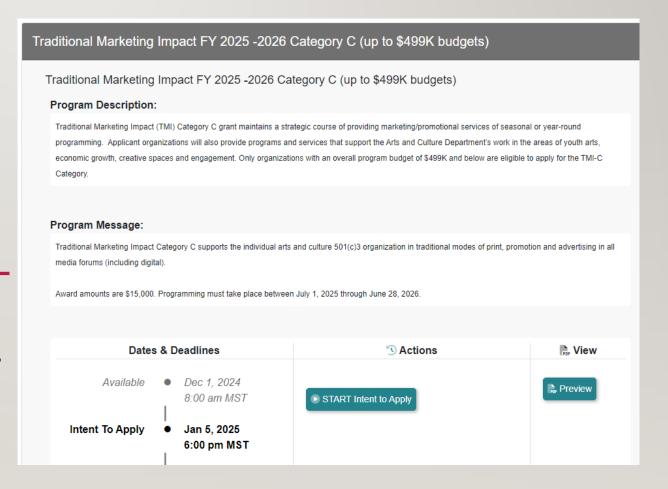
- The Intent to Apply step allows applicants to ensure they meet eligibility requirements, and will allow uploads of required documents prior to the full application cycle opening in January 2025.
- Intent to Apply is now a <u>REQUIRED SUBMISSION</u>.
- If your organization is applying for both Traditional Marketing Impact funding AND a
 Collaborative Impact grant, an Intent to Apply must be submitted for both categories.
- Once the Intent to Apply is received and reviewed by Arts & Culture Staff for eligibility and completeness, you will notified via email of the status as either declined or approved to move on to the full application.
- The Intent to Apply period is open December 1, 2024, through January 5, 2025 at 6:00 pm MST.

INTENT TO APPLY: GETTING STARTED

Head to santafenm.gosmart.org.

Once you've created your account and/or logged in, find your organization's category.

Here's an example of what the intent to apply starting page looks like.



INTENT TO APPLY: DOCUMENTS YOU'LL NEED

- A 501(c)3 Incorporation certificate from 2020 or sooner
- Copy of organization's overall budget (no specific format required)
- Copy of City of Santa Fe current business license
- The organization's official mission statement, which includes the arts
- Your organization's current board list, along with a statement describing your board composition's specific forms of diversity

The Intent to Apply MUST be completed in its entirety, including uploads, to be reviewed.

INTENT TO APPLY: COMPLETION!

- Once the Intent to Apply is received and reviewed by Arts & Culture Staff
 for eligibility and completeness, you will notified via email of the status as
 either declined or approved to move on to the full application.
- If your Intent to Apply is declined, our staff is available to explain what disqualified the application. We recommend submitting well before the deadline to allow time to rectify any issues.
- If you have received an approval notification, you will need to return to the GoSmart portal once the application cycle has opened (anytime from January 6 onward) to complete the application portion.

GOSMART TIPS

- Follow each prompt including uploads (most questions and prompts are set to required*)
- Remember to click <u>SAVE</u> at the bottom of each page before selecting <u>NEXT</u> to continue
- Uploads are best when submitted as a compiled pdf. For image uploads, we suggest you compile via PowerPoint /
 Keynote / Slides and export or print as a pdf version.
- When completed, click SUBMIT. You will receive a message confirming your application submission.
- Applications will not be accepted after the submission deadline, no exceptions.
- For any questions regarding the application or uploads please contact artsandculture@santafenm.gov, or call Project Specialist Sage Graham at 505-470-7798 or Arts Services Coordinator Melissa Velasquez at 505-531-7540.