Arts Ed Collective Leadership Circle

APPLICATION INSTRUCTIONS

These Application Instructions are intended to support your completion of the Arts Ed Collective Leadership Circle application. All applications will be submitted electronically using the online portal, Survey Monkey Apply. New applicants to the portal must register for a user account. Technical instructions accompanied by images from the online form and application questions are provided here as reference.

DOWNLOAD AND REVIEW THE CALL FOR ARTS ED COLLECTIVE LEADERSHIP CIRCLE MEMBERS

Download the Call for Arts Ed Collective Leadership Circle Members and review the eligibility and programmatic requirements before getting started with an application.
- Call for Members: Arts Ed Collective Leadership Circle: https://tinyurl.com/383kamy7

REMINDERS
Applications must be submitted by **5:00 pm, Wednesday, September 18, 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.

ACCESSING THE ONLINE GRANT PORTAL AND APPLICATION

GETTING STARTED
- Visit https://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 gray 'Register' button in the upper right of the screen to register for a new user account and profile.

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.
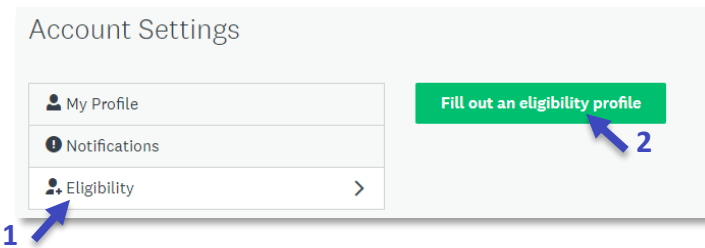
6. Before applying, you'll need to complete the user setup by updating your eligibility profile.

Eligibility Profile

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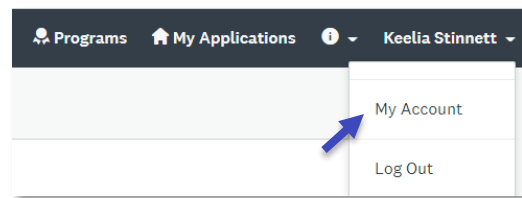
2. Select Eligibility from the left panel. Then click 'fill out an eligibility profile'.

3. To access the Leadership Circle application, select applicant type 'Individual.'

4. Enter your name into the field "Organizational Name" and then scroll down to the second half of the page and enter your contact information into the section "Individual Account Info."

5. Click 'Save my Profile' when complete. This will direct you back to the Programs Dashboard where you will see all 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 **Programs** in the upper toolbar.

2. Click the **MORE >** button in the Arts Ed Collective Leadership Circle tile to see the description and deadline of the opportunity.

3. Click the **APPLY** 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 **My Applications** in the upper toolbar. *There is no need to return the Programs Dashboard during the application process.*

NAVIGATING THE GRANT APPLICATION TASK DASHBOARD

- **Your Tasks:** This section includes links to the forms you will need to complete for this application.
- **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:
  - **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.**
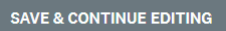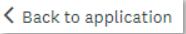
APPLICATION TASK LIST

Once at the Application Dashboard for the Arts Ed Collective Leadership Circle, you will see that the application includes three (3) tasks. **You may complete the tasks in any order.**

Your tasks

⬤ 📄 Part 1: Applicant Information Last edited: Nov 28 2023 10:04 AM (PST)	>
○ 📄 Part 2: Applicant Questionnaire	>
○ 👍 Part 3: Community Nomination	>

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.
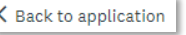   - You may not mark a form complete if required fields are left blank.
     - To navigate away from the form, select a different task from the left task bar or click **< Back to application** above the task bar to return to the Application Dashboard.
     - To view or edit the form, click on the task name. To continue editing click the ••• icon in the upper right and select edit.
     - 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 asked or actions required for each task.

Part 1: Applicant Information
- First Name
- Last Name
- Personal Pronouns (optional)
- Contact Information
  - Email
  - Phone
  - ZIP Code of Residence
  - Supervisorial District of Residence
  - ZIP Code of Community Served
- Demographic Information (optional)

Part 2: Applicant Questionnaire
Instructions
You are invited to submit your responses in written, audio, or video format.
- Use the SM Apply text boxes to submit written responses.
  - We highly recommend that you draft and edit your responses in Word, Google Docs, etc., and copy and paste your final version into your SM Apply application.

- While there is no set word requirement or limit, it is anticipated that your combined written responses to all the questions will be between 3-5 pages total.
- Audio and video responses may be by uploaded instead of written responses.
    - You are welcome to record your own responses, or to enlist someone to interview you using the questions from the application.
    - While there is no set time requirement or limit for recordings, it is anticipated that your combined responses to all the questions will be between 5-10 minutes total.
    - Maximum 1000MB per file
        - Accepted video formats:
            - Audio Video Interleaved (.avi)
            - MPEG-4 (.mp4)
        - Accepted audio formats:
            - MP3 Audio file (.mp3)
            - Wave Audio Format (.wav)
        - Accepted linked media formats:
            - YouTube
            - Vimeo

Questions

You are encouraged to review the draft Mission, Vision, and Values for the Leadership Circle developed by the leadership design working group as you consider your responses.

1. Please describe what interests you in being part of the LA County Arts Ed Collective's Leadership Circle.
    a. Why are you excited about serving on the Arts Ed Collective Leadership Circle?
    b. What experience with and perspective on arts education and/or arts-based youth development in Los Angeles County will you bring to the Leadership Circle?
    c. What lived and/or work experience do you bring that speaks to underrepresented and underserved youth and communities?
2. Share an example of how you have served as a leader among your peers, in your community, and/or your organization?
    a. Please describe your approach as a leader. How do you honor and represent your peers and/or community through your leadership?
    b. How does equity, anti-racism and belonging live in your leadership? What does it mean to you to prioritize historically excluded or precluded, historically underserved youth through your leadership and/or work?
3. As a Leadership Circle member, how will you engage with fellow Leadership Circle members and the community to carry out the work of the Leadership Circle?

Part 3: Community Recommendation
Instructions

You will ask someone to contribute a recommendation letter on your behalf. Your recommender should have experience with your peer and/or community leadership and be able to reflect on the values and perspectives they feel you will bring to the Leadership Circle.

In the SM Apply application, you will enter the name and email of the person you would like to write a recommendation. SM Apply will send them an email that includes a link to the Community

Recommendation page in your application. Your recommender will need to create an account and login to SM Apply to submit their recommendation, using a link in the email request. You will receive confirmation when the recommendation has been submitted but will not have access to review or edit the submission.

- **Recommender Information**
  Name
  Organization/Role (as applicable)
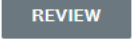 Email
  Phone

- **Community Recommendation**
  While there is no word requirement or limit for the nomination, it is anticipated one (1) page will allow for thoughtful, succinct reflection on the strengths the applicant would bring to this project.

  - Please share how you know the applicant and why you've chosen to recommend them to be a Leadership Circle member.
  - How have you experienced their leadership among peers and/or community? What are the values and perspectives you feel they will bring to the Leadership Circle?
  - Please share anything else you would like to highlight about the person you are nominating.
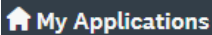
FINALIZING AND SUBMITTING YOUR APPLICATION

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 you have reviewed your application 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 application for the Arts Ed Collective Leadership Circle will not be considered.**

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 this program begin with LC25.*

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 artsedcollective@arts.lacounty.gov.