



State-Local Partnership

2017-2018 Grant Guidelines

Deadline: June 23, 2017, 5:00 PM – (online submission)



The Mission of the California Arts Council, a state agency, is to advance California through the arts and creativity.

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California Arts Council



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Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members who serve staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: To advance California through the arts and creativity.

Funding: The CAC is a state agency, funded from the state’s annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Meeting dates and locations are posted at www.arts.ca.gov. Each meeting provides a designated time for public comment, although comments may be time-limited.

Grants Panels: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

Appeal Process: Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel’s assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel’s recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel’s assessment of the applicant’s request for funding.

Note: Dissatisfaction with award denial or with award amount is not grounds for appeal.

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 (“ADA”); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity, and appropriate credit for CAC partial support.

STATE-LOCAL PARTNERSHIP

2017-2018 GRANT GUIDELINES

DEADLINE: June 23, 2017, 5:00 PM

Apply at cac.culturegrants.org



Background

The State-Local Partnership program provides grant opportunities for general operating support and technical assistance for county-designated local arts agencies.

Purpose

The purpose of the State-Local Partnership (SLP) program is to foster cultural development on the local level through a partnership between the California Arts Council and county-based local arts agencies throughout the state. The nature of this partnership includes funding, information exchange, cooperative activities, and leadership to stimulate and enable individuals, organizations, and communities to create, present, and preserve the arts of all cultures to enrich the quality of life for all Californians.

State-Local Partners (SLPs) are local arts agencies officially designated to serve as a link between individual artists, arts organizations, businesses, government, and the diverse communities of their county. SLPs are a resource by providing technical assistance to their constituency, and supporting local arts and cultural development.

The goals of the State-Local Partnership program are:

- To promote public value of and participation in the arts
- To leverage public and private support for the arts
- To encourage and promote arts in education
- To foster local and regional partnership and collaboration
- To create, present, and preserve the arts of all cultures
- To promote inclusiveness and equity in the arts for all communities
- To encourage cultural development and preservation of California's diverse communities

Applicant Eligibility

- Applicant organization must meet the legal eligibility requirements of all California Arts Council program(s) grantees listed under Requirements on page 2.
- Applicant organization must be a nonprofit organization, an agency of city or county government.
- Applicant organization must be a local arts agency designated by resolution of their county board of supervisors to serve as the local partner.
- The cities of Los Angeles and San Diego, due to their population size, participate in the State-Local Partnership program. Additional cities are not eligible to apply. New

applicants must serve a county that does not currently participate in the State-Local Partnership program (*Alpine, Glenn, Kings, San Joaquin, and Stanislaus*).

- Organizational programs must be accessible to the general public.
- Applicants must complete a Cultural Data Profile through DataArts <http://www.culturaldata.org> (formerly the Cultural Data Project) and create and upload the California Arts Council Funder Report to the State-Local Partnership application.
- Matching funds requirement for this program must be met.

Eligible Funding and Request Amount

The California Arts Council anticipates an allocation of \$1,800,000 to the SLP program in 2017-18.

- **State-Local Partners may request up to \$35,000**
 - Grant requests may not exceed 50% of an organization's total income from its most recently completed fiscal year.
- **State-Local Partners administering Poetry Out Loud (POL) may request an additional coordination award of \$2,300 plus a Travel Stipend**
 - For more information, please review the ADDENDUM: State-Local Partners and Poetry Out Loud Implementation on page 9.

Matching Funds

All grant recipients must provide a dollar-for-dollar (1:1) match for the SLP grant. The match may be from corporate or private contributions, local or federal government, or earned income. State funds cannot be used as a match.

In-Kind Match:

In some instances, value of non-cash donations provided by third parties for which a market value can be determined may be used for up to 50% of the required match. Donations may be in the form of space, pro bono consultancy, training, or services; supplies, and other expendable property.

- In-kind goods and services may not be provided by either the applicant organization or any individual or organization that is being compensated as part of the grant contract.
- In-kind donations by state entities are ineligible.

Application Process

CAC Culture Grants is our online portal for the grant application and review process. CAC does not accept applications through any other means for this program. To apply, new applicants must sign up for a user account to access the CAC Culture Grants system, while returning applicants will log in with an existing user account. Detailed instructions and support can be found at www.arts.ca.gov and via the portal at <https://cac.culturegrants.org>.

Staff Assistance

CAC staff is available on a limited basis to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. **Contact Jaren Bonillo, SLP Program Manager at jaren.bonillo@arts.ca.gov or (916) 322-6584.**

Review Criteria and Application Evaluation

Participation in Poetry Out Loud will have no effect on the competitiveness of a State-Local Partnership application for FY17-18. ***SLPs will be required to administer Poetry Out Loud (POL) by FY18-19.*** While the POL application is included in the SLP application process, it will continue to be adjudicated separately during this transition.

A peer review panel will evaluate State-Local Partnership applications based on the following four criteria:

- 1. Local Arts Networking and Facilitation**
 - a. Provides comprehensive arts services to artists, arts organizations, and the general public;
 - b. Links individual artists, arts organizations, businesses, and government;
 - c. Advances arts and cultural development at the county level.

- 2. Community Engagement:**
 - a. Evidence of countywide communities in the representation, participation, and creation of services and programs;
 - b. Creates, presents, and preserves the arts of all cultures of the county;
 - c. Evidence of responding to community needs is reflected in the organization's programs and services.

- 3. Access and Equity**
 - a. Provides access to services and programs regardless of geographic, economic, disability and racial barriers;
 - b. Develops and maintains fair practices for accessing resources, and for the inclusion of all communities in the representation, participation, and creation of services and programs;
 - c. Advances the cultural and ethnic diversity of arts and artists throughout the county.

- 4. Fiscal Leadership and Management:**
 - a. Demonstrates fiscal health indicated by a positive fund balance; absence of substantial, recurring deficits; a realistic organizational budget; and a diversity of revenue sources;

- b. Maintains and develops best practices in governance policies and structure, and ensures governing/advisory body is representative of the county and diverse in backgrounds;
- c. Develops an organizational culture of inclusiveness and equity in the arts for all communities.

Peer Panel Evaluation and Ranking Process

The panel's review of applications and work samples is a multi-step process and involves assigning numerical ranks to an application. A 6-point ranking system will be implemented. Panelists' ranks are averaged to obtain the final score.

For each of the rankings listed below, the description refers to the content of the application, where the application is defined as the entire grant proposal that articulates the content of programs and services to be rendered by the applicant.

6	Exemplary	Meets all of the review criteria to the highest degree possible
5	Strong	Meets all of the review criteria in a significant manner
4	Good	Meets the review criteria to some extent; however, areas of the application need improvement, development or clarification
3	Marginal	Does not meet the majority of the review criteria in a significant manner
2	Weak	Significant inadequacies in addressing review criteria
1	Ineligible	Inappropriate for CAC support: incomplete applications, applications with significant ineligible expenses, and proposals that do not meet program requirements

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the peer panel's recommendations, the Council will take into consideration the panel's recommendations and make final funding decisions at a public meeting.

If approved by the Council for support, grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank a proposal receives from the peer review panel.

Should a grant award be made for an amount less than the request amount, the applicant will be required to confirm that the goals of the original request can be met or modified with a lesser grant award.

SLP Timeline

May 3, 2017	Application available
June 23, 2017, 5:00 PM	Application deadline (online)
Late September	Funding decisions
Late September	Funding notifications
October 1, 2017 – September 30, 2018	Funded activity period

Grantee Requirements

- Maintain a public office accessible during normal business hours and staffed by, at minimum, a part-time director/professional administrator. In unique situations, exceptions can be made.
- Attend CAC convening.
- Host meetings for the CAC as needed, without charge, when sufficient notice has been given.
- Oversee the **Poetry Out Loud** coordination of program implementation on the county level (see POL project requirement on page 10).
- Participate, where feasible, in cooperative information gathering, promotion and programming when deemed to be mutually beneficial by both the CAC and the local partner.
- To better inform our elected representatives as to the value of the arts and the use of state funds, successful applicants must return (along with signed grant agreements) copies of signed letters sent to the Governor and your State Senate and Assembly representatives thanking them for this grant.
- Use CAC and National Endowment for the Arts (NEA) logos on all websites and electronic and printed materials (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC and the NEA on all printed and electronic materials: *“This activity is funded in part by the California Arts Council, a state agency, and the National Endowment for the Arts, a federal agency.”*
- Provide verbal credit when discussing programs supported by this grant.
- Submit a Final Report summarizing grant accomplishments at the end of the grant period.

What the CAC Does Not Fund

- Hospitality or food costs
- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)
- Fundraising activities or services such as annual campaigns, fundraising events, or grant writing

- Programs of other state or federal agencies
- Programs or services intended for private use, or for use by restricted membership
- Projects with religious purposes
- Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions
- Trusts, endowment funds or investments
- Capital outlay, including construction; purchase of land, buildings, or equipment other than consumable production materials; or for the elimination of accumulated deficit
- Out-of-state travel activities
- Expenses incurred before the start or after the ending date of the grant period

ADDENDUM: State-Local Partners and Poetry Out Loud Implementation

State-Local Partners may apply to request an additional POL coordination award of \$2,300, plus a Travel Stipend for the county champion and their chaperone to travel to and from the State Finals Competition.

Purpose

Poetry Out Loud grants provide for the coordination of program implementation on the county level by partner agencies.

Request Amounts

Grant funds are to be used for the following purposes:

- **\$1,500 Coordination**
 - Staff labor in planning and executing the Poetry Out Loud program at schools around the county. Please see “POL Project Requirements” below for an overview of these responsibilities.
- **\$800 Coaching and Teacher Training**
 - These funds may be used to retain POL Poetry Teaching Artists, other in-class poet instructors, and/or to offer professional development opportunities for classroom teachers.
- **Travel Stipend**
 - Based on proximity to Sacramento, CAC subsidizes travel costs to and from the State Finals Competition. The FY17-18 Stipend by County Table is accessible within the SLP Application via CAC Culture Grants <https://cac.culturegrants.org>.

Matching Funds

Matching funds are *not required* for any portion of POL funding. While a match for POL support is not required, POL partner agencies are encouraged to identify additional revenue streams to support POL activities wherever possible.

Staff Assistance

For questions regarding the Poetry Out Loud program and this Addendum, contact **Josy Miller, PhD, Arts Education Programs Specialist** at josy.miller@arts.ca.gov or (916) 332-6385.

POL Application Process

SLPs implementing POL in their counties will indicate their participation within the SLP Application via CAC Culture Grants <https://cac.culturegrants.org>. This indication will activate the necessary POL form pages.

In addition to standard applicant information, the POL application requests the following:

- Indication of a minimum of two participating schools in the county, including information on key contacts at those sites.
- Dates for countywide competitions, to take place no later than **February 15, 2018**.
- Plan for use of Coaching and Teacher Training funds.

POL Project Requirements

The following are the required responsibilities of the grantee in the coordination of the Poetry Out Loud (POL) program within their county:

- SLPs implementing POL in their counties are responsible for following POL Project Requirements and completing all Scope of Work duties, as provided at the beginning of the POL cycle.
- Publicize the availability of the POL program throughout county.
- Serve as liaison to Lead Teachers and facilitate the registration of participating schools.
- If partner agency will be working with Poetry Teaching Artists, serve as liaison between Lead Teachers and Poetry Teaching Artists, providing support for Poetry Teaching Artist participation; and accept invoices and provide payment in full.
- Facilitate classroom and school participation through the distribution and implementation of curriculum materials.
- Provide support for the planning and monitoring of school-wide competitions.
- Coordinate and produce a County Finals competition, to take place on or before **February 15, 2018**, providing County Final results to CAC.
- Include CAC on communications with County Champion and their Chaperone regarding preparation and logistics for State Finals participation.
- Disperse Travel Stipend to the County Champion and their Chaperone and assist as needed with travel arrangements to and from the State Finals competition.
- Provide general marketing and publicity support for POL.
- Use CAC and NEA logos on all websites and electronic and printed materials (programs, catalogs, postcards, posters, newsletter, leaflets, publications, etc.) that specifically reference POL.
- Pursue additional financial support (from individuals, foundations, corporations, etc.) for project implementation and travel arrangements for County Champion, as needed.
- SLPs implementing a POL program will be required to complete the POL Final Report and submit CAC/NEA survey along with the SLP Final Report.