



CALIFORNIA ARTS COUNCIL

**STATE-LOCAL PARTNERSHIP PROGRAM
2013-2014 Guidelines & Application Instructions**

Full Application

DEADLINE: April 5, 2013



California Arts Council

Governor of California
Jerry Brown

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Web: www.cac.ca.gov

Office Hours
8:00 a.m. - 5:00 p.m.
Monday through Friday

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; to provide for exhibition of artworks in public buildings throughout California; 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 four-year 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 chair, 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, 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 comment on, participate in, or in any way interfere with council meetings. Go to the CAC Website for meeting dates and locations at www.cac.ca.gov

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 heard only on the following grounds:

1. Panel's assessment 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 and print materials. In addition, the CAC requires documentation of grants activity and appropriate credit for CAC partial support.

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APPLICATION MUST BE SUBMITTED ELECTRONICALLY BY 11:59 PM ON THE DEADLINE DATE

STAFF

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State-Local Partnership Program Specialist

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PURPOSE

The purpose of the State-Local Partnership Program (SLPP) is to foster cultural development on the local level through a partnership between the State and the counties of California. The Partnership is established between the California Arts Council (CAC) and the State's local arts agencies. 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.

A local arts agency is defined as a nonprofit organization, or an agency of city or county government, officially designated to provide financial support, services, or other programs to a variety of arts organizations, individual artists, and the community as a whole.

GOALS

- To increase public awareness and participation in the arts of all cultures.
- To broaden public and private support for the arts.
- To serve the diverse cultural needs of California's local communities.
- To encourage and promote arts in education.
- To foster local and regional partnership and collaboration.

GRANTS

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

FUNDING

This application is for funding for fiscal year 2013-2014, October 1, 2013 – September 30, 2014. The recommended request amount is \$12,000.

MATCHING REQUIREMENTS

Matching funds, at a level of 1:1, are mandatory. The required match may be from any public or private source. In some instances, in-kind donated services for which a market value can be determined may be used for up to 50% of the required match. **Contact SLPP staff to determine eligibility before including in-kind as part of the required match.**

ELIGIBILITY

Applicants must:

- Be designated by resolution of their county board of supervisors to serve as the local partner.
- Meet the legal eligibility requirements of all California Arts Council program(s) grantees listed under Requirements on page ii.
- Be accessible to the general public.

It is recommended that the state-local partners 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.

Regional Partnerships: Regional partnerships that serve multiple counties may be eligible to apply. Funding is prorated based on the number of counties in the partnership. Regional partnerships may include a legal merger of two or more partner agencies or a consortium of applicants. Regional partner applicants must give evidence of service and program equity to all participating counties.

Cities: Currently two cities, 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 or a partnership of counties.

EVALUATION PROCESS

Applications are evaluated through the peer review panel process. The panel makes recommendations to the Arts Council based upon the review criteria. The Council makes all final granting decisions. Funding is contingent upon the Governor's budget. The panel meeting is open to the public and will be held at the offices of the California Arts Council in Sacramento.

REVIEW CRITERIA

1. Local Arts Networking and Facilitation

- Serve as a resource in the development of local cultural activities.
- Act as link between individuals, organizations, businesses, and government.
- Impact public policy towards community arts and cultural development.
- Provide technical assistance.

2. Accessibility

- Promote and foster the artistic and cultural diversity of the community.
- Ensure access in the development and participation of programs and activities for:
 - All cultural and geographic communities.
 - Community members of all income levels.
 - People with disabilities.

3. Managerial and Fiscal Competence

- A diversity of income from both public and private sources.
- Adequate staffing of arts professionals appropriately compensated.
- Opportunities for staff development.
- Board of Directors representative of community and diverse in its professional skills.
- Established and effective decision making process.
- Ongoing strategic and cultural planning.

GRANTEE RESPONSIBILITIES

Funding for general operating support is awarded as a contract for services between the local partner and the California Arts Council. Local partners must:

- Attend CAC gatherings.
- Host meetings for the CAC as needed, without charge, when sufficient notice has been given.
- Participate, where feasible, in cooperative information gathering and programming when deemed to be mutually beneficial by both the CAC and the County Partner.

CAC GRANTS CANNOT FUND

- Out-of-state travel or activities
- For-profit organizations
- Programs inaccessible to the public
- Ongoing programs or expenses of elementary or secondary school districts
- Projects that are part of the curricula of colleges or universities
- Capital expenditures, such as equipment purchases or building improvements
- Hospitality or food costs
- Trusts or endowment funds
- Projects with religious or sectarian purposes
- Expenses incurred before contract starting date
- Supplanting of salaries or expenses already supported by local government spending

OTHER RESOURCES FOR LOCAL ARTS AGENCIES

Americans for the Arts

1000 Vermont Avenue, N.W. 6th Floor
Washington, DC 20005
(202) 371-2830
Fax: (202) 371-0424
Web: www.artsusa.org

Americans for the Arts (AFTA) is a national organization for organizations and individuals in the United States committed to the arts and culture. AFTA supports the arts and culture through private and public resource development, leadership development, public policy development, information services, public awareness and education.

Membership to AFTA gives access to a wide range of services and publications. Local arts agencies are encouraged to call Americans for the Arts to explore this important link to arts on the national level. **The 2013 Americans for the Arts Annual Convention will be held in Pittsburg, PA, June 14-16.**

APPLICATION INSTRUCTIONS

Please read the application and instructions carefully. Additional information is provided below for most of the application. Much of this same information can be found in the application in the form of “pop ups” designated by a [?](#). If you have further questions contact CAC staff.

Due to limited time, SLPP staff cannot follow up with applicants on the completeness of their submissions. Applications are forwarded to the SLPP review panel as they are submitted to the CAC.

Organization Information

Complete as applicable for your organization.

New Requirement: DUNS Number

To obtain a Dun & Bradstreet DUNS Number go to: <http://fedgov.dnb.com/webform>

If one needs be created it can be done in 1 business day. The service is free.

Organization and Community

A. Organization Description

- (b) Organizations that are city or county commissions should explain their government structure.
- (d) Significant changes may include changes in staff, programs, activities etc.

B. Community Description

- (a) Describe geographic and demographic characteristics, including population, ethnic and/or cultural aspects, that impact how you serve your community.
- (b) Factors that impact the economic base may include per capita income, population growth, the economic health of county government, accessibility to corporate and foundation funders, and/or the viability of the business community.
- (c) Cultural resources include arts and cultural organizations, institutions, venues, etc.

C. Relationship to Community

If your response includes activities undertaken with other organizations, describe the nature of partnerships and/or collaborations and roles of the participants.

- (b) Service to the community as a resource and a link includes planning, coordinating, implementing, and disseminating information about, local cultural activities.
- (c) Accessibility to all includes people with disabilities, specific cultural and/or geographic communities and community members of all income levels.

D. Cultural Diversity & Strategic Planning

For each of the required attachments your organization does not have, briefly explain your policies and/or procedures and timeline for developing them.

Programs

Current Programs

- 2. Technical Assistance - provided by your organization to the community.
- 4. Percent for Art Ordinance - designates a percentage of new construction costs (or similar) be used for public art. If applicable, describe your agency's role in determining how these funds are utilized.
- 5. Presenting Performing Arts - If collaborating with other organizations, specify roles and responsibilities of each partner.
- 6. Fairs and Festivals – Be specific as to your organization's role (presenting, funding, marketing, etc.)
- 7. Conferences - Be specific as to your organization's role (producing, funding, presenting at, publicizing, etc.)

New Programs, Services, or Activities

If no new programs, services, or activities are planned, indicate so in the space provided.

Grant Programs

Applicants with Grant Programs are required to include this section. Attach to the application copies of the most recent grant program(s) guidelines and application and a list of all current grantees.

Funding: 2011-12, Most recently completed fiscal year; 2012-13, Current fiscal year; 2013-14, Next fiscal year projection.

Grant Type: Briefly indicate the type of grant. Examples: Operational Support; Project Support; Fellowship; Arts Education; etc.

Arts in Education

Applicants with Arts Education programs are required to include this section.

- Residency Artist – an artist teaching in a school, institution, or community setting regardless of the number of hours spent.
- Participants – the population served. Can be K-12, adult learners, students with disabilities, etc.

VAPA - Department of Education's Visual and Performing Arts content standards.

The Content Standards were designed to encourage the highest achievement of every student, by defining the knowledge, concepts, and skills that students should acquire at each grade level.

<http://www.cde.ca.gov/be/st/ss/documents/vpastandards.pdf>

Staff & Board

Board List

List the board members or commissioners. Include positions (where applicable), city of residence, professional and/or avocational affiliations, and year service began.

Advisory Board(s)

List advisory board members. Include the name of the board, its purpose, positions (where applicable), city of residence, professional and/or avocational affiliations, and year service began.

Staff List

Provide a one paragraph biography for each key staff member. Include job titles, major responsibilities, and the average number of hours worked per week. (Do not include, or attach to the application, full resumes.)

Executive Director Compensation

Briefly describe the compensation and benefits package of the Executive Director. For compensation, specify the amount and rate of pay (monthly, annual). For health benefits, specify the amount and rate, or percentage of total compensation. Indicate areas of coverage (health, dental, etc.)

Budgets

Organization Budget

California Cultural Data Project

The California Arts Council requires all applicants to complete a profile through the California Cultural Data Project and submit a Funder Report along with their application. Each grant program has its own Funder Report. To complete this part of your submission go to the California Cultural Data Project website: <http://www.caculturaldata.org/about.aspx>

Budget Summary

In addition to your Funder Report, provide a brief narrative summary of your current and projected fiscal years.

Budget Notes

For all four fiscal years [Funder Report (2), current and projected years]: Explain changes of 20% or more that occur in specific line items or budget totals. Specify sources of in-kind.

Grant Request Summary

Briefly describe how grant funds will be used and what they will support.

Grant Request Budget

- Recommended grant request amount is \$12,000.
- Complete line items that would be funded by the grant and/or matching funds.
- Indicate rates of pay (hourly, monthly, annual etc.) for personnel. Where applicable, indicate rates for operating expenses.
- Use the CAC/SLPP Grant and Applicant Match columns to show funding amounts. Applicant match is 1:1 for the total amount of the grant. Match ratio may vary per line item; matching funds may be used for line items different than grant funds.
- Use Section C to indicate source(s) of the matching funds.

Application Attachments

The following attachments are to be uploaded as part of the application. Instructions for uploading and a list of acceptable form types are in the application.

REQUIRED

Local Government Resolutions: Applicants must obtain a resolution from their local government (County Board of Supervisors or City Council) that designates the applicant organization as a partner in the State-Local Partnership Program and authorizes it to execute the grant contract, if awarded. Attach your current resolution with the application. If it does not include the 2013-14 fiscal year, a new resolution will need to be submitted prior to October 1, 2013 to be eligible for funding.

California Cultural Data Project / State-Local Partnership Program Funder Report

Download your Funder Report from the California Cultural Data Project website <http://www.caculturaldata.org/about.aspx>

Grant Guidelines, Applications and Grantee List(s): If your organization has grant programs, attach copies of the most recent grant program(s) guidelines and application and a list of all current grantees.

Cultural Diversity Policy: If a policy has not yet been established, complete Section E to explain your policies and/or procedures and timeline for developing one.

Annual Strategic Plan: If a strategic plan has not yet been created, complete Section E to explain your policies and/or procedures and timeline for developing one.

Annual Strategic Plan Executive Summary: If a summary of your strategic plan is available, submit this as well.

OPTIONAL

Submission of these optional support materials are an opportunity to clarify or illustrate an organization's activities and/or funding request.

Marketing Materials: (limit of three) Copies of brochures, catalogs, posters etc. that promote the organization's programs.

Articles and Reviews: (limit of three) Copies of articles or reviews that show the quality of the organization's activities and its role in the community.

Letters of Support: (limit of three) Letters of Support should substantiate the quality of the organization, its programs and services.

Audio/Visual Documentation

The review panel will view up to five minutes of work samples per applicant. Follow the instructions in the application for uploading audio/visual materials. List samples in the Work Samples Log Sheet.

Note: PowerPoint Presentations may not be submitted.

Certification

The certification section of the application must be completed by an authorized board member or designated organizational representative.