



Artists in Communities

2017-2018 Grant Guidelines

Deadline: January 23, 2018 5:00 PM



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

Learn more at www.arts.ca.gov

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California Arts Council



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Programs Officer

Shelly Gilbride, PhD

Address

1300 I Street, Suite 930
Sacramento, CA 95814

(916) 322-6555

Toll Free (800) 201-6201

FAX: (916) 322-6575

Website: www.arts.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; 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.

Vision: The CAC envisions a California where the lives of all Californians are enriched by access to and participation in a diverse spectrum of arts and cultural experiences and the arts ecosystem reflects contributions from all of California's diverse populations.

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.

Artists in Communities

2017-18 GRANT GUIDELINES

DEADLINE: January 23, 2018 5:00 PM

Apply at calartscouncil.smartsimple.com

Up to \$18,000



Background

The California Arts Council (CAC) is pleased to offer grants through the Artists in Communities Program, which centralizes artists and their artistic processes as vehicles for community vitality. The third year of this program is rooted in the California Arts Council's recognition that artists are integral to healthy communities and that the arts are a societal cornerstone that brings people together, builds community, and fosters social progress.

Purpose

Artist in Communities supports sustained artistic residencies in community settings, demonstrating that the arts are a central component of civic life, and that artists are vital in shaping society. Projects must be artist-driven, tailored and relevant to the specified community, and should include demonstration of community investment in the project. Professional artists work closely with organizational partners and community members to produce creative projects that are responsive to the community. The lead artist(s) and their artistic process must be central to the project design and implementation. Each artistic residency must be locally developed, with one or more artists, in partnership with an arts/community organization or social institution, and the community to be served by the project. Community settings may include but are not limited to libraries, housing agencies, senior centers, hospitals or parks, cultural centers, community halls and site specific locations.

Projects should:

- Include one (or more) lead artists and their artistic processes at the center of project activities.
- Demonstrate thoughtful and engaged creative processes that demonstrate community investment.
- Demonstrate artistic rigor and thoughtful planning for engagement that is tailored and relevant to the specific community.
- Demonstrate strong support from community and a strong working relationship between the artist and applicant organization.

Applicant Eligibility

- Application must be submitted by a nonprofit organization or unit of government. The project must be developed in partnership with one or more California-based artist(s), and the artists' work must be the focus of the project.
- An applicant must be one of the following:

- California-based nonprofit organization with significant arts programming as a part of the mission, vision and budget of the organization. Arts organizations as well as community-based or social service organizations such as libraries, housing agencies, senior/teen/cultural community centers or hospitals may be eligible to apply as long as they meet all eligibility requirements.
- Unit of government with a history of arts programming.
- All applicant organizations must have a history of arts programming for a minimum of **two** years prior to the time of application.
- The applicant must demonstrate proof of nonprofit status under section 501(c) (3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government. California Indigenous tribes can apply if they are a unit of government or can demonstrate non-profit status.
- **Fiscal Sponsors:** Use of a Fiscal Sponsor is allowed in this program. An applicant without nonprofit status may use a California-based Fiscal Sponsor that has nonprofit status, federal 501(c)(3) designation, and which will provide the fiscal and administrative services needed to complete the grant. **If a grant is awarded, the Fiscal Sponsor becomes the legal contractor.** The Fiscal Sponsor must also demonstrate consistent arts services or programming in California for a minimum of two years prior to the time of application, has compatible organizational goals to the applicant organization. See additional information on the use of Fiscal Sponsors: http://arts.ca.gov/programs/program_files/shared_files/CAC%20Fiscal%20Sponsor%20Information.pdf
 - **New for FY17-18:** Applicants using Fiscal Sponsors must submit the Fiscal Sponsor's IRS Form 990 with application.
- All applicants, including non-arts organizations, must complete a **CAC DataArts** Profile and Funder Report at the time of application.

Eligible Request Amounts:

- Organizations can request up to \$18,000. However, the request for this program cannot exceed 25% of an organization's total operating revenue from the last completed fiscal year as reported in the DataArts Funder Report. Organizations are encouraged to apply for a request that is reasonable, in relation to the organizational budget size and capacity to meet the 1:1 matching requirement. See matching requirements below.

Funding Restrictions

- **NEW for FY17-18:** Total of all application requests in FY17-18 cannot exceed 50% of an organization's total operating revenue from the last completed fiscal year. If applying for one or more CAC grants in a grant cycle, the total amount requested cannot exceed 50% of what is reflected in the organization's Total Operating Revenue line in the DataArts Funder Report.
- **Projects primarily serving children up to age 18 (PreK-12) cannot apply to Local Impact, Artists in Communities or Creative California Communities. Refer to Arts Education Program Guidelines on how to seek support for these projects.**

- In order to spread our limited grant dollars, organizations may not apply to the Artists in Communities and the Creative California Communities grant program in the same funding cycle, with the **exception** of CCC **planning grants**.
- An artist can only be a **lead artist** in one Artist(s) in Communities project grant at a time.
- Applicants to this program are not restricted from applying and receiving another CAC program grants (except CCC) as long as those funds are used for different projects and purposes. To meet this criterion, applicants must demonstrate that projects:
 - Serve primarily different groups of people
 - Take place in different spaces, times, and/or contexts
 - Achieve fundamentally distinct programmatic outcomes
- Neither the award nor the match may be used to supplant state-funded expenses.

Project Requirements

- The applicant must develop and complete a project addressing the program's purpose by May 31, 2019.
- Project must be driven by the creative vision of lead artists.
- Project must include a thoughtful approach to engaging the community through sustained contact between the Lead artist(s) and the community over a period of time. This period should be determined by the needs of the community and the project.
- Budget must include professional fees for the artist(s), commensurate with experience and local rates.
- Project must include a public component that is free of charge for community participants and or audience.
- Project plan must include a detailed timeline indicating artistic activities, project management responsibilities, intended artistic and community-based outcomes, an evaluation/documentation strategy, as well as space, time and equipment requirements.
- Project must articulate desired outcomes of creative activities undertaken in grant period.
- Artists to be supported by this grant must show professional experience of **at least two years**; must be residents of California; may not be engaged in the project as full-time students in a degree program; and can only be a part of one Artist(s) in Communities application in any one grant cycle.
- Application can include more than one artist if all collaborating artists meet eligibility requirements and all participating artists are compensated accordingly.
- Letter of Agreement between Applicant organization and Lead Artist(s) must be submitted.
- **Accessibility**: CAC is committed to making the arts accessible and inclusive for all Californians. All CAC-funded programs, services, information, and buildings and facilities where funded activities take place must be accessible. Please see Page 2: Requirements for more information.

Matching Funds

All grant recipients must provide a dollar-for-dollar (1:1) match for the Artists in Communities grant. A cash match may be from corporate or private contributions, local or federal government, or earned income. State funds cannot be used as a match. If applying for multiple CAC grants in a single fiscal year, distinct funds must be identified to meet matching requirement for each grant application. Applicant must indicate whether matching funds are projected, pending or committed.

In-Kind Match:

Use of in-kind contributions as a portion of the match is intended to support organizations that may not have the financial capability to provide a 1:1 cash match, but demonstrate the capacity to carry out the activities in the grant application with other sources of support. In-kind contributions are non-cash donations provided by **third parties** for which monetary value can be determined. In-kind contributions **may** be used for up to 50% of the required (1:1) match.

- In-kind Contributions may be in the form of space, pro bono consultancy, training, or services, supplies, and other expendable property that are given free of charge to the organizations.
- **In-kind contributions may only be provided by third parties.**
- In-kind contributions by state entities are ineligible.

In-kind contributions must be reflected as an expense in the grant application budget.

Applicant organizations must accurately document and report in-kind contributions on in their DataArts Funder Report. See additional information on In-kind contributions:

[http://arts.ca.gov/programs/program_files/shared_files/CAC In-Kind Contribution Information.pdf](http://arts.ca.gov/programs/program_files/shared_files/CAC%20In-Kind%20Contribution%20Information.pdf)

If you have any questions about in-kind contribution documentation or eligibility, please contact the Arts Program Specialist. See staff assistance below.

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 funded activity period
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials

Application Process

Applications will be available online through the CAC's new online application system, calartscouncil.smartsimple.com. Only applications submitted through the system by the deadline will be accepted. More information about calartscouncil.smartsimple.com will be made available soon.

Review criteria

The peer review panel will evaluate applications based on the following criteria:

- **Project Design and Implementation:** Project design indicates realistic timeline, appropriate budget, clear artistic and community-based objectives and achievable outcomes. Design articulates methods to evaluate and measure success, collect and analyze data, and document activities. Design demonstrates depth of participant involvement and clear plans for community outreach and marketing.
- **Artistic Merit:** Artists involved in the project demonstrate skills, expertise, and experiences that are central to the outcomes of the project design. California artists are engaged at every stage of project design and execution.
- **Community Impact:** Project demonstrates reach and/or depth of engagement in an identified community. Project is responsive to the community to be served. Project execution and evaluation involve significant community participation in accordance with the identified project outcomes.
- **Management and Leadership:** Ability of applicant organization to implement proposed project is clearly demonstrated by qualifications of project's team, viability of project budget, and overall fiscal and managerial health of applicant and partnering organizations.

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 all of 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; proposals that do not meet the program requirements
1	Ineligible	Incomplete applications, applications that do not meet eligibility criteria or that include significant ineligible expenses in application budget. Former grantee organizations not in compliance with CAC grant requirements.

Depending on the amount of funds available and the number of applicants, a cutoff point will be made based on the ranking. Funding recommendations will be decided through this process.

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the peer panel’s ranking recommendations, the Council will consider 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 on 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 expressed in the application can be met or modified with a lesser grant award than the original request.

Timeline

December 5, 2017	Application available
January 23, 2018 5:00 pm	Application deadline (online)
April 2018	Funding decisions
May 2018	Funding notifications
June 1, 2018 – May 31, 2019	Funded activity period

Grantee Requirements

Grantees must comply with all requirements as stipulated in the grant agreement including, but not limited to the following:

- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include--with your approved grant agreement-- photocopies of signed letters that you have sent to the Governor and your State Senate and Assembly representatives thanking them for your grant.
- Use CAC logo on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC on all printed and electronic materials: *“This activity is funded in part by the California Arts Council, a state agency.”*
- When discussing the project and activities supported by this grant, verbal credit must be given to the CAC.
- Reports summarizing grant-funded activities and accomplishments will be required.

Staff Assistance

CAC staff is available 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. People who are Deaf, Hard of Hearing, have difficulty speaking, or who are Deaf Blind may dial 711 to reach the California Relay Service (CRS).

J. Andrea Porras, Arts Program Specialist at andrea.porras@arts.ca.gov or 916-322-6395