



CALIFORNIA ARTS COUNCIL

**STATE-LOCAL PARTNERSHIP PROGRAM
2012-2013 Guidelines & Application Instructions**

Second Year Report

DEADLINE: April 20, 2012



California Arts Council

Governor of California
Jerry Brown

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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.

STATE-LOCAL PARTNERSHIP PROGRAM

2012-2013 Guidelines & Application Instructions

Full Application

DEADLINE: April 20, 2012

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

STAFF

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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 2012-2013, October 1, 2012 – September 30, 2013. 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 2012 Americans for the Arts Annual Convention will be held in San Antonio, June 8-10.**

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 will be reviewed as submitted to the CAC.

Organization Information

Complete as applicable for your organization.

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 use 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.)
8. Grant Programs - Briefly describe grant programs. Include total funding, number of grants, average and/or range of grant amounts.
9. Arts in Education - Briefly describe Arts in Education program(s). Identify partners and collaborators including roles and responsibilities.

New Programs, Services, or Activities

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

Year in Review

For the past 12 months: (a) Briefly describe any significant administrative and/or programmatic changes; (b) List accomplishments.

Projected Year

For fiscal year 2012-13 briefly describe: (a) Any anticipated administrative and/or programmatic changes. (b) Organizational and programmatic goals and their relevance to your strategic plan.

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. To complete this part of your submission go to the California Cultural Data Project website: <http://www.caculturaldata.org/about.aspx>

Organization Budget Summary

In addition to your California Cultural Data Project profile, provide a brief narrative summary of your current and projected fiscal years. Explain any significant changes, 10% or more in specific line items or overall, anticipated in these years or that occurred in the previous two completed fiscal years. 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 are in the application.

REQUIRED

Local Government Resolutions: County applicants must obtain a resolution from the local government body that designates the organization as the county's partner in the State-Local Partnership Program and approves and authorizes the agency to submit the proposal and to execute the grant contract if awarded.

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>

Certification

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