



# Statewide and Regional Networks

## 2015-2016 Grant Guidelines

*Deadline: February 10, 2016 5:00 PM – (online submission)*



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](http://www.arts.ca.gov)

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**California Arts Council**



**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.

**Governor of California**

Edmund G. Brown Jr.

**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.

**Arts Council Members**

Donn K. Harris,  
Chair

**Mission:** To advance California through the arts and creativity.

Susan Steinhauser,  
Vice Chair

**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.

Michael Alexander  
Phoebe Beasley

Christopher Coppola  
Kathleen Gallegos

Jaime Galli  
Nashormeh Lindo

Louise McGuinness  
Steve Oliver

Rosalind Wyman

**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](http://www.arts.ca.gov). Each meeting provides a designated time for public comment, although comments may be time-limited.

**Executive Staff**

**Director**

Craig Watson

**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.

**Deputy Director**

vacant

**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:

**Programs Officer**

Shelly Gilbride

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.

**Address**

1300 I Street, Suite 930  
Sacramento, CA 95814

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

(916) 322-6555

Toll Free (800) 201-6201

FAX: (916) 322-6575

**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.

**Website:** [www.arts.ca.gov](http://www.arts.ca.gov)

**Office Hours**

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

**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.

# STATEWIDE AND REGIONAL NETWORKS

2015-2016 GRANT GUIDELINES

DEADLINE: February 10, 2016, 5:00 PM

Apply at [cac.culturegrants.org](http://cac.culturegrants.org)



## **Background**

The Statewide and Regional Networks (SRN) program is rooted in the California Arts Council's (CAC) vision to nurture collaborative service organizations and networks that advance the arts and artists in the state. An arts service organization provides specialized, practical services to working artists, constituent organizations and cultural communities. Collectively, these networks help to activate CAC constituents, the arts community, stakeholders, and the public.

## **Purpose**

The SRN program supports culturally specific, multicultural, discipline-based and multi-discipline statewide and regional arts networks and arts service organizations. Its goal is to strengthen organizational capacity and delivery of services to constituents through communications, professional development opportunities, networking and arts advocacy.

## **Eligible Funding and Request Amount**

The CAC has allocated \$375,000 to the SRN program. Grant requests cannot exceed an organization's total income from its last completed fiscal year.

- Statewide Organizations may request up to \$25,000
- Regional Organizations may request up to \$15,000

Applicants must demonstrate statewide or regional reach in programs, services and constituency.

- *Statewide* is defined as an organizational network serving a constituency throughout the state, with significant programs, activities and participation in Northern and Southern regions.
- *Regional* is defined as an organizational network serving constituencies in an area with definable characteristics covering three or more counties OR an area with definable characteristics with a total population of over 3 million in multiple municipalities. Applicants must describe their region and demonstrate significant regional reach.

## **Matching Funds**

All grant recipients must provide a dollar-for-dollar (1:1) match. The cash match may be from corporate contributions, private contributions, local or federal government agencies, or earned income. Other State funds cannot be used as a match. A combination of cash and in-kind

contributions may be used to match the SRN request, with a maximum of 50% in-kind contributions permitted, with the approval of the SRN Arts Program Specialist (see Staff Assistance).

### **Applicant Eligibility**

Statewide and regional culturally-specific, multicultural, discipline-based and multi-discipline arts networks and arts service organizations are eligible to apply.

- The applicant organization must be a nonprofit arts organization, and 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 the applicant must be a non-arts nonprofit organization with a significant history of arts services for a minimum of two years prior to the time of application.
- Applicant organization must have at least a two-year track record of developing its field and providing services to its constituent base. Constituents can be members, service recipients or others with direct experiences with the applicant organization. Organizational membership, services or activities must be open and accessible to all members of constituency.
- An applicant without nonprofit status may use a California-based fiscal agent that has nonprofit status, and which will provide the fiscal and administrative services needed to complete the grant. If a grant is awarded, the fiscal agent becomes the legal contractor. The fiscal agent must also demonstrate consistent arts programming in California for a minimum of two years prior to the time of application, and have compatible organizational goals to the applicant organization.
- *“Culturally-specific”* and *“multicultural”* refer to organizational networks that are rooted in and reflective of underserved ethnic and cultural communities.
- All applicants must complete a California Cultural Data Project Funder Report at the time of application.
- Matching funds requirement for this program must be met.
- State funds cannot be used for hospitality, purchase of equipment, or out of state travel. Please see page 6 for more detail on what the CAC does not fund.
- Grantees of the State-Local Partnership Program (SLP) may not apply for SRN support, unless the SLP is acting as a fiscal agent for a distinct network that is not supported by the CAC through the SLP program.

### **Application Process**

**CAC Cultural 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](http://www.arts.ca.gov) and via the portal at <https://cac.culturegrants.org>.

## **Review Criteria**

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

- *Quality of Programs & Services:* Programs and services are closely aligned with organization’s mission and the needs of the intended constituency; organizational membership, services or activities are demonstrated to be open and accessible to all members of constituency; active statewide or regional participation in the governance and services of the organization; three letters of reference from constituents attesting to the organization’s value to the field.
- *Quality of Strategic Plan:* Strategies exist to strengthen organizational capacity and constituent base and to advance a statewide or regional arts agenda.
- *Impact on Constituency:* Programs and services demonstrate relevance and benefit to constituency, address constituent needs, and advance constituent base and field.
- *Management and Leadership:* Fiscal and managerial ability of organization to implement proposed activities, programs and services; evidence of qualified administrative personnel and overall fiscal health of applicant.

## **Peer Panel Evaluation and Ranking Process**

A peer panel will review all applications and work samples in a multi-step process that involves assigning numerical ranks to an application. A 10-point ranking system will be implemented. Panelists’ ranks are averaged to obtain the final score.

### **10-Point Numerical Ranking System**

<b>10</b>	<b>Model</b>	Meets all of the review criteria to the highest degree possible.
<b>8-9</b>	<b>Excellent</b>	Designates an applicant as a high priority for funding.
<b>5-6-7</b>	<b>Good</b>	Strongly meets the review criteria; however, some improvement or development is needed.
<b>2-3-4</b>	<b>Developing</b>	Has some merit, but does not meet the criteria in a strong or solid way.
<b>1</b>	<b>Ineligible</b>	Inappropriate for CAC support.

## **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.

**What the CAC Does Not Fund**

- 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)
- Projects with fundraising purposes, including grant writing
- Other state or federal agencies
- Programs not accessible to the public
- Projects with religious or sectarian purposes
- Organizations or activities that are part of the curricula base of schools, colleges, or universities
- Indirect costs of schools, colleges, or universities
- Trust or endowment funds
- Purchase of equipment, land, buildings, or construction (capital outlay or expenditures)
- Out-of-state travel activities
- Hospitality or food costs
- Expenses incurred before the start or after the ending date of the grant

**Timeline**

January, 2016	Application available
<b>February 10, 2016</b>	<b>Application deadline (online)</b>
April, 2016	Funding decisions
May, 2016	Funding notifications
June 2016 – May 31, 2017	Funded activity period

**Grantee Requirements**

- 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 signed grant agreement--copies of signed letters sent to the Governor and your State Senate, Assembly, and U.S. Congressional representatives thanking them for your grant.
- In accordance with grant agreement, use CAC logos on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.

- In accordance with the grant agreement, 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 programs supported by this grant, verbal credit must be given to the California Arts Council.
- Submit a Final Report summarizing SRN accomplishment with related materials at the end of the grant period.
- Attend at least one CAC conference or convening (to be announced).

### **Staff Assistance**

CAC staff is available on a limited basis to offer guidance and clarification in preparing your proposal. Be sure to contact staff far enough ahead of the deadline to ensure that you can be accommodated. **Contact John Seto, SRN Arts Program Specialist at [john.seto@arts.ca.gov](mailto:john.seto@arts.ca.gov) or (916) 322-6395.**

**The SRN Program is designed to support advocacy efforts on behalf of the arts, as opposed to individual or organizational lobbying efforts.**

**Advocacy** is the pursuit of efforts to influence outcomes (including public policy and resource allocation decisions within political, economic, and social systems and institutions) that directly affect people’s lives. **Lobbying** consists of communications intended to influence specific legislation or ballot initiatives.

In 1976 Congress ruled that public charities have the right to lobby and may do so legally; however, lobbying is limited by the IRS and by the State’s Fair Political Practices Act. Nonprofits can choose one of two standards by which their lobbying is measured by the IRS. The oldest and best known requires that “no substantial part of a charity’s activities can be used to attempt to influence legislation.” The “no substantial part” is not a strict percentage test. The IRS does not set a percentage as a guideline. **In practice, nonprofits often err on the side of limiting their lobbying to 2-3 percent of their time, when in fact they do not need to do so.**