



Creative California Communities

2016-2017 Grant Guidelines

Deadline: March 6, 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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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.

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.

CREATIVE CALIFORNIA COMMUNITIES

2016-2017 PROJECT and PLANNING GRANT GUIDELINES

DEADLINE: March 6, 2017, 5:00 PM



Background

The Creative California Communities program is rooted in the California Arts Council's (CAC) commitment to build and nourish California's robust creative economy and support of arts-focused creative placemaking.

"In creative placemaking, partners from public, private, nonprofit and community sectors strategically shape the physical and social character of a neighborhood, town, city or region around arts and culture. Creative placemaking rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate, inspire and be inspired." – NEA Creative Placemaking Executive Summary

Purpose

The Creative California Communities (CCC) program supports collaborative projects that harness arts and culture as a creative placemaking strategy. Creative placemaking projects animate, activate and revitalize communities –neighborhoods, streets, blocks, cities, and regions – using arts as the central project activity and artists as key participants in that effort. Projects bring together local arts, business and/or government entities to build capacity for arts and culture through collective action, and mobilize public will in the community for the arts and culture. Projects stimulate increased participation/engagement in arts and cultural activities by residents and visitors, and activate community members to engage in the civic life of the community. Projects should include three features: strategic action by cross-sector partners, a place-based orientation, and a core of arts and cultural activities.

CCC Projects must:

- Develop arts –based approaches to address specific community identities, needs, circumstances or priorities.
- Represent the distinct character and quality of a community.
- Present a vision for enhancing the social or economic livability of a community through the arts that honors the residents, history and culture of that community.
- Include community members in project design and implementation.
- Be designed and developed in partnership between the applicant (non-profit arts) organization and at least one partnering public-sector agency, non-arts nonprofit or local business.
- Include California artists and their work as integral to project design and implementation.

Eligible Funding and Request Amounts:

In FY 16-17, the CCC program will have a 2-year grant cycle, for projects taking place between June 2017 and May 31, 2019. Council has allocated a total of \$3,400,000 for the CCC Program and expects to fund between 30-40 projects. To distribute grants equitably to organizations of all sizes, there are two funding categories based on organizational size.

- Category 1: Organizational annual operating budget over \$750,000 – total requests for support may be made for up to \$150,000. Council has allocated \$2,000,000 in this category.
- Category 2: Organizational annual operating budget under \$750,000 – total requests for support may be made for up to 20% of annual organizational income with a maximum request of \$100,000. Council has allocated \$1,400,000 in this category.

Matching Funds

All grant recipients must provide a dollar-for-dollar (1:1) match. The match may be from corporate or private contributions, local or federal government, or earned income. State funds cannot be used as a match. A combination of cash and in-kind contributions may be used to match the CCC request, with a maximum of 50% in-kind contributions permitted with the approval of the CCC Arts Program Specialist (see Staff Assistance).

Eligible In-Kind Match:

- Value of non-cash donations provided by third parties. These can be in the form of space, consultancy, training, 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.

Applicant Eligibility

- The applicant must be a California-based nonprofit arts organization, local arts agency, or unit of government with a history of arts programming for a minimum of three 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.
- Use of fiscal sponsors is not allowed.
- The partnering organization must be California-based.
- Artists working with the applicant arts organization must show professional experience of **at least three years**; must be residents of California; and may not be engaged in the project as full-time students in a degree program.
- Applicants must complete a California Cultural Data Project Funder Report at the time of application.
- Matching funds requirement for this program must be met.
- In order to spread our limited grant dollars, organizations may not apply to the Local Impact (LI) and CCC grant program in the same funding cycle, with the exception of CCC planning grants. Applicants to this program are not restricted from applying to and

receiving funding from competitive CAC grant programs other than LI, as long as those funds support distinctly different projects or activities.

- Projects that include multi-generational, or life-long arts learning components may apply.
- School-site based arts education programs, or after-school or summer arts education programs serving PreK-12 students may **not** apply (refer to Artists in Schools Guidelines on how to seek support for these projects).

Project Requirements

- By June 30, 2019, the applicant must develop and complete a project addressing the program's purpose.
- Project plan must include California artists and arts as a central component of activities, and must include evidence of appropriate compensation for professional artists.
- Project activities must demonstrate high artistic quality and be tied to specified creative placemaking goals and objectives for the applicant, partnership and/or community.
- A public component must be included. Examples may be a culminating presentation, a performance, special event, etc.
- Financial plan must show project viability, community support, and leveraging of assets.
- Project plan must describe activities, partnership responsibilities, intended artistic and creative placemaking outcomes, and an evaluation/documentation strategy.
- The project must be designed and developed in partnership between an arts organization (applicant) and at least one other partnering organization, each of which has defined project and decision-making responsibilities. Potential partner(s) may include local government agencies, business leaders, nonprofit organizations, or universities. Partners must include a letter of intent describing its role and resources to be contributed to the project. If unclear about appropriate partner(s), contact CCC Arts Program Specialist (see Staff Assistance).

CCC Planning Grant: \$2,500

A limited number of planning grants are available to support arts organizations that have identified potential partners and are actively planning a creative placemaking project. This planning grant gives the applicant organization an opportunity to work directly with potential partners to plan a course of action for a creative placemaking project that addresses the CCC program goals. Funds may support, but are not limited to: forums, community meetings, or symposiums related to creative placemaking activities; research or evaluation to support creative placemaking in the community; training or co-learning activities between artists, arts organizations and non-arts sector partners. Planning grants are ranked Yes- Fund/No- Do Not Fund based on the strength and merit of the plan.

- Previous recipients of a CCC grant are ineligible to apply for a planning grant.
- Applicants may not receive a CCC Planning Grant and CCC Project Grant in the same cycle.
- Planning grant requests may be made for \$2,500 for a 1 year grant, and do not require a match.

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

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>.

Application Cycle:

- Deadline: March 6, 2017, 5:00 PM (online submission)
- Grant Dates: Starting June 1, 2017 - May 31, 2019.

Review Criteria

A 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 responds to a need or set of priorities identified with 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 the majority of the review criteria; 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

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 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 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 of the original request can be met or modified with a lesser grant award.

Timeline

November 15 th , 2016	Application available
March 6, 2017, 5:00 PM	Application deadline (online)
April 2017	Funding decisions
May 2017	Funding notifications
June 1, 2017 – May 31, 2019	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 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.
- A Final Report summarizing grant-funded activities and accomplishments will be required at the end of the grant period.

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 Shelly Gilbride: Programs Officer shelly.gilbride@arts.ca.gov or 916-324-0075.