



Professional Development

2017-18 Grant Guidelines

Deadlines:

January 10, 2018, 5:00 PM (Online Submission)

Grant Period: February 1, 2018 – May 31, 2018

March 1, 2018, 5:00 PM (Online Submission)

Grant Period: June 1, 2018 – September 2018

May 2, 2018, 5:00 PM (Online Submission)

Grant Period: October 1, 2018 – January 31, 2019



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

© 2017 State of California

California Arts Council



Governor of California

Edmund G. Brown Jr.

Arts Council Members

Donn K. Harris,
Chair

Nashormeh Lindo,
Vice Chair

Larry Baza
Phoebe Beasley
Christopher Coppola
Juan Devis
Kathleen Gallegos
Jaime Galli
Louise McGuinness
Steve Oliver
Rosalind Wyman

Interim Director

Ayanna Lalia Kiburi, MPH

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: Pursuant 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 tax-exempt status under sec. 501(c)(3) of Title 26 of the Internal Revenue Code (Fiscal Sponsors are eligible in some programs), or nonprofit status 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.

Professional Development
2017-18 Grant Guidelines
Multiple Deadlines
Apply at calartscouncil.smartsimple.com
Up to \$1,000



Background

The Professional Development program is rooted in the California Arts Council's (CAC) desire to provide opportunities for the field to grow and thrive by supporting professional development and learning activities for individuals.

Purpose

The Professional Development (PD) program assists arts organizations in building their capacity for success by supporting individuals through professional development activities.

- Funding will support individual staff members, artists, arts administrators or arts educators employed by the applying organization.
- Professional Development activities could include:
 - Tuition or registration fees for in-state conferences, seminars and workshops
 - In-State travel expenses for conferences, seminars or workshops
 - Fees to work directly with consultants and career coaches

The goals of the Professional Development program are:

- To support and strengthen an arts organization's organizational capacity
- To support professional growth and leadership training opportunities for individuals working in the arts
- To encourage a culture of learning

Applicant Eligibility

- The applicant must be a California-based nonprofit arts organization, local arts agency, or arts-based unit of government with a history of arts programming for a minimum of two years at the time of application.
- The applicant must be a nonprofit organization with tax-exempt 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.
- 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, and have compatible organizational goals to the applicant organization.

- See additional information on the use of Fiscal Sponsors at 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.

Project Eligibility and Requirements

- **Accessibility:** The 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.
- Project activities must take place within the appropriate 4-month grant period, corresponding to the appropriate deadline.
- Activities should demonstrate value and impact on the work of the individual and the health of the organization.
 - Resumes for individual(s) participating in activity are required.
- Activities should further the professional development of individual staff, artists, administrators or teaching artists who are employed by the applicant organization.
 - Applicant will be required to provide documentation for the proposed activity such as: Meeting, workshop or conference description including date, time and registration information.
- Examples of Professional Development activities include:
 - Tuition or registration fees for conferences, seminars or workshops, In-state travel expenses, OR Funds to work directly with career coaches.

Request Amount

Professional Development requests may be made for up to \$1,000. 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 organizational budget history.

Matching Funds:

Matching funds are not required for this grant.

Funding Restrictions

- The grant may not be used to supplant state-funded expenses, or existing professional development funds.
- An organization can only receive one grant per year to the Professional Development program.
- **State funds cannot be used for food and beverage expenses, out of state travel, or direct fundraising activities.**
- **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 organizational budget history from the last completed fiscal year.

- Applicants to this program are not restricted from applying and receiving another CAC program grant as long as those funds are used for different projects and purposes. To meet this criterion, applicants must demonstrate that projects:
 - Serve different groups of people
 - Take place in different spaces, times, and/or contexts
 - Achieve fundamentally distinct programmatic outcomes
- Please see page 7 for more details on what the CAC does not fund.

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 and Application Evaluation

A CAC staff review panel will assess all applications and will recommend grants for applicants that strongly meet the review criteria. The staff panel's review of applications and work samples is a multi-step process and involves assigning "Fund or Not-Fund" to an application.

Given the multiple deadlines and the increased competitiveness of the grant program, priority may be given to applicants that:

- Operate with budgets of \$500,000 or under
- Have not received a Professional Development grant in FY16-17

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

1. Quality of Learning Activity:

- a. Strength of the professional development activity and institution that are central to the outcomes of the proposed learning activity;
- b. Degree to which the participant's learning activity is appropriate for the individual and to the organization.

2. Organizational Impact:

- a. Degree to which the organization demonstrates the short and long term impact and benefits of the activity on the individuals and organization.

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the 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 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

January 10, 2018, 5:00 PM	Application deadline (online)
January 2018	Funding decisions
February 2018	Funding notifications
February 1, 2018 – May 31, 2018	Funded activity period

March 1, 2018, 5:00 PM	Application deadline (online)
April 2018	Funding decisions
May 2018	Funding notifications
June 1, 2018 – September 30, 2018	Funded activity period

May 2, 2018, 5:00 PM	Application deadline (online)
June 2018	Funding decisions
July 2018	Funding notifications
October 1, 2018 – January 30, 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.

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.

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).

Contact Jaren Bonillo, Arts Program Specialist at jaren.bonillo@arts.ca.gov or (916) 322-6584.