



STATEWIDE AND REGIONAL NETWORKS

2017-18 Grant Guidelines

Deadline: February 7, 2018, 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

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California Arts Council



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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; 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.

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DEADLINE: February 7, 2018, 5:00 PM

Apply at calartscouncil.smartsimple.com

Up to \$30,000



The Statewide and Regional Networks (SRN) program is rooted in the California Arts Council's (CAC) commitment to supporting arts service organizations reflective of California's diverse populations.

Purpose

SRN provides general operating grants for arts service organizations with regional or statewide reach. Arts service organizations serve as networks to provide specialized, practical services for artists, arts organizations, and cultural communities.

The goals of the Statewide and Regional Networks program is:

- To develop organizational capacity for networks that strengthens the collective group through communications, professional development opportunities, networking and arts advocacy.
- To support networks to discover and work with one another across geographic locations, enabling new partnerships and ideological convergences.

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 two years prior to the time of application.
- The organization's activities must take place in California.
- The applicant must be a nonprofit organization with proof of 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.
- 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.
- Applicants must complete and submit a DataArts CAC Funder Report at the time of application.
- 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.

Program 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.
- Organizational activities and services must demonstrate how they strengthen and advance the network.
- Network constituent representation must have evidence of active, effective and relevant statewide or regional reach.
- Organizational activities and services must provide evidence of service and activity access to all counties and/or municipalities identified in the network.
- Matching funds requirement for this program must be met. See page 5 for matching funds information.

Program Definitions

- **Access** is the right or opportunity to experience services and programs regardless of geographic, economic, disability, and racial barriers.
- **Advocacy** is the act or process of supporting a cause or proposal in order to initiate change in a society. This can include activities to support public policy and resource allocation decisions within political, economic, and social systems and institutions that directly affect people's lives.
- An **Arts Service Organization** is a nonprofit organization that offers services, activities and events to preserve, promote, and protect specific ethnic, cultural and/or artistic disciplines.
- **Culture** is the beliefs and practices of a particular group of people that are united by ethnicity, artistry or social context.
- **Culturally-Specific** refers to organizational networks that are rooted in and reflective of cultural, artistic and ethnic communities.
- **Equity** is fair practices to accessing resources and the inclusion of all communities in the representation, participation, and creation of services and programs.
- **Networks** are associations or groups of individuals or organizations with common interests, visions or organizational missions that work together to strengthen the collective group. Organizational membership, services and activities include professional

development opportunities through communications, technical assistance, networking and arts advocacy.

- **Regional** reach must include services, activities and events with significant constituent representation in at least 3 counties, OR an area with a total population of over 3 million in multiple municipalities including San Diego, Los Angeles and San Jose.
- **Statewide** reach must include services, activities, and events with significant constituent representation from Northern, Central, and Southern regions.

Request Amounts

The request for this program cannot exceed 50% of an organization's total operating revenue from the last completed fiscal year as reported in the applicant's 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.

- Statewide Organizations may request up to \$30,000
- Regional Organizations may request up to \$20,000

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

Matching Funds

All grant recipients must provide a dollar-for-dollar (1:1) match for the SRN 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:

All In-kind contributions must be approved by the Program Specialist prior to application submission (see Staff Assistance).

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 in the 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)

Funding Restrictions

- Neither the award nor the match may be used to supplant state-funded expenses.
- **NEW for FY17-18:** Total of all application requests to the CAC in FY17-18 cannot exceed 50% of an organization's total operating revenue from the last completed fiscal year. If applying to 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.
- 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
- Grantees of the State-Local Partnership Program (SLP) may not apply for SRN support, unless otherwise acting as a fiscal sponsor for a distinct network that is not supported by the CAC through the SLP program.
- Please see page 6 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

A peer panel will evaluate applications on the following criteria:

- *Statewide and Regional Arts Networking:* Degree to which the organization serves as a network for artists, arts organizations and cultural communities through communications, professional development opportunities, networking and arts advocacy; Evidence of advancing a statewide or regional arts agenda, constituent base and field.
- *Community Engagement:* Strength of reach in programs and services; Programs, services or activities are demonstrated to include and respond to constituent needs.

- *Access and Equity*: Degree to which the organization maintains fair practices for providing access to and inclusion in programs, services or resources for all communities.
- *Fiscal Management and Leadership*: Degree to which the organization demonstrates fiscal health as indicated by a positive fund balance; absence of substantial, recurring deficits; a realistic organizational budget; and a diversity of revenue sources; Maintains and develops best practices in governance policies and structure, and ensures governing/advisory body is representative of the county and diverse in backgrounds; Develops an organizational culture of inclusiveness and equity in the arts for all communities.

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, 2017	Guidelines and Application available
February 7, 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.
- Attend at least one CAC conference or convening (to be announced).

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).

SRN Contact:

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