



STATE-LOCAL PARTNERS 2019-2021 Grant Guidelines & Application Instructions

Deadline: October 25, 2019 11:59 PM

Application Instructions will be posted to

www.arts.ca.gov/slp.php by September 20, 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

California Arts Council



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Office Hours

8:00 AM - 5:00 PM

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: Advancing 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: 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. Meeting dates and locations are posted at www.arts.ca.gov. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Each meeting provides a designated time for public comment, although comments may be time-limited.

Grant Process: 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. CAC staff is responsible for grant contract administration after Council approval. In dire or unexpected circumstances, CAC reserves the right to make exceptions to any policy or procedure on a case-by-case basis.

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.



STATE-LOCAL PARTNERS

2019-21 GRANT GUIDELINES

DEADLINE: October 25, 2019 11:59 PM

Apply at calartscouncil.smartsimple.com

Up to \$90,000

Grant Activity Period: July 1, 2020 – June 30, 2022

Background and Purpose

The **State-Local Partnership** program is rooted in the CAC's vision of strong, sustained public support for the arts. It embodies the CAC's beliefs that the arts are a societal cornerstone that bring people together and build community, and that the CAC has a role to play in increasing access to the arts for Californians who live or work in areas where the arts are scarce, nonexistent, or vulnerable.

The State-Local Partnership program provides general operating support and technical assistance for county-designated **local arts agencies**. The purpose of the program is to foster cultural development on the local level through a partnership between the State and the counties of California. The nature of this partnership includes funding, information exchange, cooperative activities, and leadership. The partnership enables 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 the official county-designated organization that supports arts and cultural activity in service to individuals and communities throughout an entire county. Local arts agencies provide financial support, services, or other programming to a variety of arts organizations, individual artists, and the community as a whole. A local arts agency can be an agency of local government, a nonprofit organization, or a hybrid of the two.

State-Local Partners serve as **Poetry Out Loud** partners and will receive additional financial support through this grant program to facilitate an annual Poetry Out Loud program throughout their county either through direct programming or in partnership with another local organization/agency. Poetry Out Loud funds will not be based on panel ranking and will be in addition to the \$90,000 maximum request amount.

Program Goals

Projects should address the following State-Local Partnership program goals:

- Support the work of local arts agencies in fostering the countywide arts and cultural ecosystem.
- Provide funds to address priorities identified at the local level in alignment with State-Local Partnership program requirements.

- Promote equity in programming and services for communities, cultures, and creative practices throughout each county with a designated State-Local Partnership.
- Serve every county in the state through a designated State-Local Partner in each county.

Program Requirements

- The applicant must complete general operating support activities aligned with the program's purpose by June 30, 2022.
- All activities to be funded by the CAC must occur within the two-year Grant Activity Period (see [Timeline](#)).
- Proposals must address how the applicant organization:
 - Provides access to diverse art forms that facilitate public participation
 - Offers programs and services that include and support the cultural diversity and traditional arts of the entire county
 - Facilitates an annual Poetry Out Loud program in partnership with the CAC through either direct programming or in partnership with another local organization/agency
- Proposals should explain how the applicant organization achieves at least two of following local arts agency activities or services:
 - Engage in community development through the arts or contribute to creative placemaking activities
 - Conduct cultural assessment and planning that encourages input from community members
 - Foster local and regional partnerships and collaboration through convenings or other means
 - Provide stewardship of a community's art collection(s)
 - Engage in programs that promote arts advocacy efforts at the local, state, or national level
 - Provide and/or support arts learning (preK-12, adult education, creative aging, etc.)
 - Manage a public art program
 - Produce or present programs such as festivals, community theatre, concerts, literary events, workshops, etc.
 - Grant or provide financial support to cultural organizations or artists
 - Facilitate economic development efforts that support the creative economy through arts industries
 - Manage one or more cultural facilities in the county
 - Provide public relations or marketing services for State-Local Partner arts programs and/or services, and for other arts and cultural activities in the county
- Rates of compensation for individual artists and/or arts workers to be supported by this grant must be appropriate to experience and comparable to fees for other local skilled workers.

- Organization must reflect a commitment to include and represent the communities to be served.
- All CAC-funded programs, services, information, and facilities where funded activities take place must be accessible for individuals with disabilities, including but not limited to individuals who are deaf, hard of hearing, deaf-blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness or chronic illness. Please see [Page 3: Requirements](#) for more information.

Eligibility

- Applicant organization must be designated by their County Board of Supervisors to serve as the State-Local Partner in the county.
 - **Multi-county Partnerships:** Partnerships that serve multiple counties may be eligible to apply. A Multi-county Partnership must be designated as the State-Local Partner by the county Board of Supervisors in all counties represented. Funding is prorated based on the number of counties in the partnership. Multi-county Partnership applicants must give evidence of service and program equity to all participating counties.
- Applicants must either be a California-based nonprofit arts organization, arts-based unit of municipal or county government, or tribal government.
- All applicants must have a minimum two-year history of consistent engagement in arts programming and/or services prior to the application deadline.
- All applicant organizations must have a principal place of business in California.
- Applicant organizations 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, including California Native American or Indigenous tribal governments.
 - **Fiscal Sponsors:** An applicant without nonprofit status may use a California-based Fiscal Sponsor with a federal 501(c)(3) designation to conduct work on a not-for-profit project. The Fiscal Sponsor 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 application deadline. See additional information on the use of [CAC Fiscal Sponsors](#).
 - Applicants using Fiscal Sponsors must submit all required materials for the Fiscal Sponsor at the time of application.
- All applicants must submit all required application materials and information at the time of submission. Incomplete applications are ineligible and will not be reviewed by the panel. Please see Application Instructions for all required materials and information.
 - This program requires the submission of an SMU DataArts Funder Report generated specifically for this CAC grant program. Applicants must provide a minimum of two and up to three years of data in the Funder

Profile and submit a Funder Report meeting these requirements at the time of application.

California Secretary of State Certificate of Status

Nonprofit organizations must have “active status” with the California Secretary of State (SOS) showing evidence of “good standing” at the time of application.

You can verify your organization’s status by conducting a search using the SOS online [Business Search](#) tool. An indication of “active” (versus “suspended,” “dissolved,” “cancelled,” etc.) confirms that your nonprofit corporation exists, is authorized to conduct business in the State of California, has met all licensing and corporation requirements, and has not received a suspension from the Franchise Tax Board.

State-Local Partner Grantee Responsibilities

Funding for general operating support is awarded as a contract between the State-Local Partner grantee and the California Arts Council. State-Local Partner grantees will be expected to:

- Maintain an accessible public office operated by, at minimum, a part-time staff member. *In unique situations, exceptions can be made.*
- Attend CAC convening(s) (if applicable).
- Host meetings for the CAC as needed.
- Oversee the annual implementation of Poetry Out Loud at the county level.
- Promote CAC grant opportunities, workshops, and other resources to county constituents.
- Participate in cooperative information gathering and programming when deemed to be mutually beneficial by both the CAC and the local arts agency.
- Participate in program evaluation (if applicable).

Eligible Request Amounts

- Applicant organizations can request up to \$90,000.
- The total request for funding in this two-year grant program cannot exceed 100% of an organization’s total operating revenue from the most recently completed fiscal year, as it appears in the SMU DataArts Funder Report.

Funding Restrictions

- Statewide and Regional Networks grantees are not eligible for State-Local Partner support in the same fiscal year.
- The **total of all requests for CAC support during the same year of funding** cannot exceed 50% of an organization’s total operating revenue from the most recently completed fiscal year, as it appears in the SMU DataArts Funder Report.
- Applicants to this program are not restricted from applying for and receiving additional CAC project grants.

Matching Funds

All grant recipients must provide a 1:1 match for this grant. If applying for multiple CAC grants in a single fiscal year, distinct matching funds must be identified within each

application. State funds cannot be used to meet the match. The status of each source must be specified as either projected, pending or committed.

The matching funds requirement may be met entirely through cash match sources, or by applying the value of in-kind sources for up to 50% of the match.

Cash match sources include corporate or private contributions; municipal, county, or federal government funding; or earned income, while **in-kind match** refers to goods or services, rather than currency, and for which monetary value can be determined. The use of in-kind contributions to meet the CAC matching funds requirement acknowledges that some organizations may not have the financial capability to provide a 1:1 cash match but can demonstrate the capacity to carry out the activities in the grant application through other sources.

If utilizing the value of in-kind support to meet the match, keep in the mind the following:

- **In-kind contributions may only be provided by third parties.**
- A third party is defined as a service provider, partner, or supplier that is independent of the applicant organization and the CAC and is not compensated through grant funds.
- 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 by state entities are ineligible.
- In-kind contributions must be reflected as an expense in the grant application budget.

Applicants to this program must also accurately document and report in-kind contributions in the submitted DataArts Funder Report. See additional information on [CAC In-kind Contributions](#). If you have questions about in-kind contribution documentation or eligibility, please contact the designated staff (see [Staff Assistance](#)).

What the CAC Does Not Fund

- As applicants:
 - Individuals
 - State agencies
 - Federal agencies
 - Non-arts organizations not involved in arts activities
 - For-profit organizations
- Nonprofit organizations not in “good standing” with California Secretary of State
- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Expenses incurred before the start date or after the ending date of the Grant Activity Period
- Expenses that would supplant other state funding*
- Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions

- Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation
- Programs or services intended for private use, or for use by restricted membership
- Projects with religious purposes
- Trusts, endowment funds, or investments
- Capital outlay, including construction projects or purchase of land and buildings
- Equipment
- Debt repayment
- Hospitality, meals, or food
- Out-of-state travel

*Neither the award nor the match may be used to supplant other state funding, including salaries of state employees or general operating expenses of school districts, County Offices of Education, or publicly funded schools, colleges, or universities.

Application Process

Applications will be available online through the CAC's online grants management system at calartscouncil.smartsimple.com. Only applications submitted through the system by the deadline will be accepted. More information can be found on the [Grant Programs](#) page of the CAC website.

Review Criteria

A review panel will adjudicate applications based on the following criteria:

- **Local Arts Programming, Services, and Networking:** Organization serves as a cultural resource for individual artists, arts organizations, general public, and the broad arts ecosystem of the county. Organization contributes to community arts development and maintains an active relationship with the county government.
- **Community Impact:** Reach and depth of engagement in the county is demonstrated. Creation, presentation, and/or preservation of arts and cultural practices represented in the county is evident. Programs and services respond to community needs, values, and priorities. Execution and evaluation of programs and services involve significant community participation. Creative process for programs and services reflects community standards.
- **Management and Leadership:** Ability of applicant organization to fulfill programs and services identified in proposal in a sustainable manner. Strategies to strengthen organizational capacity, diversity of revenue sources, appropriate staff leadership and compensation for staff, effective governance policies and organizational structure are evident. Overall fiscal and managerial health of applicant is evident.
- **Equity:** Degree to which the organization maintains equitable practices for providing access to programs, services, and resources, despite geographic, economic, disability, and other barriers to participation. Degree to which

organizational operations include equitable practices and policies. Advances the cultural and ethnic diversity of arts and artists throughout the county.

- **Access:** Evidence that CAC-funded programs, services, information, and facilities where funded activities are to take place will be accessible for individuals with disabilities, including but not limited to individuals who are deaf, hard of hearing, deaf-blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness or chronic illness.

Panel Adjudication and Ranking Scale

An application will be deemed ineligible by CAC staff if it is incomplete at the time of submission or does not meet eligibility criteria or project requirements.

Panelists review applications and work samples using the 6-point ranking scale below.

	Rank Title	Rank Description
6	Exemplary	Fully achieves the purpose of the program <i>Meets all of the review criteria and project requirements to the highest degree</i>
5	Strong	Strongly achieves the purpose of the program <i>Meets all of the review criteria and project requirements to a significant degree</i>
4	Good	Sufficiently achieves the purpose of the program <i>Meets all of the review criteria and project requirements to some degree</i>
3	Fair	Moderately achieves the purpose of the program <i>Meets most of the review criteria and project requirements</i>
2	Marginal	Minimally achieves the purpose of the program <i>Meets some of the review criteria and project requirements</i>
1	Weak	Does not achieve the purpose of the program; proposals that are not appropriate for this grant category <i>Inadequately meets the review criteria or project requirements</i>

California Arts Council Decision-making

The final authority for grant awards is the appointed Council. After receiving and reviewing the panel ranks, the Council will vote on final funding awards at a public meeting. Awards may differ from requested amounts based on rank.

Timeline

October 25, 2019 11:59 PM	Application deadline (online)
January 2020	Funding decisions
January 2020	Funding notifications
July 1, 2020 – June 30, 2022	Grant Activity Period
July 31, 2022	Final Report deadline

Grantee Requirements

Grantees must comply with all requirements as stipulated in the grant agreement, including but not limited to the following:

- Grantees are required to carry out activities consistent with the original proposal summary statement and the intent of the application as approved for funding, including in instances where the grant award may be less than the original request amount.
- Changes to funded activities must be proposed in advance and would require prior written approval from CAC staff. Requests for changes are considered on a case-by-case basis; approval is not guaranteed.
- To better inform our elected representatives as to the value of the arts and the use of state funds, grantees are required to include—with the approved grant agreement—copies of signed letters sent to the Governor and state Senate and Assembly representatives thanking them for the grant.
- Use the 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.”*
- Provide a report summarizing grant-funded activities and accomplishments at the end of the Grant Activity Period.

California Model Agreement (AB20) and Indirect Costs

In order to comply with AB20 requirements, University of California and California State University grantees are required to secure an indirect cost waiver from The Regents of the University of California or The Trustees of the California State University.

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.

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, deaf-blind, or have difficulty speaking may dial 711 to reach the California Relay Service (CRS). Large print is available upon request.

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