

NOTICE OF PUBLIC MEETING**March 13, 2017****3 p.m. to 4 p.m.**

The Members of the California Arts Council will convene telephonically to discuss and vote on the agenda items below. The public may observe and comment upon the proceedings at any of the following locations:

California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814
(916) 322-6556

KCET
2900 W. Alameda Ave.
Suite 500
Burbank, CA 91505
(747) 201-5762

Oliver & Company, Inc.
1300 South 51st Street
Richmond, CA 94804
(510) 412-9090

War Memorial Performing Arts Complex
401 Van Ness Ave
San Francisco, CA 94102
(415) 621-6600

- | | | |
|----|---|---|
| 1. | Call to Order | D. Harris |
| 2. | Roll Call and Establishment of a Quorum | M. Moscoso |
| 3. | California Arts Council Executive Director Position Announcement—
<i>Voting Item (TAB 1)</i> | D. Harris |
| 4. | Reentry Grant Guidelines— <i>Voting Item (TAB 2)</i> | L. Baza
P. Beasley
S. Gilbride
A. Kiburi |
| 5. | Statewide and Regional Networks Clarification (TAB 3) | S. Gilbride
A. Kiburi |

Notes:

1. *All times indicated and the orders of business are approximate and subject to change.*
2. ***Any item listed on the Agenda is subject to possible Council action.***
3. *The CAC retains the right to convene an advisory committee meeting pursuant to Government Code Sec. 11125 (d).*
4. *Council meetings are open to the public and are held in barrier-free facilities that are accessible to those with physical disabilities in accordance with the Americans with Disabilities Act (ADA). If you need additional reasonable accommodations, please make your request no later than five (5) business days before the meeting. Please direct your request to the Administrative Analyst, Mariana Moscoso, at (916) 322-6335 or mariana.moscoso@arts.ca.gov.*
5. *Public testimony is time limited. Please make concise remarks.*

TAB 1

DIRECTOR, CALIFORNIA ARTS COUNCIL

California Arts Council Overview

Mission Statement & Strategic Priorities:

The mission of the California Arts Council (CAC), a state agency, is to advance California through the arts and creativity. The CAC is committed to building public will and resources for the arts; fostering accessible arts initiatives that reflect contributions from all of California's diverse populations; serving as a thought leader and champion for the arts; and providing effective and relevant programs and services. Learn more about the CAC at www.arts.ca.gov.

Grantmaking:

In its more than 40-year history, the CAC has contributed to the artistic and creative fabric of California primarily through grant programs, services and initiatives that affected thousands of artists and organizations, and in turn millions of Californians. Since 1976 the CAC has awarded more than 30,000 grants totaling \$368 million. In fiscal year 2016-17 the CAC will award \$15 million in grants through 14 unique grant programs, totaling approximately 1,000 direct grants.

Governance:

The CAC is governed by an 11-member policy- setting council consisting of nine members who are appointed by the Governor, one appointed by the Senate, and one appointed by the Assembly (and is collectively known as the Council). All gubernatorial appointments must be confirmed by the Senate. Terms vary in length. Officers are elected at the annual meeting in January. The Council can hold up to eight meetings per year; currently five meetings are held each year in different locations throughout the state. Council members have experience and expertise in the arts, creative industries, education, community development, state and local government, and the non-profit and for-profit sectors. The Council is a policymaking board: its key responsibilities are the Director's hiring and performance evaluation, passage of the grants budget, and the adoption and oversight of grant policies that ensure its statutory mandate is fulfilled.

Staff:

The Council hires the Director. The Director oversees the hiring all other staff members and they are civil service employees. Like the Council members, the professional staff members also have experience and expertise in the arts, creative industries, education, community development, state and local government, and the non-profit and for-profit sectors. Currently, the agency is staffed by 18 people. Programs and grant information may be found at www.arts.ca.gov.

Budget:

CAC funding comes from several sources including the state general fund, proceeds from the California arts license plate, proceeds from the Keep Arts in Schools voluntary contribution fund on California state tax returns, and federal funding from the National Endowment for the Arts (NEA). The CAC receives additional state funds through an interagency agreement with the

California Department of Corrections and Rehabilitation (CDCR) as administrators of California's Arts in Corrections program.

The fiscal year 2016-17 CAC budget breakdown is as follows:

General Fund	\$15,109,000*
Arts Plate	\$2,209,000
NEA (Federal)	\$1,137,000
Keep Arts in Schools Fund	\$250,000
CDCR – Arts in Corrections	\$6,197,000

**Includes \$6.8 million in one-time funding.*

Position & Candidate Specifications

The Opportunity:

The Director of the California Arts Council is responsible for providing statewide leadership in order to meet the CAC's strategic priorities, which include: building public will and resources for the arts; fostering accessible arts initiatives that reflect contributions from all of California's diverse populations (including but not limited to ethnically, geographically, economically, and socially diverse populations); serving as a thought leader and champion for the arts on both a statewide and national level; and providing effective, and relevant programs and services.

The candidate hired will bring creativity, collaboration, vision, and the ability to grow astute political skills to navigate the complexity of the arts community in California. The Director will be committed to balancing current best practices in the public sector for the arts, culture, education and economic development, while adapting the best of the private sector and remaining sensitive to trends nationwide. The Director will build on existing strong relationships with the state legislature as well as develop new relationships with members of the legislature. The Director will build strong and lasting relationships with the CAC staff, the Council members, and the many public constituencies that comprise the arts community and, where appropriate, position the CAC as the leader in statewide thought leadership, convening and coordinating services on the arts and creativity.

The Director is expected to work full-time at the CAC's office in Sacramento. Travel for meetings and events throughout the state, and occasional national travel, is required.

Position Summary:

Under the direction of the Chair and members of the CAC, the Director has primary responsibility for agency administration; implementing the mission and the strategic vision of the CAC; oversight of all agency policy and programs; local, state and federal level inter-agency activities; state and national legislative relationships; public information; Council support and representation; leadership of civil service staff; and actions requested by the Office of the Governor, legislature, and other state agency directors.

Location: 1300 I Street, Suite 930 (office suite in the Department of Justice Building), Sacramento, California

Direct Reports: Deputy Director, Director of Public Affairs, Director of Legislative Affairs

Salary: Based on State of California Exempt staff salary range and experience

Typical responsibilities include:

- Reporting to and advising the Council on policy, organizational and operational matters.
- Overseeing all aspects of leadership, management, organization, and operations of the staff, including hiring, fiscal management, problem solving, policy and decision making, contract preparation and negotiations, leading, directing, and approving programs and work.
- Establishing and maintaining a continuing liaison with the Governor, Legislature, and all national and state agencies, institutions, associations, and organizations working with California artists to develop and implement art and related educational programs under the direction of the CAC.
- Ensuring the preparation, publication and dissemination of reports, materials and information pertaining to the work of the CAC.
- Representing the Council and delivering public presentations before a wide variety of governmental, private and public groups and organizations.
- Ensuring the effective administration of the California Arts Council public grant making process.
- Ensuring the effective administration of California's Arts in Corrections program and the CAC's interagency agreement with the California Department of Corrections and Rehabilitation.
- Overseeing the response to public requests as directed.
- Responding to the press on high-level matters concerning the CAC and the arts.
- Leading the Council in the development and implementation of a strategic plan for successful growth of the agency.

Ideal Experience:

- Minimum of seven years' experience in executive-level management at an arts/arts education organization; a local, state or national arts agency; an arts philanthropy organization; or as head of an arts related program in an accredited college or university.
- Ability to educate the State Legislature and Governor about the value of public funding for the arts, form partnerships and build public and political will in order to meet current and future goals of the CAC.
- Experience in strategic planning and implementation.
- Experience developing and overseeing a multi-million dollar budget and program funding and administration.
- Experience with grantseeking or grantmaking.

- Proven talent and history of being an exceptional manager of high performing teams; a leader who sets high expectations, motivates others to strive and mentors them to achieve their goals.
- Experience working with state or local government and providing public testimony is desirable.
- Experience working with volunteer board structures is desirable.
- Experience in resource development or fundraising is desirable.
- Degree from an accredited 4-year college or university in nonprofit management, arts/business administration, education/public administration or arts field (such as music, theater, dance, visual/digital arts) is desirable.

Critical Competencies for Success:

- Working well with and cultivating connections and collaborations with the state legislature, the governor, and other state government offices on issues of importance to CAC and the arts community.
- Working collaboratively with arts and culture organizations of all types and sizes in diverse communities across the state.
- Taking a proactive role in helping to build public will for arts, culture, and creativity in California.

Other Personal Characteristics:

- Knowledgeable, passionate, and committed to the arts.
- A collaborative, team-oriented leader with highly developed relationship building skills; adept as an influencer and consensus builder.
- Creative, versatile, intuitive, and driven; mission oriented.
- Able, timely communicator and consensus builder.
- An unquestioned reputation for integrity and ethics; a strong character that will quickly gain the trust of others.
- Excellent written and oral communication skills.
- Strong, self-motivated leadership, management, organization and administration skills.

If interested and qualified, please contact:

TAB 2



Reentry through the Arts

2016-2017 Grant Guidelines

Deadline: April 26th, 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.

Learn more at 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; 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

Nashormeh Lindo,
Vice Chair

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

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.

Executive Staff**Director**

Craig Watson

Deputy 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

Arts Reentry through the Arts

2016-2017

GRANT GUIDELINES

DEADLINE: April 26th, 2017 5:00 PM

Apply at XXXX

Background

Reentry through the Arts (RTA) is a two-year pilot grant program rooted in the California Arts Council's (CAC) belief that the arts are a powerful vehicle for positive change in people, communities and society. RTA was initiated in response to the Senate Budget Act of 2016 that states "The Arts Council shall develop a reentry or bridging program to facilitate and expand arts programs designed to help inmates transition from incarceration back into their communities and prevent those on probation, parole, or post-release community supervision from being incarcerated."

Arts participation can be an effective vehicle for rehabilitation, healing and skill building for formerly incarcerated people of all ages. Expanding on the tenants of restorative justice, this grant opportunity supports projects that utilize the arts in a holistic approach to re-integrating formerly incarcerated people into society and supporting their journey to become contributing members of their communities.

Through this pilot program, the California Art Council is exploring the power of the arts to achieve the following outcomes:

- Bridge the community-prison division by providing opportunities for structured artistic interactions between formerly incarcerated individuals and their communities.
- Utilize artistic and cultural experience to positively impact the lives of formerly incarcerated people, their families and their communities.
- Demonstrate the community impact of restorative justice strategies and trauma-informed care in collaboration with the arts for formerly incarcerated individuals.
- Develop an understanding of best practices for community engaged, creative strategies to support positive re-entry for formerly incarcerated individuals.

Purpose

For this pilot program, RTA grants will support high quality arts programs for people who have been convicted of a criminal offense and have served time in correctional institutions. The proposed grant project must have the arts as a central component of a holistic and integrated approach to reentry that also identifies other community-based support services including but not limited to job skills training, job placement, mental health and wellness, drug treatment, and/or case management. The proposed project must be designed and developed in

partnership between an arts entity/provider and a social service or community-based facility/agency that serves formerly incarcerated people. The project should demonstrate significant planning, and should reflect a collaborative relationship between the partnering organizations and the community to be served, for example, shared decision making authority. Additionally, the project should demonstrate a community participatory approach, engaging the target population to be served in the design, implementation, and evaluation, convening regularly to discuss quality improvement, including cultural and linguistic alignment.

A proposed project must:

- Provide opportunities for arts engagement to formerly incarcerated people. Arts engagement includes active participation or learning activities over a period of time. Projects can include arts exposure or appreciation components, but those must be in addition to hands-on activities.
- Develop or strengthen partnerships between social service providers for the target population and arts organizations/artists serving the same target population. This should assist in developing and reinforcing infrastructure to effectively deliver culturally and linguistically competent services to impacted populations.
- In collaboration with the target community to be served, identify potential criteria for measuring long-term success of arts programs serving formerly incarcerated individuals and addressing reentry goals and objectives.
- Identify reentry goals and set measurable objectives for activities taking place as part of the grant program.
- Demonstrate the value of arts engagement for formerly incarcerated individuals.
- Include culturally and linguistically competent and health and mental health equity-based approaches that foster the principles of restorative justice.

Funded activities programs of this two-year pilot program may help to guide the potential development of an ongoing RTA grant program. Successful applicants may also be required to participate in technical assistance and training opportunities. Technical assistance may take the form of convenings, webinars, learning communities, workshops, etc.

Eligible Funding and Expenditures

The CAC has allocated \$650,000 to this pilot program. Requests for support may be made for up to \$100,000 for re-entry programs that occur between June 30, 2017 and June 30, 2019. The project budget cannot exceed 50% of the applicant organization's total income from its most recently completed fiscal year. Grant funding may be used to supplement existing funds dedicated to this project but may not replace or supplant funds that have been appropriated for the same purpose.

Matching

There is no matching requirement for this pilot program.

Applicant Eligibility

- The applicant must be a California-based non-profit organization, unit of government, education or social service agency.
- 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.
- The applicant may be either the arts partner or social service or community-based facility/agency, except for the following scenarios:
 - o The applicant must be the arts partner if the partnership is composed of one arts nonprofit and multiple facilities/agencies.
 - o The applicant must be the social service partner if the partnership is composed of one social service facility/agency and multiple artists or arts nonprofits,
 - o The applicant must be the social service partner if the partnership is composed of one facility/agency and an individual artist or artists.
 - o *This program is not designed to accept applications with partnerships between multiple social service facilities/agencies and multiple arts organizations/multiple groups of teaching artists.*
- The applicant organization will assume fiscal/contractual responsibilities, if awarded a grant.
- Use of Fiscal Sponsors is not allowed.
- Applicant organization must have three years of experience working with incarcerated and/or formerly incarcerated people.
- Artists working with the applicant organization must show professional experience of at least three years in the artistic discipline they will teach; must be residents of California; must demonstrate experience working with incarcerated and/or formerly incarcerated people; and may not be engaged in this project as a part of curriculum in a degree program. An artist can only be a part of one RTA application in any grant cycle.
- Applicants may submit only one application per funding cycle.
- Applicants to this program are not restricted from applying to and receiving funding from other competitive CAC grant programs for which they may be eligible, as long as those funds support distinctly separate projects or activities.
- Applicants that are social service or community based facilities/agencies must submit an arts programming budget.

Project Requirements

- The project must provide arts engagement opportunities to formerly incarcerated people, utilizing California-based teaching artists or artists-in-residence.
- Project must include an evaluation plan to collect data, measure outcomes, and publish and share information. The project must attend specifically to the needs of the target community, utilizing ongoing assessment metrics to evaluate both artistic and re-entry related outcomes.
- The project must be designed and developed in partnership between applicant and one or more partner organizations, including at least one arts partner with a history of

serving the target population and at least one community or social services partner serving the same. Partner commitment letters are required at time of the application.

Arts partner definition:

- o Arts and arts education nonprofits with a history of serving the target population
OR
- o Individual or groups of artists/teaching artists not associated with an arts nonprofit, but with a history of serving the target population. **In this case, the applicant must be the social service partner.**

Social Service partner definition:

- o A non-profit or government entity targeting and serving formerly incarcerated people.

If unclear about appropriate partner(s), contact Programs Officer (see Staff Assistance).

- The project should demonstrate significant planning and should reflect a collaborative relationship between the arts organization, the facility/agency, and the community which the program targets. The collaborative should have clearly defined project and decision-making responsibilities.
- Project must address how arts engagement is integrated with other services such as job skills training, job placement, mental health and wellness, drug treatment, case management, and/or housing services.
- Successful applicants may be expected to:
 - o Participate in technical assistance activities
 - o Cooperate with program evaluation implemented by the CAC, potentially including participation in the following: evaluation meetings, design of tools and metrics of success, and policy development as the program is implemented.

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
- Any activities that are part of the curricular base of schools, colleges or universities
- 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 period

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, achievable outcomes and sustainability plan. Design articulates methods to evaluate and measure success, collect and analyze data, and document activities which include a community participatory approach involving targeted communities through each phase of the project design, implementation and evaluation. Design demonstrates depth of participant involvement over time.

Artistic Merit: Artists involved in the project demonstrate skills, expertise, and experiences that are central to the outcomes of the project design. Artists demonstrate experience working with target community, including experience with cultural and linguistic competence in provision of services. Artistic processes and outcomes are appropriate to target community.

Community Impact: Project demonstrates reach and/or depth of engagement for target community. Project responds to a need or set of priorities identified with the target community to be served. Project implementation and evaluation involve significant participation by the target population 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, including qualifications for cultural and linguistic competence, 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 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
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 panel’s evaluation, the Council will 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 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

March 20, 2017	Application available
April 26, 2017, 5:00 PM	Application deadline (online)
June 2017	Funding notifications
June 30, 2017 – June 30, 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 at shelly.gilbride@arts.ca.gov or (916) 324-0075.**

TAB 3



Memorandum

California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814
916.322.6555 | www.arts.ca.gov

Date: March 8, 2017

To: Council Members

From: Jaren Bonillo, Arts Program Specialist
Shelly Gilbride, Programs Officer

Re: Statewide and Regional Network Program Policy Correction

INFORMATIONAL MEMO

This memo is intended to inform Council of a publishing error affecting the SRN guidelines and the actions taken to implement a correction.

Statewide and Regional Networks Correction to Guidelines: Funding Request

The SRN guidelines approved by Council in September 2016 stated the following: "Grant requests cannot exceed an organization's total income from its last completed fiscal year."

After the close of the SRN application period, staff discovered that the published guidelines were inconsistent with what was approved, stating the following: "Grant request plus match cannot exceed 50% of an organization's total income from its last completed fiscal year." This requirement was inadvertently inserted. The 50% requirement is the CAC's request maximum for our project-based grant programs, but not for our general operating support programs (SRN and SLP).

Staff immediately communicated the error to the panelists, and if the policy affected an applicant's grant request, they were provided with an opportunity to revise their grant request amount prior to the panel meeting on March 2, 2017.

Nine applicants were notified that they could revise their grant request amount based on the corrected policy. Three applicants chose to revise their grant request amount, and one was informed that they must revise their grant request amount due to their total reported organizational income. The revised funding amounts were utilized during the panel review and will be incorporated into the funding recommendations coming to Council in April.