



# Professional Development and Consulting

## 2015-2016 Grant Guidelines and Application Instructions

*Deadline: April 21, 2016, 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](http://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.

**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.

**Governor of California**

Edmund G. Brown Jr.

**Arts Council Members**

Donn K. Harris,  
Chair

Susan Steinhauser,  
Vice Chair

Larry Baza  
Phoebe Beasley

Christopher Coppola

Kathleen Gallegos

Jaime Galli

Nashormeh Lindo

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](http://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.

**Executive Staff**

**Director**

Craig Watson

**Deputy Director**

Ayanna Lalia Kiburi, MPH

**Programs Officer**

Shelly Gilbride, PhD

**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.

**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](http://www.arts.ca.gov)

**Office Hours**

8:00 a.m. - 5:00 p.m.  
Monday through Friday

**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.

# PROFESSIONAL DEVELOPMENT AND CONSULTING

## 2015-2016 GRANT GUIDELINES AND APPLICATION INSTRUCTIONS

**DEADLINE: April 21, 2016, 5:00 PM**  
*Apply at [cac.culturegrants.org](http://cac.culturegrants.org)*



### **Background**

The Professional Development and Consulting program is rooted in the California Arts Council's (CAC) desire to provide opportunities for the field to grow and thrive through professional development and practical services.

### **Purpose**

The Professional Development and Consulting (PDC) program assists arts organizations in building their capacity for success in two areas:

- Professional Development: Funding will support professional growth and leadership training opportunities for 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
- Consulting Services: Funding will support the hiring of consultants to work with staff to enhance the operations of the applicant organization in areas related to programmatic, administrative, financial or technical capabilities. Consultant activities could include the assessment of, recommendations for and training related to:
  - Financial or strategic planning
  - Information technology
  - Program evaluation
  - Board or staff development
  - Audience development or marketing
  - Website

### **Available Funding and Request Amount**

The Council has allocated \$300,000 to the PDC program. An organization can only submit one application per year to this program. The California Arts Council will only consider one application per organization to this grant program; that is, an applicant can submit one application for professional development activities or one application for consulting services only.

- Professional Development requests may be made for up to \$750.
- Consulting Services requests may be made for up to \$3,000.

### **Matching Funds:**

Matching funds are not required for this grant.

### **Applicant Eligibility**

- The applicant organization must be a California-based nonprofit arts organization or local arts agency with a history of arts programming for a minimum of three years prior to the time of application.
- The arts organization must be in California.
- The arts organization must be a nonprofit arts organization, and 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.
- An applicant without nonprofit status may use a California-based fiscal sponsor that has nonprofit status, 501(c)(3), 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 programming in California for a minimum of three years prior to the time of application, meet eligibility requirements and have compatible organizational goals to the applicant organization.
- Applicants to this program are not restricted from applying to and receiving funding from other competitive CAC grant programs as long as those funds support distinctly different projects or activities.

### **Project Requirements**

- Activities should demonstrate value and impact on the work of the individual or the health of the organization.
- Must provide documentation for proposed activity such as:
  - Meeting, workshop or conference description including date, time and registration information
  - Scope of work for consulting services
  - Resumes for consulting service providers
- State funds cannot be used for hospitality (food and beverage), purchase of equipment, or out of state travel. Please see page 7 for more detail on what the CAC does not fund.
- Ongoing or annual activities or projects are ineligible for funding.

### **Application Process**

**CAC Cultural Grants** is our online portal for the grant application and review process. CAC does not accept applications through any other means for this program. To apply, new applicants must sign up for a user account to access the CAC Culture Grants system, while returning applicants will log in with an existing user account. Detailed instructions and support can be found at [www.arts.ca.gov](http://www.arts.ca.gov) and via the portal at <https://cac.culturegrants.org>.

## **Review Criteria**

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

- *Quality of learning activity:* Bios/resumes from participants and consultants or information about professional development activity and institution.
- *Program impact:* Anticipated impact of learning activity or consulting services on individual or arts organization; ability to demonstrate the impact and benefits of the activity.

## **Application Evaluation**

A CAC staff review panel will review all applications and will recommend grants for applicants that strongly meet the review criteria.

## **Council Decision-making**

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the peer panel's evaluations, the Council will consider and make 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 peer review panel.

Should a grant award be made for an amount less than the request amount, the applicant will be required to confirm that the goals of the original request can be met or modified with a lesser grant award.

## **What the CAC Does Not Fund**

- 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)
- Projects with fundraising purposes, including grant writing
- Other state or federal agencies
- Programs not accessible to the public
- Projects with religious or sectarian purposes
- Organizations or activities that are part of the curricula base of schools, colleges, or universities
- Indirect costs of schools, colleges, or universities
- Trust or endowment funds
- Purchase of equipment, land, buildings, or construction (capital outlay or expenditures)
- Out-of-state travel activities
- Hospitality or food costs
- Expenses incurred before the starting or after the ending date of the grant

## Timeline

March 17, 2016	Application available
<b>April 21, 2016 5:00 PM</b>	<b>Application deadline (online)</b>
June 2016	Funding decisions
July 2016	Funding notifications
June 20, 2016 – June 19, 2017	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--copies of signed letters 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 Caitlin Fitzwater, Communications Director at [caitlin.fitzwater@arts.ca.gov](mailto:caitlin.fitzwater@arts.ca.gov) or (916) 324-6617**