



JUMP StArts

2016-2017 Grant Guidelines

Deadline: March 8, 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.

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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.

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Monday through Friday

JUMP StArts
2016-2017
GRANT GUIDELINES
DEADLINE: March 8, 2017 5:00 PM
Apply at cac.culturegrants.org



Background

Starting out as a pilot program in 2013, the JUMP StArts program is rooted in the California Arts Council's (CAC) commitment to ensuring that art is accessible to all Californians, including the young, vulnerable, and at-risk. JUMP StArts was designed as an intervention in the school-to-prison pipeline, mobilizing partnerships between arts organizations and juvenile justice entities to create programs that foster positive socio-emotional, behavioral, academic and developmental outcomes for system-engaged youth.

Purpose

JUMP StArts supports high quality arts education and artist(s)-in-residence programs for youth within the juvenile justice system. Activities may take place in classroom, after-school, and social service settings, or in corrections facilities. The proposed project must be designed and developed in partnership between an arts organization and a probation department/social service entity for juveniles. The project should demonstrate significant planning, and should reflect a collaborative relationship between the partnering organizations.

The proposed project/program must address the following:

- Provide opportunities for arts participation and arts education to at-risk youth in the juvenile justice system, including corrections facilities, group homes, day/night reporting centers and/or community court schools.
- Develop or strengthen partnerships between social service providers/juvenile justice facilities for the target population and arts organizations/artists serving the same.
- Identify potential criteria for measuring long-term success. Identify goals and set measurable objectives for the duration of the grant.
- Demonstrate the value of arts education and arts participation for at-risk youth to juvenile justice and social service entities.
- Increase opportunities for California teaching artists and artists-in-residence at juvenile justice facilities.

Eligible Funding and Grant Request Amount

Requests for support may be made for up to \$30,000. Project budget (request plus match) cannot exceed 50% of the applicant organization's total income from its most recently completed fiscal year.

Matching

All grant recipients must provide a dollar-for-dollar (1:1) match. The match may be from corporate or private contributions, local or federal government, or earned income. State funds cannot be used as a match. A combination of cash and in-kind contributions may be used to match the grant request, **with a maximum of 50% in-kind contributions permitted**, with the approval of the Arts Education Program Specialist (see Staff Assistance).

Eligible In-Kind Match:

- Value of non-cash donations provided by third parties. These can be in the form of space, consultancy, training, services, supplies, and other expendable property.
- In-kind goods and services may not be provided by either the applicant organization or any individual or organization that is being compensated as part of the grant contract. In-kind donations by state entities are ineligible.

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 juvenile justice facility/agency partner, 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 facility/agency if the partnership is composed of one facility/agency and multiple artists or arts nonprofits,
 - o The applicant must be the facility/agency if the partnership is composed of one facility/agency and one individual artist.
 - o *This program is not designed to accept applications with partnerships between multiple juvenile justice 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.
- 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; 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 JUMP StArts application in any grant cycle.
- Applicants may submit only one application per funding cycle.
- Applicants may not receive a JUMP StArts Planning Grant and Project Grant in the same grant 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.
- All applicants, including non-arts nonprofit organizations, must complete and submit a DataArts CAC Funder Profile at the time of application <http://www.culturaldata.org/>.
- Applicants that are juvenile justice agencies must submit an arts programming budget.

Project Requirements

- The project must provide arts learning opportunities to youth involved with the juvenile justice system, utilizing California-based teaching artists or artists-in-residence.
- The project must attend specifically to the needs of the target community, utilizing ongoing assessment metrics to collect and respond to feedback from participants and key stakeholders.
- 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 **juvenile justice/services partner** serving the same. Partner commitment letters are required at time of the application.

Arts partner definition:

- Arts and arts education nonprofits with a history of serving the target population
OR
- Individual or groups of artists/teaching artists not associated with an arts nonprofit, but with a history of serving the target population

Juvenile justice facility/agency partner definition:

One of these entities serving youth engaged by the juvenile justice system, including:

- Juvenile halls
- Court schools
- Community schools
- Social service agencies or nonprofit organizations targeting the population in these or other settings

If unclear about appropriate partner(s), contact Arts Education Programs Specialist, Josy Miller (see Staff Assistance).

- *Given the transient context for system-engaged youth, applicants are encouraged to consider partnering with multiple agencies that serve youth in various aspects of their incarceration, probation, and re-entry, to ensure consistent engagement, and to maximize program impact.*
- The project should demonstrate significant planning and should reflect a collaborative relationship between the arts organization and the facility/agency. Both the applicant and the partner organization should have defined project and decision-making responsibilities. Project must include a Project Coordinator from the arts organization and a Coordinator from each partnering organization (see duties below).
- Matching Requirement must be met.

Duties and Responsibilities of Coordinators should include, but are not limited to:

Arts Organization Coordinator should:

- Develop a specific plan for space, time, equipment and participation with artists and partner agency staff
- Act as facilitator and liaison between the arts organization, facilities, artists, and the CAC
- Comply with CAC reporting requirements

Partner Facility Coordinator should:

- Assure that the facility provides supplies, materials and equipment necessary for the project
- Reserve an appropriate space for the arts program activity
- Ensure that the students are able to participate
- Ensure that teaching artists and all personnel from arts organization that will be interacting with students have training in facility safety and behavioral protocols

Joint Responsibilities should include:

- Providing on-going assistance to the artists and teachers
- Publicizing the project to parents, facility staff, superintendents of education and local governmental officials

JUMP StArts Planning Grant

Planning grants are available to support either arts organizations or juvenile justice facilities/agencies that have identified a partner and are in the process of developing an arts for incarcerated youth project. These planning grants give organizations the opportunity to take the time to design the project thoughtfully, and to include meaningful contributions to that design from both partners. The planning grants also can be used to pilot aspects of the program and to conduct any necessary training and/or professional development for the project staff. Planning grants are ranked Yes-CAC Will Fund/No-CAC Will Not Fund based on the strength and merit of the plan.

- Previous recipients of a JUMP StArts grant are ineligible to apply for a planning grant.
- Applicants may not receive a JUMP StArts Planning Grant and JUMP StArts Project Grant in the same cycle.
- Planning grant requests may be made for \$2,500 for a one-year grant, and do not require a match.

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 grant period

Application Process

CAC Culture 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 and via the portal at <https://cac.culturegrants.org>.

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 and achievable outcomes. Design articulates methods to evaluate and measure success, collect and analyze data, and document activities. Design demonstrates depth of participant involvement and clear plans for community outreach and marketing.

Artistic Merit: Artists involved in the project demonstrate skills, expertise, and experiences that are central to the outcomes of the project design. California artists are engaged at every stage of project design and execution.

Community Impact: Project demonstrates reach and/or depth of engagement in an identified community. Project responds to a need or set of priorities identified with the community to be served. Project execution and evaluation involve significant community participation 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, 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 the majority of the review criteria; 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

January 18, 2017	Application available
March 8, 2017, 5:00 PM	Application deadline (online)
April 2017	Funding decisions

June 2017	Funding notifications
July 1, 2017 – June 30, 2018	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: Josy Miller, Arts Education Programs Specialist at josy.miller@arts.ca.gov or (916) 322-6385.**