



Poetry Out Loud

2016-2017 Grant Guidelines

Deadline: September 30, 2016, 5:00 PM (Online Submission)

CAC partners with one organization per county to administer Poetry Out Loud. If you are not currently a POL partner, please contact the program specialist prior to application.



The Mission of the California Arts Council, a state agency, is to advance California through the arts and creativity.

Learn more at www.arts.ca.gov

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California Arts Council



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Office Hours

8:00 a.m. - 5:00 p.m.

Monday through Friday

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members who serve staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: To advance California through the arts and creativity.

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.

POETRY OUT LOUD

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DEADLINE: September 30, 2016, 5:00 PM

Apply at cac.culturegrants.org



Background

Poetry Out Loud is a nation-wide poetry recitation program that operates in schools in all 50 states, the District of Columbia, the U.S. Virgin Islands and Puerto Rico. Last year, more than 30,000 students participated in California alone. Founded by former National Endowment for the Arts (NEA) chairman, now California Poet Laureate Dana Gioia, Poetry Out Loud cultivates a love of poetry in our nation's youth, simultaneously providing a platform for students to experience the possibilities for self-expression and actualization intrinsic to live performance.

Poetry Out Loud begins in the classroom via a well-structured and accessible curriculum that can be implemented using portions of class time in as little as 2-3 weeks. Students compete at school-wide championships, and the winners move on to compete in county competitions. The county champions travel to Sacramento to take part in the two-day State Finals competition. The winner of the State Finals attends the National Finals in Washington D.C.

The California Arts Council (CAC) is the official State Poetry Out Loud Coordinator in California.

Purpose and Funding Amounts

Poetry Out Loud grants provide for the coordination of program implementation on the county level by Partner Agencies. Grant funds are to be used for the following purposes:

- **Coordination:** \$1,500 of the grant is to be used to compensate staff labor in planning and executing the Poetry Out Loud program at schools around the county. Please see the section below on "Project Requirements" for an overview of these responsibilities.
- **Coaching and Teacher Training:** Beginning this year, all POL grantees will receive \$800 for coaching and training purposes. These funds may be used to retain a Poetry Teaching Artist to coach students and to assist classroom teachers in implementing the program, or for professional development of classroom teachers in order to expand the number of participating schools. Examples of professional development activities might include hosting a POL workshop or hiring a consultant to work with a cohort of teachers on building POL into their curricula.
- **Travel Stipend:** The final portion of the grant, the amount of which is determined by the CAC based on the Partner Agency's proximity to Sacramento, subsidizes travel costs to and from the State Finals competition for the county champion and his or her chaperone.

Matching Funds:

Matching funds are not required for any part of this grant during FY 2016-17. While a match is not required, the CAC encourages grantees to identify additional revenue streams to support POL activities whenever possible.

Applicant Eligibility

- The applicant organization must be a California-based nonprofit arts organization, a local arts agency with a history of arts programming for a minimum of three years prior to the time of application, or a unit of government.
- 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.
- Fiscal sponsors are not permitted under the terms of this grant agreement.
- Applicants to this program are not restricted from applying to and receiving funding from competitive CAC grant programs as long as those funds support distinctly different projects or activities.

Project Requirements

The following are the required responsibilities of the grantee in the coordination of the Poetry Out Loud (POL) program within their county.

- Publicize the availability of the POL program throughout county.
- Serve as liaison to Lead Teachers and facilitate the registration of participating schools.
- If Partner Agency will be working with Poetry Teaching Artist, serve as liaison between Lead Teachers and Poetry Teaching Artists, providing support for Poetry Teaching Artist participation; and accept invoices and provide payment in full.
- Facilitate classroom and school participation through the distribution and implementation of curriculum materials.
- Provide support for the planning and monitoring of school-wide competitions.
- Coordinate and produce a County Finals competition, to take place on or before **February 15, 2017**, providing County Finals results to CAC.
- Include CAC on communications with County Champion and his or her chaperone regarding preparation and logistics for State Finals participation.
- Disperse transportation stipend to the County Champion and his or her chaperone and assist as needed with travel arrangements to and from the State Finals competition.
- Provide general marketing and publicity support for POL.
- Use CAC and NEA logos on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletter, leaflets, publications, etc.) that specifically reference POL.
- Pursue additional financial support (from individuals, foundations, corporations etc.) for project implementation and travel arrangements for County Champion, as needed.
- Submit CAC/NEA survey and POL Final Evaluation no later than 30 days after the end of program completion.

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>.

In addition to standard applicant information, the application requests the following:

- Indication of a minimum of two participating schools in the county, including information on key contacts at those sites.
- Dates for countywide competitions, to take place no later than February 15, 2017.
- Plan for use of Coaching and Training funds.

Note: CAC State-Local Partner (SLP) agencies serving as POL Partner Agencies will apply for POL support within the SLP Application.

Review Criteria and Application Evaluation

Unlike our competitive grant programs, the intention of this application is not to rank applications but rather to ensure the commitment of county partners and school sites well in advance of program implementation. Applications will be reviewed by CAC staff for completion and assessed as to the ability of the organization to execute the program as planned. It is our goal to award a grant to one organization in each of California’s 58 counties.

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
- 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

July 15, 2016	Application available
August 1, 2016 5:00 PM	Application deadline <i>only for SLPs serving as POL Partner Agencies</i> (online)
September 30, 2016 5:00 PM	Application deadline for <i>all other</i> POL Applicants (online)
October 15, 2016	Funding notifications
October 15, 2016 – March 30, 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, successful applicants must return (along with signed grant agreements), copies of signed letters sent to the Governor and your State Senate and Assembly representatives thanking them for this grant.
- Use CAC and National Endowment for the Arts (NEA) logos on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC and the NEA on all printed and electronic materials: *“This activity is funded in part by the California Arts Council, a state agency, and the National Endowment for the Arts, a federal agency.”*
- Provide verbal credit when discussing programs supported by this grant.
- Submit a Final Report summarizing grant accomplishments 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) 332-6385.**