



State-Local Partnership

2016-2017 Grant Guidelines

Deadline: August 1, 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.

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California Arts Council



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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.

STATE-LOCAL PARTNERSHIP

2016-2017 GRANT GUIDELINES

DEADLINE: August 1, 2016, 5:00 PM

Apply at cac.culturegrants.org



Background

The State-Local Partnership program provides grant opportunities for general operating support and technical assistance for county-designated local arts agencies.

Purpose

The purpose of the State-Local Partnership (SLP) program is to foster cultural development on the local level through a partnership between the State and the counties of California. The Partnership is established between the California Arts Council (CAC) and the State's local arts agencies. The nature of this partnership includes funding, information exchange, cooperative activities, and leadership to stimulate and enable 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 a nonprofit organization, or an agency of city or county government, officially designated to provide financial support, services, or other programs to a variety of arts organizations, individual artists, and the community as a whole.

The goals of the State-Local Partnership program are:

- To increase public awareness and participation in the arts of all cultures.
- To broaden public and private support for the arts.
- To serve the diverse cultural needs of California's local communities.
- To encourage and promote arts in education.
- To foster local and regional partnership and collaboration.

New this year for Poetry Out Loud Partner Agencies: SLPs serving as a Poetry Out Loud (POL) Partner Agency and implementing a Poetry Out Loud program throughout their county will receive additional coordination support through their SLP Grant Standard Agreement. For more information, look for "***POL Partner Agencies:***" call-out information below, review **ADDENDUM: State-Local Partners and Poetry Out Loud Implementation**, and see complete "2016-17 CAC POL Guidelines" available at www.arts.ca.gov.

Eligible Funding and Request Amount

The California Arts Council allocated \$1,400,000 to the SLP program in 2016-17 and expects the allocation to remain stable in 2017. The recommended core SLP request amount is \$30,000. SLP grant requests cannot exceed an organization's total income based on its last completed budget.

POL Partner Agencies: SLPs implementing POL in their county will indicate their request for additional POL funding within the SLP online application.

Matching Funds

Matching funds for the core SLP request, at a level of 1:1, are mandatory. The required match may be from any public or private source. In some instances, in-kind donated services for which a market value can be determined may be used for up to 50% of the required match. State funds cannot be used as a match.

POL Partner Agencies: Matching funds are *not required* for any portion of POL funding. While a match for POL support is not required, POL Partner Agencies encouraged to identify additional revenue streams to support POL activities wherever possible.

Applicant Eligibility

- Applicant organization must be designated by resolution of their county board of supervisors to serve as the local partner.
- Applicant organization must meet the legal eligibility requirements of all California Arts Council program(s) grantees listed under Requirements on page 2.
- Organizational programs must be accessible to the general public.
- Applicants must complete a Cultural Data Profile through DataArts <http://www.culturaldata.org/> (formerly the Cultural Data Project) and submit a Funder Report at the time of application.
- SLP grantees may not apply for SRN support, with the exception of when the SLP is serving as a fiscal sponsor for a distinct network that is not supported by the CAC through the SLP program.
- Matching funds requirement for this program must be met.

It is recommended that the state-local partners maintain a public office accessible during normal business hours and staffed by, at minimum, a part-time director/professional administrator. In unique situations, exceptions can be made.

Regional Partnerships: Regional partnerships that serve multiple counties may be eligible to apply. Funding is prorated based on the number of counties in the partnership. Regional partnerships may include a legal merger of two or more partner agencies or a consortium of applicants. Regional partner applicants must give evidence of service and program equity to all participating counties.

Cities: Currently two cities, Los Angeles and San Diego, due to their population size, participate in the State-Local Partnership program. Additional cities are not eligible to apply. New applicants must serve a county or a partnership of counties.

Grantee Responsibilities

Funding for general operating support is awarded as a contract for services between the local partner and the California Arts Council. Local partners must:

- Attend CAC gatherings.
- Host meetings for the CAC as needed, without charge, when sufficient notice has been given.
- Participate, where feasible, in cooperative information gathering and programming when deemed to be mutually beneficial by both the CAC and the local partner.

POL Partner Agencies: SLPs implementing POL in their counties are responsible for following POL Project Requirements and completing all Scope of Work duties, as provided at the beginning of the POL cycle.

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>.

POL Partner Agencies: SLPs implementing POL in their counties will indicate their participation within the SLP Application in order activate POL form pages. SLPs applying for POL support should *not* use the general POL Application. *See full Addendum beginning on page 8, below.*

Review Criteria

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

Local Arts Networking and Facilitation: Degree to which the organization serves as a resource in the development of local cultural activities; serves as a link between individuals, organizations, businesses, and government; provides technical assistance to constituency; and supports arts and cultural policy and planning.

Access, Equity and Community Engagement: Extent to which the organization promotes and fosters the artistic and cultural diversity of the community; ensures access and equity in the development and participation of quality arts programs and activities; recognizes and includes the entire geography of a county and embraces community members of all income levels, cultural backgrounds and people with disabilities; and encourages and promotes arts education projects.

Fiscal Leadership and Management: Organization is able to demonstrate a diversity of income from both public and private sources; adequate artistic and administrative staff; appropriate levels of staff compensation with strong opportunities for staff development; effective governance policies and structure; a governing body that is representative of the community and diverse in professional skills; and ongoing strategic planning and implementation.

POL Partner Agencies: For FY16-17, SLPs are *not required* to serve as a POL Partner Agency; lack of participation in POL will have no effect on the competitiveness of an SLP application, as it pertains to the SLP Review Criteria.

Peer Panel Evaluation and Ranking Process

A peer panel will review all applications and work samples in a multi-step process that involves assigning numerical ranks to an application. A 10-point ranking system will be implemented. Panelists’ ranks are averaged to obtain the final score.

10-Point Numerical Ranking System

- | | | |
|--------------|-------------------|---|
| 10 | Model | Meets all of the review criteria to the highest degree possible. |
| 8-9 | Excellent | Designates an applicant as a high priority for funding. |
| 5-6-7 | Good | Strongly meets the review criteria; however, some improvement or development is needed. |
| 2-3-4 | Developing | Has merit, but does not meet the criteria in a strong or solid way. |
| 1 | Ineligible | Inappropriate for CAC support. |

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the peer panel’s recommendations, the Council will take into consideration the panel’s recommendations and 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 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 start or after the ending date of the grant

SLP Timeline

Late June 2016	Application Available
August 1, 2016, 5:00 PM	Application deadline (online)
Late September	Funding decisions
Late September	Funding notifications
October 1, 2016 – September 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.
- ***POL Partner Agencies:*** SLPs implementing a POL program will be required to complete a separate POL Final Report at the conclusion of the POL program.

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 Jaren Bonillo, SLP Program Manager at jaren.bonillo@arts.ca.gov or (916) 322-6584.**

For questions regarding the Poetry Out Loud program and the following Addendum, contact **Josy Miller, Arts Education Programs Specialist at josy.miller@arts.ca.gov or (916) 332-6385.**

ADDENDUM: State-Local Partners and Poetry Out Loud Implementation

SLPs implementing POL in their county will receive an additional POL coordination award of \$2,300, plus a Travel Stipend for the county champion and their chaperone to travel to and from State Finals Competition, in an amount based on their geographic distance to Sacramento.

POL 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 “POL Project Requirements” below 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 POL Poet Teaching Artists, other in-class poet instructors, and/or to offer professional development opportunities for classroom teachers. These opportunities might include hosting a workshop for interested teachers or hiring a consultant to assist a cohort of teachers in incorporating 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.

POL 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 their Chaperone regarding preparation and logistics for State Finals participation.
- Disperse transportation stipend to the County Champion and their 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.

POL Application Process

SLPs implementing POL in their counties will indicate their participation within the SLP Application via CAC Culture Grants <https://cac.culturegrants.org>. This indication will activate the necessary POL form pages. Do *not* apply using the general POL Application found within CAC Culture Grants.

In addition to standard applicant information, the POL 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.

POL Timeline

June 17, 2016	Application available
August 1, 2016 5:00 PM	Application deadline <i>for SLPs</i> serving as POL Partner Agencies (online)
October 15, 2016	Funding notifications
October 15, 2016 – March 30, 2017	Funded activity period