



Statewide and Regional Networks

2016-2017 Grant Guidelines

Deadline: February 1, 2017 5:00 PM – (online submission)

GUIDELINES UPDATED 11/8/2016
See page 4



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

© 2016 State of California

California Arts Council



Governor of California

Edmund G. Brown Jr.

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

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

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.

STATEWIDE AND REGIONAL NETWORKS

2016-2017 GRANT GUIDELINES

DEADLINE: February 1, 2017, 5:00 PM

Apply at cac.culturegrants.org



Background

The Statewide and Regional Networks (SRN) program is rooted in the California Arts Council's (CAC) vision to nurture collaborative service organizations and networks that advance the arts and artists in the state. An arts service organization provides specialized, practical services to working artists, constituent organizations and cultural communities. Collectively, these networks help to activate CAC constituents, the arts community, stakeholders, and the public.

Purpose

The SRN program supports culturally specific, multicultural, discipline-based and multi-discipline statewide and regional arts networks and arts service organizations. Its goal is to strengthen organizational capacity and delivery of services to constituents through communications, professional development opportunities, networking and arts advocacy.

Eligible Funding and Request Amount

The CAC has allocated \$700,000 to the SRN program. Grant request plus match cannot exceed 50% of an organization's total income from its last completed fiscal year.

- Statewide Organizations may request up to \$30,000
- Regional Organizations may request up to \$20,000

Applicants must demonstrate statewide or regional reach in programs, services and constituency.

Program Definitions:

- *"Statewide"* is defined as an organizational network serving a constituency throughout the state, with significant programs, activities and participation in Northern and Southern regions.
- *"Regional"* is defined as an organizational network serving constituencies in an area with definable characteristics covering three or more counties OR an area with definable characteristics with a total population of over 3 million in multiple municipalities. Applicants must describe their region and demonstrate significant regional reach.
- *"Culturally specific"* and *"multicultural"* refer to organizational networks that are rooted in and reflective of underserved ethnic and cultural communities.

- “Network” is defined as an association or group of individuals or organizations with common interests, visions or organizational missions that works together to strengthen the collective group through communications, professional development opportunities, programs and advocacy.

Matching

All grant recipients must provide a dollar-for-dollar (1:1) match. The cash 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 SRN request, with a maximum of 50% in-kind contributions permitted, with the approval of the SRN Arts 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

Statewide and regional culturally-specific, multicultural, discipline-based and multi-discipline arts networks and arts service organizations are eligible to apply.

- The applicant organization must be a California-based nonprofit organization or local arts agency with a significant history of arts programming for a minimum of two years prior to the time of application.
- The organization’s activities must take place in California.
- The organization 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.
- Applicant organization must have at least a two-year track record of developing its field and providing services to its constituent base. Constituents can be members, service recipients or others with direct experiences with the applicant organization. Organizational membership, services or activities must be open and accessible to all members of constituency.
- An applicant without nonprofit status may use a California-based fiscal sponsor that has nonprofit 501(c)(3) status, 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 two years prior to the time of application, and have compatible organizational goals to the applicant organization.
- All applicants, including those without nonprofit status, must complete a Data Arts Funder Report at the time of application.
- Matching funds requirement for this program must be met.

- Grantees of the State-Local Partnership Program (SLP) may not apply for SRN support, unless the SLP is acting as a fiscal sponsor for a distinct network that is not supported by the CAC through the SLP program.

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

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 panel will evaluate applications on the following criteria:

- *Statewide and Regional Arts Networking*: Degree to which the organization serves as a network for working artists, constituent organizations and cultural communities; strength of statewide or regional reach in programs, services and constituency through communications, professional development opportunities, networking and arts advocacy.
- *Access, Equity and Constituent Engagement*: Programs and services are closely aligned with organization's mission and the needs of the intended constituency; organizational membership, services or activities are demonstrated to be open and accessible to all members of constituency; advance constituent base and field.

- *Fiscal Leadership and Management*: Strategies exist to strengthen organizational capacity and constituent base and to advance a statewide or regional arts agenda. 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; active statewide or regional participation in the governance and services of the organization; a governing body that is diverse in professional skills; and ongoing strategic planning and implementation.

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 6-point ranking system will be implemented. Panelists’ ranks are averaged to obtain the final score.

6-Point Numerical Ranking System

For each of the rankings listed below, the description refers to the contents of the application submitted, including work samples and attachments.

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 are deemed ineligible.

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the panel’s recommendations, the Council will take into consideration the 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.

Timeline

November 1, 2016	Application available
February 1, 2017, 5:00 PM	Application deadline (online)
April 2017	Funding decisions
May 2017	Funding notifications
June 1, 2017 – May 31, 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, your State Senate and Assembly representatives, and your U.S. Congressional representatives thanking them for your grant.
- Use CAC logos 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 programs supported by this grant, verbal credit must be given to the California Arts Council.
- A Final Report summarizing SRN accomplishments with related materials at the end of the grant period.
- Attend at least one CAC conference or convening (to be announced).

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

The SRN Program is designed to support advocacy efforts on behalf of the arts, as opposed to individual or organizational lobbying efforts.

Advocacy is the pursuit of efforts to influence outcomes (including public policy and resource allocation decisions within political, economic, and social systems and institutions) that directly affect people’s lives. **Lobbying** consists of communications intended to influence specific legislation or ballot initiatives.

In 1976 Congress ruled that public charities have the right to lobby and may do so legally; however, lobbying is limited by the IRS and by the State’s Fair Political Practices Act. Nonprofits can choose one of two standards by which their lobbying is measured by the IRS. The oldest and best known requires that “no substantial part of a charity’s

activities can be used to attempt to influence legislation.” The “no substantial part” is not a strict percentage test. The IRS does not set a percentage as a guideline. **In practice, nonprofits often err on the side of limiting their lobbying to 2-3 percent of their time, when in fact they do not need to do so.**