



JUMP StArts

2017-18 Grant Guidelines

(Revised January 19, 2018)

***Deadline: (Online Submission)
February 23, 2018, 5:00 PM***



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.

Vision: The CAC envisions a California where the lives of all Californians are enriched by access to and participation in a diverse spectrum of arts and cultural experiences and the arts ecosystem reflects contributions from all of California's diverse populations.

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: Pursuant 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 tax-exempt status under sec. 501(c)(3) of Title 26 of the Internal Revenue Code (Fiscal Sponsors are eligible in some programs), or nonprofit status 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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Apply at calartscouncil.smartsimple.com

Up to \$50,000



Background

Beginning 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 a positive intervention for youth facing incarceration. The program mobilizes partnerships between arts organizations and juvenile justice entities to create arts learning opportunities that foster positive socio-emotional, behavioral, academic and developmental outcomes for system-engaged youth. In 2017, the Senate Budget Act dedicated funds specifically to expand the program, including service to California Department of Corrections and Rehabilitation Division of Juvenile Justice Youth Facilities.

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 state or county-operated corrections facilities, or in classroom, after-school, and social service settings. The proposed project must be designed and developed in partnership between an arts organization and a juvenile justice facility or social service organization. The project should demonstrate significant planning, and should reflect a collaborative relationship between the partnering organizations.

Applicant Eligibility

- The applicant must be a California-based nonprofit arts organization, local arts agency, or arts-based unit of government with a history of arts programming for a minimum of two years prior to the time of application.
- The applicant must be the arts partner; the juvenile justice facility acts as the project partner in all JUMP StArts grant applications.
- The applicant must be a nonprofit organization with tax-exempt 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. California Indigenous tribes can apply if they are a unit of government or can demonstrate non-profit status.
- Applicants must complete and submit a CAC DataArts Funder Report at the time of application.
- Use of Fiscal Sponsors is not allowed.

- Artists to be supported by this grant must show professional experience of **at least two years**; must be residents of California; and may not be engaged in the project as full-time students in a degree program.

Project Requirements

- By May 31, 2019, the applicant must develop and complete a project providing arts learning opportunities to youth involved with the juvenile justice system.
- Fees for individual artists and/or arts workers to be supported by this grant must be commensurate with experience and comparable to fees for other local skilled workers.
- Financial plan must show project viability, community support, and leveraging of assets.
- Project plan must describe activities, partnership responsibilities, intended artistic and youth development outcomes, and robust evaluation and documentation strategies.
- The project must include professional development trainings for teaching staff in both facility protocols and best practices in working with system-engaged youth.
- The project must be designed and developed in partnership between applicant and one or more partner organizations. The applicant must be an **arts partner** with a history of serving the intended population working with at least one **juvenile justice/services partner** serving the same. Partner commitment letters are required at time of the application.
- **Accessibility:** CAC is committed to making the arts accessible and inclusive for all Californians. All CAC-funded programs, services, information, and buildings and facilities where funded activities take place must be accessible. Please see Page 2: Requirements for more information.
- **All applicants proposing a project in partnership with the DJJ must be in touch with Teresa Perez at Teresa.Perez@cdcr.ca.gov, to plan the project and to secure a letter of support.**

Arts partner definition:

- o California-based nonprofit arts organization, local arts agency, or arts-based unit of government with a history of serving the intended population

Juvenile justice facility/agency partner definition:

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

- o Division of Juvenile Justice Youth Facilities
- o County juvenile halls and camps
- o Court schools
- o Community schools
- o Social service agencies or nonprofit organizations supporting system-engaged youth during incarceration, re-entry, and/or probation periods

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

- 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).

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
- In collaboration with juvenile justice partner, develop and provide all necessary and appropriate professional development training for teaching artists
- 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
- Communicate regularly over the duration of the project regarding any necessary changes that need to be made
- Identify outcomes and evaluation metrics appropriate to the scope of the project
- Publicizing the project to parents, facility staff, superintendents of education and local governmental officials

JUMP StArts Planning Grant

Planning grants are available to support arts organizations that have identified a juvenile justice facilities/agency 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 in the County/Community Facilities strand.
- Applicants may not receive a JUMP StArts Planning Grant and JUMP StArts Project Grant in the same strand during the same funding cycle.

- Planning grant requests may be made for \$2,500 for a one-year grant, and do not require a match.

Eligible Request Amounts

Organizations can request up to \$50,000. However, the request for this program cannot exceed 50% of an organization's total operating revenue from the last completed fiscal year as reported in their DataArts Funder Report. Organizations are encouraged to apply for a request that is reasonable in relation to the organizational budget size.

Funding Restrictions

- **NEW for FY17-18:** Total of all application requests in FY17-18 cannot exceed 50% of an organization's total operating revenue from the last completed fiscal year. If applying to one or more CAC grants in a grant cycle, the total amount requested cannot exceed 50% of what is reflected in the organization's Total Operating Revenue line in the DataArts Funder Report.
- Applicants may apply and be funded for a project in a county-operated or community-based facility(ies), and may also apply and be funded for a project in a state-operated facility(ies) during the same funding cycle. These applications will be submitted, adjudicated, and funded as separate grants.
- **Organizations are able to receive a Project Grant in one strand and a Planning Grant in the other strand during the same funding cycle.**
- Applicants to this program are not restricted from applying and receiving another CAC program grant as long as those funds are used for different projects and purposes. To meet this criterion, applicants must demonstrate that projects:
 - Serve different groups of people
 - Take place in different spaces, times, and/or contexts
 - Achieve fundamentally distinct programmatic outcomes
- The award may not be used to supplant state-funded expenses.

Matching Funds

Matching funds are not required for this grant.

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 funded activity period
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials

Application Process

Applications will be available online through the CAC's new online application system, <https://calartscouncil.smartsimple.com/>. Only applications submitted through the system by the deadline will be accepted. More information about calartscouncil.smartsimple.com will be made available soon.

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 all of the review criteria to some extent; 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; proposals that do not meet the program requirements
1	Ineligible	Incomplete applications, applications that do not meet eligibility criteria or that include significant ineligible expenses in application budget. Former grantee organizations not in compliance with CAC grant 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 peer panel’s ranking recommendations, the Council will consider 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 on 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 expressed in the application can be met or modified with a lesser grant award than the original request.

Timeline

December 5, 2017	Application available
February 23, 2018, 5:00 PM	Application deadline (online)
April 2018	Funding decisions
May 2018	Funding notifications
June 30, 2018 – June 29, 2019	Funded activity period

Grantee Requirements

Grantees must comply with all requirements as stipulated in the grant agreement including, but not limited to the following:

- 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.
- Reports summarizing grant-funded activities and accomplishments will be required.

Staff Assistance

CAC staff is available 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. People who are Deaf, Hard of Hearing, have difficulty speaking, or who are Deaf Blind may dial 711 to reach the California Relay Service (CRS).

Contact Josy Miller, Ph.D., Arts Education Programs Specialist: josy.miller@arts.ca.gov or 916-322-6385.