



# STATE-LOCAL PARTNER MENTORSHIP

## 2024 Grant Guidelines

*Deadline: June 6, 2024*

The mission of the California Arts Council, a state agency, is to strengthen arts, culture, and creative expression as the tools to cultivate a better California for all.

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# STATE-LOCAL PARTNER MENTORSHIP

**DEADLINE:** June 6, 2024, 11:59 PM

Grant Request Amount: Up to \$50,000

Grant Activity Period: October 1, 2024 – September 30, 2025

Apply at: [calartscouncil.smartsimple.com](https://calartscouncil.smartsimple.com)

Please refer to the [California Arts Council Grants Manual](#) for all policies, procedures, and resources for applicants and grantees.

## Table of Contents

Program Timeline .....	3
Eligibility Requirements .....	3
Eligible Request Amounts, Funding Restrictions, Matching Funds .....	4
Background & Purpose .....	5
Program Goals .....	5
Grant Application Questions & Review Criteria.....	6
Centering Equity and Accessibility for an Inclusive Arts Landscape .....	6
Application Questions and Required Documents .....	6
Organizational Capacity and Readiness.....	7
Application Questions and Required Documents .....	7
Program Design and Implementation .....	7
Application Questions and Required Documents .....	7
Staff Assistance.....	8

## Program Timeline

<b>Application Opens</b>	March 28, 2024
<b>Application Deadline</b>	June 6, 2024
<b>Panel Review</b>	Approx. July-August, 2024
<b>Funding Decision</b>	Approx. September 2024
<b>Funding Notification</b>	Approx. September 2024
<b>Grant Activity Start</b>	October 1, 2024
<b>Estimated Arrival of Funds</b>	Approx. January - March 2025
<b>Grant Activity End</b>	September 30, 2025
<b>Final Report Deadline</b>	October 30, 2025

## Eligibility Requirements

Applicants must comply with the requirements below to be considered for funding.

Requirement	Yes/No	Eligible?
<b>CA Based?</b> Organization must have a principal place of business in CA and a CA address.	Yes	✓
	No	
<b>Minimum two-year history of consistent arts programming and/or services?</b> Prior to application deadline.	Yes	✓
	No	
<b>A) 501(c)(3) organization?</b> Organizations 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.  <b>OR</b>  <b>B) Applying with a 501(c)(3) Fiscal sponsor?</b>	Yes	✓
	No	
	Yes	✓

<p>An applicant organization <b>without</b> nonprofit status must use a California-based fiscal sponsor with a federal 501(c)(3) designation to apply for funding. See additional information on the use of CAC fiscal sponsors in the Fiscal Sponsorship section of the <a href="#">Grants Manual</a>.</p> <p><b>OR</b></p> <p><b>C) Municipal, County or Tribal Governmental Entity?</b> Units of municipal, county, or tribal governments are eligible to apply.</p>	No	
	Yes	✓
	No	
	Yes	✓
<p><b>Certificate of good standing with California Secretary of State (SOS)?</b> Organizations and fiscal sponsors must have “active status” with the California Secretary of State (SOS) showing evidence of “good standing” at the time of application. You can verify your organization’s status by conducting a search using the SOS online <a href="#">Business Search</a> tool.</p>	No	
	Yes	✓
<p><b>Current State-Local Partner</b> Applicants must be current grantees in the CAC State-Local Partners Program.</p>	Yes	✓
	No	

***Eligible Request Amounts, Funding Restrictions, Matching Funds***

<b>Eligible Request Amount</b>	Up to \$50,000	One-year Grant Activity Period
<b>Funding Restrictions</b>	Organizations with total revenue below \$250,000	No funding restrictions
	Organizations with total revenue <b>above</b> \$250,000	Sum of requests during the same year of funding cannot exceed <b>50%</b> of the total revenue from the most recently completed fiscal year.
<b>Matching Funds</b>	No matching fund requirement	✓

## Background & Purpose

The **State-Local Partner Mentorship** (SLP-M) program is intended to support the establishment of a county-designated **local arts agency** in each of the four counties in which no such agency has currently been identified (Alpine, Glenn, Kings, San Joaquin). Grant funds will go to four existing State-Local Partners (SLP) to foster the development of new SLPs in these counties.

A **local arts agency** is defined as the official county-designated organization that supports arts and cultural activity in service to individuals and communities throughout an entire county. Local arts agencies provide financial support, services, and/or other programming to a variety of arts organizations, individual artists, and the community as a whole. A local arts agency can be an agency of local government, a nonprofit organization, or a hybrid of the two.

The CAC's Strategic Framework, adopted in 2019, indicates aspirational areas that will be directly addressed by this grant program:

- **State-Local Partner Capacity Building**  
Increase technical assistance and training to SLPs that meets the unique needs of each organization, as identified by research and evaluation. Ensure that SLP contracts are written to require adherence to key CAC policies and expectations, clearly outlining the role of the state-county partnership. Develop strategies to align SLP priorities with the priorities of the CAC, while allowing for flexibility and self-determination. Support the development and implementation of local plans that result in consistent quality and equity of services across counties.
- **Geographic Equity**  
Explore how to best address grantmaking equity for the disparate regions of the state. Utilize data analysis to assess present-day regional disparities among CAC grantees. Seek guidance from existing funding models that address how to identify and give preference to disadvantaged communities.

The CAC expects that an active SLP will be established in the identified county within 2-3 years, either as a unit of County government or an independent 501(c)(3), and that the SLP-M will mentor them through their first two years of arts programming and services, after which the mentee organization could qualify for an SLP grant independently. SLP-M grantees may reapply for 2nd and 3rd year funding through this program in order to fully implement this work.

## Program Goals

- Grantees will be required to accomplish the following within the Grant Activity Period:
  - Convene a standing committee of community members and stakeholders to support development of new SLP structure and strategic framework.
  - Model equity practices and principles in the development of new SLP mission, vision, programming, and services.
  - Identify and retain a dedicated staff member to lead new SLP and provide mentorship to that individual.
  - Identify and maintain an accessible public office space for the new SLP.
  - Create and implement a realistic operating budget for new SLP, with appropriate portion of grant funds going directly to support new SLP

- Supply anticipated outcomes for a one-year grant and outline any next steps anticipated to occur beyond the grant activity period to fulfill the goals of the grant program.
- All activities to be funded by the CAC must occur within the one-year Grant Activity Period (see Timeline).
- Consult/convene with CAC and other SLP-M grantees around best practices, if applicable.

## **Grant Application Questions & Review Criteria**

Application questions and required documents pertaining to each review criterion are included below. Detailed instructions are available at [calartscouncil.smartsimple.com](http://calartscouncil.smartsimple.com).

### ***Centering Equity and Accessibility for an Inclusive Arts Landscape***

The application must demonstrate your organization's experience, capacity, and ongoing commitment to engaging and uplifting historically and systemically under-resourced, excluded, and erased artists, communities, and cultural practices. This experience, capacity, and ongoing commitment should be reflected throughout the proposal.

The application must also demonstrate that the outreach, programs, services, information, and facilities where funded activities are to take place, including communication and online spaces, will be accessible for individuals with disabilities.

### **Application Questions and Required Documents**

1. What strategies is your organization currently implementing to further your equity goals?
2. Outline ongoing partnerships with systemically under-resourced, excluded, and erased artists/cultural practitioners in your community and describe the actions you have taken to build trust, maintain and/or strengthen those partnerships.
3. What strategies has your organization utilized to engage and uplift historically underserved communities, such as those that fall within the lower quartiles of the California Healthy Places Index (HPI) in your region?
4. Address how your organization plans to identify and evaluate the impact this grant has in advancing equity for the communities served.
5. Describe your organization's approach to ensuring the accessibility of programs and services and inclusion of people with disabilities. Consider organizational personnel and any partnering organizations, as well as the participants and beneficiaries of arts programming and services, including creatives with disabilities and potential audience members, in your response.
  - a. Describe both physical and communication accessibility, including in-person and online activities, and how people with disabilities are able to request accommodations to access programs and services.
  - b. Describe allocation of financial resources to support accessibility and accommodations.

6. Identify the primary individual who will be responsible for managing accessibility for your organization. This may be a program manager, accessibility coordinator, or other staff member of the applicant organization. Include their name, title, phone number, and email address in the fields provided.

### ***Organizational Capacity and Readiness***

Key project personnel must demonstrate a history of experience working at their current SLP or another local arts agency in the areas of strategic planning, organizational development, and/or organizational leadership. Applicant organization must demonstrate ability to consistently achieve goals of the SLP program, including providing robust local arts programming, services, and networking; making significant impact in the community; demonstrating strong management and leadership; and demonstrating commitment to equity and accessibility both internally in organizational policy and culture, and externally via programming and community engagement.

### **Application Questions and Required Documents**

1. Provide a brief biography for each key individual (artistic, technical, or administrative) involved in your organization. Include name, title, and relevant experience. [Demographic information and identity indicators optional.]
2. Please provide a brief history of your organization and its success in consistently achieving the goals of the SLP program.
3. Complete a two-year budget snapshot table. Provide revenue and expense amounts. Address any significant changes in line items from one year to the next and explain anticipated surpluses or deficits.
4. Provide no more than three (3) samples that best portray your organization and its work. These may include artistic work, press materials, flyers, brochures, programs, newsletters, audio, video and other marketing pieces. Samples should be within the past two years and relevant to this grant opportunity.

### ***Program Design and Implementation***

Applicant organization must propose a clear plan to support the development of a new SLP in a partnering county, including commitment of key personnel to the project, relationships with stakeholders in that county, a plan for community engagement and organizational development within the Grant Activity Period, and a budget that realistically supports the proposed plan of action.

### **Application Questions and Required Documents**

1. Describe your plans for developing and mentoring a new SLP in a partnering county, including the roles of key personnel and relationships with stakeholders in that county. Indicate how your organization plans to achieve each of the following requirements within the Grant Activity Period:
  - Convene a standing committee of community members and stakeholders to support development of new SLP structure and strategic framework.
  - Model equity practices and principles in the development of new SLP mission, vision, programming, and services.

- Identify and retain a dedicated staff member to lead new SLP and provide mentorship to that individual.
- Identify and maintain an accessible public office space for the new SLP.
- Create and implement a realistic operating budget for new SLP, with appropriate portion of grant funds going directly to support new SLP.
- By the end of the Grant Activity Period, establish an active SLP in the identified county, either as a unit of County government or an independent 501(c)(3), and mentor them through their first two years of arts programming and services.
- Obtain resolution from the county board of supervisors naming the new SLP as the official partner of the CAC in that county.

2. Letter of Support (Optional): Provide a signed letter from the County Administrator or Board of Supervisors in the county in which the new SLP will be established indicating support for the establishment of an SLP and the commitment of the County to partner in that work.

3. Complete a detailed project budget, including all expenses relevant to the stated project activities, and include rates of pay that appropriately compensate the labor of all individuals working on the project. Provide details for each line item to be funded by this grant, including an appropriate portion of grant funds going directly to support new SLP.

## Staff Assistance

Before contacting staff, check [FAQs](#) to see if application questions can be answered. If staff assistance is still required for guidance or clarification, email is the best way to contact Arts Program Specialists. **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, Deaf-Blind, or have difficulty speaking may dial 711 to reach the California Relay Service (CRS). Large print is available upon request. Translation services may also be available upon request.

Organizations seeking technical assistance should contact:

### Jonathan Estrada

he/him

Arts Program Specialist

California Arts Council

[slpmentorgrant@arts.ca.gov](mailto:slpmentorgrant@arts.ca.gov)