



# CULTURAL PATHWAYS

## 2019-2021 Grant Guidelines & Application Instructions

***Deadline: November 15, 2019 11:59 PM***

***Application Instructions will be posted to***

***[www.arts.ca.gov/pathways.php](http://www.arts.ca.gov/pathways.php) by September 20, 2019***



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](http://www.arts.ca.gov)

## California Arts Council



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### Office Hours

8:00 AM - 5:00 PM

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:** Advancing 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:** 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. Meeting dates and locations are posted at [www.arts.ca.gov](http://www.arts.ca.gov). Observers may attend but may not participate in, or in any way interfere with, Council meetings. Each meeting provides a designated time for public comment, although comments may be time-limited.

**Grant Process:** 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. CAC staff is responsible for grant contract administration after Council approval. In dire or unexpected circumstances, CAC reserves the right to make exceptions to any policy or procedure on a case-by-case basis.

**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.

## **CULTURAL PATHWAYS**

### **2019-21 GRANT GUIDELINES**

**DEADLINE: November 15, 2019 11:59 PM**

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

**Up to \$30,000**

**Grant Activity Period: July 1, 2020 – June 30, 2022**

### **Background and Purpose**

The Cultural Pathways program is rooted in the CAC's commitment to serving the needs of an increasingly demographically complex California, and the belief that a healthy arts ecosystem reflects contributions from all of California's diverse populations.

The purpose of the Cultural Pathways program is to strengthen the capacity of small, new, and emerging arts organizations that are rooted in communities of color, recent immigrant and refugee communities, and tribal or indigenous groups, and to anchor the cultural and creative work of these organizations into the cultural landscape of the state.

Intended Outcomes of Cultural Pathways:

- Authentic and creative voices of all of California's diverse communities are celebrated and nurtured.
- A greater diversity of artists, organizations and communities across the state are supported.
- Administrative, artistic, and governance personnel receive significant professional development necessary to make transformational growth within their organizations.

### **Program Description**

Successful applicants will receive two years of general operating support up to an amount of \$15,000 per year over the course of the two-year program. Successful applicants will also receive technical assistance and professional development tools, resources, and training. Technical assistance may take the form of convenings, webinars, learning communities, and workshops.

### **Program Goals**

Projects should address the following Cultural Pathways program goals:

- Strengthen organizational capacity of small, new and emerging arts and cultural organizations.
- Advance specific skills and knowledge of key administrative, artistic, and governance personnel.

- Support the strategic and long-term stability of an organization.
- Increase access to best practices in nonprofit and public sector management.

### **Program Requirements**

General operating support is intended to support the organization or group in carrying out their mission. Cultural Pathways funding is *not* intended to support a specific project.

- The applicant must complete general operating support activities aligned with the program's purpose by June 30, 2022.
- All activities to be funded by the CAC must occur within the two-year Grant Activity Period (see [Timeline](#)).
- The organization must support a community of color, recent immigrant community, refugee community, tribal or indigenous group.
- The organization must include and represent the communities to be served.
  - Organization mission, staff, and board (or other advisory or governing body) must remain deeply rooted in and reflective of the identified community or group.
  - Provided arts activities, programs and/or services must be culturally relevant and responsive to the identified community or group.
- All CAC-funded programs, services, information, and facilities where funded activities take place must be accessible for individuals with disabilities, including but not limited to individuals who are deaf, hard of hearing, deaf-blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness or chronic illness. Please see [Page 3: Requirements](#) for more information.

Successful applicants will be required to:

- Participate in *Technical Assistance* and *Professional Development* activities offered remotely and in person through the CAC and program partners
- Contribute to the learning community of the grantee cohort
- Attend one regional convening per year (travel assistance provided)
- Complete an Interim Report at the end of the first year of the grant
- Complete a Final Report at the end of the Grant Activity Period

*Technical Assistance* may include the following areas:

- Online grants management system support
- Grant evaluation and reporting
- Additional areas as identified by the grantee cohort

*Professional Development* may include the following areas:

- Strategic planning and implementation
- Leadership and board development
- Nonprofit financial management
- Fund development strategies

- Marketing and outreach
- Data and systems management
- Arts presenting
- Communicating the value of your work
- Program evaluation
- Developing and maintaining partnerships
- Additional areas as identified by the grantee cohort

### **Eligible Request Amounts**

- Applicant organizations can request up to \$30,000 for the two-year grant period.
- The total request for funding in this two-year grant program cannot exceed 100% of an organization's total operating revenue from the most recently completed fiscal year, as provided on the Budget Snapshot at the time of application.

### **Eligibility**

Pathways supports California-based arts organizations deeply rooted in and reflective of communities of color, recent immigrant and refugee communities, and tribal or indigenous groups.

- Applicants must either be a California-based nonprofit arts organization or California-based unincorporated arts organization (such as artist groups and artist-collectives) led by California-based artists and arts administrators. These entities must apply in partnership with a Fiscal Sponsor (see below).
- Applicants must have a total operating revenue of less than \$150,000 for each of the last two completed fiscal years, as reported in the Budget Snapshot at the time of application.
- All applicants must have a minimum two-year history of consistent engagement in arts programming and/or services prior to the application deadline.
- All applicant organizations must have a principal place of business in California and be accessible to the general public.
- Applicant 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.
  - **Fiscal Sponsors:** An applicant without nonprofit status may use a California-based Fiscal Sponsor with a federal 501(c)(3) designation to conduct work on a not-for-profit project. The Fiscal Sponsor 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 services or programming in California for a minimum of two years prior to the application deadline. See additional information on the use of [CAC Fiscal Sponsors](#).
  - Applicants using Fiscal Sponsors must submit all required materials for the Fiscal Sponsor at the time of application.

- All applicants must submit all required application materials and information at the time of submission. Incomplete applications are ineligible and will not be reviewed by the panel. Please see Application Instructions for all required materials and information.
  - The submission of an SMU DataArts Funder Report is not required for this program. However, applicants must provide a minimum of two and up to three years of basic financial information via the Budget Snapshot within the application.

### **California Secretary of State Certificate of Status**

Nonprofit organizations 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 [Business Search](#) tool. An indication of “active” (versus “suspended,” “dissolved,” “cancelled,” etc.) confirms that your nonprofit corporation exists, is authorized to conduct business in the State of California, has met all licensing and corporation requirements, and has not received a suspension from the Franchise Tax Board.

### **Funding Restrictions**

- The **total of all requests for CAC support during the same year of funding** cannot exceed 50% of an organization’s total operating revenue from the most recently completed fiscal year, as reported in the Budget Snapshot at the time of application.
- Applicants to this program are not restricted from applying for and receiving additional CAC project grants.

### **Matching Funds**

This program does not require matching funds.

### **What the CAC Does Not Fund**

- As applicants:
  - Individuals
  - State agencies
  - Federal agencies
  - Non-arts organizations not involved in arts activities
  - For-profit organizations
- Nonprofit organizations not in “good standing” with California Secretary of State
- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Expenses incurred before the start date or after the ending date of the Grant Activity Period
- Expenses that would supplant other state funding\*
- Operational, administrative, or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions

- Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation
- Programs or services intended for private use, or for use by restricted membership
- Projects with religious purposes
- Trusts, endowment funds, or investments
- Capital outlay, including construction projects or purchase of land and buildings
- Equipment
- Debt repayment
- Hospitality, meals, or food
- Out-of-state travel

\*Neither the award nor the match may be used to supplant other state funding, including salaries of state employees or general operating expenses of school districts, County Offices of Education, or publicly funded schools, colleges, or universities.

### **Application Process**

Applications will be available online through the CAC's online grants management system at [calartscouncil.smartsimple.com](http://calartscouncil.smartsimple.com). Only applications submitted through the system by the deadline will be accepted. More information can be found on the [Grant Programs](#) page of the CAC website.

### **Review Criteria**

A panel will adjudicate applications based on the following criteria:

- **Management and Leadership:** Experience and qualifications of key administrative personnel. Level of involvement, engagement, and support provided by staff, volunteers, and, if applicable, advisory groups and board of directors. Letter of support from a key external stakeholder, partner or collaborator, affirming the organization's capacity to serve the community.
- **Equity and Impact:** Demonstration that organization is rooted in, reflective of, and responsive to the identified community benefiting from its work. Evidence of ability to nurture authentic and creative voices from within the identified community.
- **Communication and Documentation:** Ability to communicate programs and services to constituents. Ability to document the relevance, impact, and benefits of the organization's programs and services, including both qualitative (storytelling) and quantitative methods.
- **Access:** Evidence that CAC-funded programs, services, information, and facilities where funded activities are to take place will be accessible for individuals with disabilities, including but not limited to individuals who are deaf, hard of hearing, deaf-blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness or chronic illness.

### **Panel Adjudication and Ranking Scale**

An application will be deemed ineligible by CAC staff if it is incomplete at the time of submission, or does not meet eligibility criteria or project requirements.

Panelists review applications and work samples using the 6-point ranking scale below.

	<b>Rank Title</b>	<b>Rank Description</b>
<b>6</b>	<b>Exemplary</b>	Fully achieves the purpose of the program <i>Meets <b>all</b> of the review criteria and project requirements to the highest degree</i>
<b>5</b>	<b>Strong</b>	Strongly achieves the purpose of the program <i>Meets <b>all</b> of the review criteria and project requirements to a significant degree</i>
<b>4</b>	<b>Good</b>	Sufficiently achieves the purpose of the program <i>Meets <b>all</b> of the review criteria and project requirements to some degree</i>
<b>3</b>	<b>Fair</b>	Moderately achieves the purpose of the program <i>Meets <b>most</b> of the review criteria and project requirements</i>
<b>2</b>	<b>Marginal</b>	Minimally achieves the purpose of the program <i>Meets <b>some</b> of the review criteria and project requirements</i>
<b>1</b>	<b>Weak</b>	Does not achieve the purpose of the program; proposals that are not appropriate for this grant category <i><b>Inadequately</b> meets the review criteria or project requirements</i>

### **California Arts Council Decision-making**

The final authority for grant awards is the appointed Council. After receiving and reviewing the panel ranks, the Council will vote on final funding awards at a public meeting. Awards may differ from requested amounts based on rank.

### **Timeline**

<b>November 15, 2019 11:59 PM</b>	<b>Application deadline (online)</b>
March 2020	Funding decisions
March 2020	Funding notifications
July 1, 2020 – June 30, 2022	Grant Activity Period
July 31, 2022	Final Report deadline

## **Grantee Requirements**

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

- Grantees are required to carry out activities consistent with the original proposal summary statement and the intent of the application as approved for funding, including in instances where the grant award may be less than the original request amount.
- Changes to funded activities must be proposed in advance and would require prior written approval from CAC staff. Requests for changes are considered on a case-by-case basis; approval is not guaranteed.
- To better inform our elected representatives as to the value of the arts and the use of state funds, grantees are required to include—with the approved grant agreement—copies of signed letters sent to the Governor and state Senate and Assembly representatives thanking them for the grant.
- Use the 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.”*
- Provide a report summarizing grant-funded activities and accomplishments at the end of the Grant Activity Period.

## **California Model Agreement (AB20) and Indirect Costs**

In order to comply with AB20 requirements, University of California and California State University grantees are required to secure an indirect cost waiver from The Regents of the University of California or The Trustees of the California State University.

## **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.

### **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, deaf-blind, or have difficulty speaking may dial 711 to reach the California Relay Service (CRS). Large print is available upon request.

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