



ARTS & CULTURAL ORGANIZATIONS GENERAL OPERATING RELIEF

2021 Grant Guidelines

Deadline: February 17, 2021

Updated: 1/12/21

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.

Learn more at www.arts.ca.gov

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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. 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.

Native Land Acknowledgement: The California Arts Council stands in solidarity with all of California's Indigenous people. We acknowledge that our work takes place on the now occupied traditional lands of the Miwok, Maidu, and Nisenan people, who are the past, present, and future stewards of this place. We make this first step in our journey to develop relationships and cultural competencies to truly support native sovereignty.

Mission: Strengthening arts, culture, and creative expression as the tools to cultivate a better California for all.

Vision: A California where all people flourish with universal access to and participation in the arts.

Racial Equity Statement: As California's state arts agency, the California Arts Council is committed to racial equity both internally through our work environment, and externally through our programming.

- We are committed to ensuring that every policy enacted reflects democratic principles of equity and justice.
- We understand that enacting policy in a just and equitable manner considers critical issues of implicit bias and discrimination that requires concerted and purposeful action.
- We believe that bringing together Council, staff and other partners with differing backgrounds and life experiences will enhance our ability to increase opportunities for all arts service organizations to succeed.
- Policies, programs, and activities will be administered to identify and avoid discrimination and barriers to access, and to avoid disproportionately high and adverse effects on communities of color.
- Accountability to our grantees is of central importance to us. We understand the significance of evaluating the impact of our policymaking on grantees over time and utilizing this evaluation in the development of new policy initiatives.
- We are committed to the just and equitable disbursement of resources.
- We will obtain the following information when relevant and appropriate in order to utilize data to evaluate the impact of our equity goals: population served and/or affected by race, color, national origin, and income level, which will include diverse communities across the state such as: communities of color, racially and ethnically diverse individuals, tribal communities, immigrant and refugee communities, and communities that have principal languages other than English.

For the CAC, racial equity is a continual practice in listening, learning, and implementing. The CAC's Racial Equity Statement demonstrates a deeper commitment for us to do better for the field and our staff.

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 often matched by foundations, individuals, earned income, government agencies, in-kind contributions, 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. 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 recognized field representatives 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, the CAC reserves the right to make exceptions to any policy or procedure on a case-by-case basis.

Requirements: The CAC provides grant funding to individual artists and is mandated both by federal and state regulations to fund arts 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 purposes, 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.

ARTS & CULTURAL ORGANIZATIONS GENERAL OPERATING RELIEF

2021 GRANT GUIDELINES

DEADLINE: February 17, 2021

Grant Awards: Up to \$30,000

Estimated Total Number of Grant Awards: 200

Grant Activity Period: October 1, 2021 – September 30, 2022



Apply at calartscouncil.smartsimple.com

Background: Why is this program being offered?

The California Arts Council's Strategic Framework prioritizes racial equity and broad geographic reach into communities of all sizes and needs, which this year includes support and service in response to the COVID-19 pandemic. Recent data and community input demonstrate the need for greater access to general operations funding in support of maintaining California arts and cultural organizations during this uncertain time.

Purpose: What is the intended impact of this program?

The **Arts & Cultural Organizations General Operating Relief** grant program intends to provide relief funding to arts and cultural organizations who have experienced economic hardships due to the COVID-19 pandemic.

This grant supports the well-being of California's cultural vitality by helping sustain a robust and diverse arts workforce and infrastructure. **Funds may be used to support any eligible expenses associated with the general operations of an arts or cultural organization, including but not limited to rent, utilities, and staff salaries.** Applying for this grant does not restrict an organization from applying for other CAC grants. General Operating grants are intended to support the applicant organization in carrying out its mission. Funding is *not* intended to support a specific project.

Community

Representation of, by, and for community is a core value of the CAC, including authentic intergenerational and intersectional connections.

Although not factors in grant decisions, we strongly encourage applications from organizations that are led by, represent, and/or serve systemically marginalized communities, which may include but are not limited to: Arab, MENASA (Middle Eastern, North African, South Asian); Asian; Black, African American; California Native American, Indigenous, Tribal; Currently Experiencing Incarceration; Disabled; Elders, Seniors; Latinx, Chicanx; LGBTQIA+; Low Income; Neuro-Divergent; Pacific Islander; People of Color; Rural; Returned Residents, Formerly Incarcerated; Students of Color; Trans and/or Non-Binary People; Immigrants (Documented and/or Undocumented), Refugees, Asylum Seekers, Migrants; Unhoused, Transient; Veterans; or Youth.

Funding Priority: Small and Economically Vulnerable Organizations

Funding decisions for this grant program will prioritize small and economically vulnerable organizations with total operating revenues of \$250,000 or less. Organizations with larger operating budgets may apply and will be considered for funding depending on availability. Organizations of all sizes are eligible to request the full award amount regardless of the organization's annual total operating revenue.

Eligible Request Amounts

Applicant organizations can request up to \$30,000.

Applicant Organization Eligibility

An arts and cultural organization is defined as an entity with a primary purpose of providing arts, creative, or cultural programming/services. Assessed by CAC staff, this purpose is determined by the organization's mission, purpose statement, and/or by its summary of core organizational programs and services (as reflected in the Organization Details section of the application).

The following organizational types are **ineligible** for this grant:

- Organizations applying for the CAC's Statewide and Regional Networks grant
- Public and private colleges and universities
- K-12 school districts
- County Offices of Education
- Social service or non-arts/cultural nonprofits

Eligibility Requirements

Applicants must comply with the requirements below. All applications must include the listed items at the time of submission in order to be reviewed, ranked, and considered for funding.

- **California-based** - Documentation as being a California-based nonprofit arts/cultural organization; an arts-based unit of municipal or county government; or a tribal government, and a principal place of business in California.
- **Arts programming** - Applicants must have a minimum two-year history of consistent engagement in arts programming and/or services prior to the application deadline.
- **501(c)(3) organization as applicant or fiscal sponsor** - Non-governmental 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 organization without nonprofit status must use a California-based fiscal sponsor with a federal 501(c)(3) designation to apply for funding.
 - The fiscal sponsor will provide the fiscal oversight and administrative services needed to complete the grant.

- A Letter of Agreement between the fiscal sponsor and the applicant organization must be signed and submitted with the application. A blank signature field will not be accepted. **If a grant is awarded, the fiscal sponsor becomes the legal contract holder with the California Arts Council.**
- The fiscal sponsor cannot be changed during the Grant Activity Period.
- Fiscal sponsors must have a minimum two-year history of consistent engagement in arts programming and/or services prior to the application deadline. (Acting as a fiscal sponsor to arts and cultural organizations is considered an arts service.) See additional information on the use of [CAC fiscal sponsors](#).
- **Racial equity statement** - In January 2020, the CAC approved its [Strategic Framework](#) which articulated our commitment to [racial equity](#). As the agency has been evolving our own race and equity practices, we invite applicants to start, continue, or strengthen their racial equity practices with us. Applicants are required to submit a racial equity statement as part of the application.
 - The racial equity statement should explain the applicant’s commitment and tangible efforts (if applicable) to advancing the leadership of and service to indigenous people, communities of color, racially and ethnically diverse individuals, tribal communities, immigrant and refugee communities, and communities whose principal languages are not English.
 - We recognize that organizations/projects led by people of color, or other systematically marginalized community members, may already do the labor of weaving racial equity into their work; this is not a moment for the CAC to validate but rather to honor that work.
 - The CAC is committed to providing a webinar and other technical assistance in order to support organizations prior to their submission of a racial equity statement.
- **Certificate of good standing** - Nonprofit organizations and fiscal sponsors (if applicable) 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

- For organizations with total operating revenue above \$250,000, the sum of requests for CAC grants during the same year of funding cannot exceed 50% of the total operating revenue from the most recently completed fiscal year, as it appears in the Budget Snapshot.

- Applicants to this program are restricted from applying for the CAC Statewide and Regional Networks grant.

What We Do Not Fund

[Click here](#) to review the list of activities and expenses that CAC does not fund.

Matching Funds

This program requires a 1:1 match of award funds. If applying for multiple CAC grants in a single fiscal year, distinct matching funds must be identified within each application, if applicable. State funds cannot be used to meet the match. The status of each source must be specified as either projected, pending, or committed.

Matching funds can be met with any combination of in-kind and cash sources.

- **In-kind match** refers to goods or services rather than currency, and for which monetary value can be determined. The use of in-kind contributions to meet the CAC matching funds requirement acknowledges that some organizations may not have the financial capability to provide a 1:1 cash match but can demonstrate the capacity to carry out the activities in the grant application through other sources.
- **Cash match** sources include corporate or private contributions; municipal, county, or federal government funding; or earned income.

If utilizing the value of in-kind support to meet the match, keep in the mind the following:

- In-kind contributions may only be provided by third parties.
- A third party is defined as a service provider, partner, or supplier that is independent of the applicant organization and the CAC and is not compensated through grant funds.
- In-kind contributions may be in the form of space; pro bono consultancy, training or services; supplies; and other expendable property that are given free of charge to the applicant.
- In-kind contributions by state entities are ineligible.
- In-kind contributions must be reflected as an expense in the grant application budget.

[Click here](#) for additional information on CAC in-kind contributions. If you have questions about in-kind contribution documentation or eligibility, please contact the designated staff prior to beginning your application (see Staff Assistance).

Online Application Portal

Applications will be available online through the CAC's online grants management system at calartscouncil.smartsimple.com. Only applications submitted through the system by the deadline will be accepted. **It is recommended that new applicants create an online profile well in advance of the application deadline.** More information can be found on the [Grant Resources page](#) of the CAC website.

Application Review Criteria

A review panel will adjudicate complete and eligible applications based on the following criteria. Application questions will address these same criteria.

- **Management and Leadership:** Demonstrates effective management. Organization is economically vulnerable or at risk of closure due to impacts of COVID-19 and/or has a total operating revenue of less than \$250,000. When applicable, fiscal sponsor demonstrates effective fiscal management and sound relationship with the applicant organization.
- **Arts and Cultural Engagement:** Uses culturally relevant and responsive outreach strategies to engage systemically marginalized communities. Organization is responsive to the needs and priorities of the community(ies) it serves through its programming and services.
- **Equity:** Substantiates an understanding of equity through its policies, practices, and organizational culture. Principles of equity are evidenced in the implementation of programming/services and throughout the proposal. Organization centers cultural, ethnic, and racial diversity.
- **Accessibility:** Demonstrates that its programs, services, information, and facilities, including online spaces, are 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

Panelists review and rank applications and work samples using a 6-point ranking scale that can be [viewed at this link](#).

California Arts Council Decision-making

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

Program Timeline

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|-----------------------|--------------------------------------|
| Application Opens | December 18, 2020 |
| Application Deadline | February 17, 2021 |
| Panel Review | Approx. April – May 2021 |
| Funding Decision | Approx. June – July 2021 |
| Funding Notification | Approx. June – July 2021 |
| Grant Activity Period | October 1, 2021 – September 30, 2022 |
| Final Report Deadline | November 1, 2022 |

Grantee Requirements

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

- **Complete contract documents** - Upon notification of grant award, complete all required contract documents in order to receive 100% grant payment.
- **Payee Data Record** - Each awarded organization or fiscal sponsor (if applicable) must complete, sign, and submit an STD 204 Payee Data Record as a required contract document before grant funds can be released.
- **Consistent activities** - 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.
- **Approval for changes** - Programming activities must be completed as proposed. Any changes must be proposed in advance and require prior written approval from CAC staff. Requests for changes are considered on a case-by-case basis.
- **Thank you letters** - 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. Local representatives may be found at this link: <http://findyourrep.legislature.ca.gov>.
- **Use of CAC logo** - Use of the CAC logo is required on all printed and electronic materials and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- **CAC acknowledgement** - The following acknowledgement of CAC funding is required on all printed and electronic materials: *“This organization is funded in part by the California Arts Council, a state agency.”*
- **Final report** - Provide a final report summarizing grant-funded activities and accomplishments by the posted deadline.
- **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 Board of 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.

Organizations with budgets including total operating revenues of **less than or equal to \$250,000** seeking technical assistance should contact:

Hilary Amnah
she/her/hers/they/them/theirs
Arts Program Specialist
California Arts Council
hilary.amnah@arts.ca.gov
(916) 322-6502

Organizations with budgets including total operating revenues of **more than \$250,000** seeking technical assistance should contact:

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