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# Administering Organization Grant **RELIEF FOR INDIVIDUAL ARTISTS AND CULTURAL PRACTITIONERS**

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## **2021 Grant Guidelines**

*Deadline: February 25, 2021*

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

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## **Arts Council Members**

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### **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. 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](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 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.

# RELIEF FOR INDIVIDUAL ARTISTS AND CULTURAL PRACTITIONERS ADMINISTERING ORGANIZATION 2021 GRANT GUIDELINES

**DEADLINE:** February 25, 2021

**Grant Awards:** approximately \$1,361,875

**Total Number of Grant Awards:** 1

**Grant Activity Period:**

**September 1, 2021 – August 31, 2022**



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

## **Background: Why is this program being offered?**

The California Arts Council is the only statewide agency supporting local arts infrastructure and programming in all 58 counties. Our policies and practices prioritize racial equity and have a broad geographic reach into communities of all sizes and needs, and this includes support and service in response to the COVID-19 pandemic. The COVID-19 pandemic has devastated the livelihoods of artists and individuals who make their living in the creative sector in California.

Furthermore, due to historical and ongoing systemic and institutionalized racism, people of color have experienced disproportionately greater negative effects from the pandemic, both in terms of health and economic outcomes. A recent report from the nonpartisan Center on Budget and Policy Priorities stated the following:

“People of color are experiencing disproportionately more infections and hospitalizations—and among Black people, highly disproportionate death rates—with people of color also overrepresented in jobs that are at higher infection risk now and in the jobs hardest hit economically. Shaping these outcomes are structural barriers like wealth and income disparities, inadequate access to health care, and racial discrimination built into the health system.”<sup>1</sup>

## **Purpose: What is the intended impact of this program?**

Given the CAC’s commitment to racial equity, the CAC is seeking applications for an Administering Organization to manage a regranting program that provides rapid relief support grants to artists and cultural practitioners of color across the state of California who face dire economic consequences due to the COVID-19 pandemic.

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<sup>1</sup> Williams, Erica and Cortney Sanders. [“3 Principles for an Antiracist, Equitable State Response to COVID-19 — and a Stronger Recovery”](#) Center on Budget and Policy Priorities. Washington, D.C.: May 21, 2020.

## Eligibility: Who can apply?

- Arts organizations, individually or in partnership, with existing capacity in the following areas are eligible to apply:
  - Administering regranting programs to individuals, including providing direct grant payments
  - Reaching artists and cultural practitioners representative of communities of color disproportionately impacted by COVID-19
  - Providing technical assistance to grant applicants
  - Employing a robust online grants management system
- Fiscally sponsored organizations are not eligible to apply.

## Program Administration

### *Administering Organization (AO)*

The AO will be responsible for the planning and implementation of the rapid relief grant program, including but not limited to: development of program components and timeline; implementing statewide and culturally specific engagement strategies to priority communities and trusted culture bearers; regular reporting to and collaborating with the CAC on expanded outreach to ensure diverse statewide representation of applicants; management of the application processes for artists through implementation, screening applications, award management, and regular reporting to CAC.

## Program Oversight

### *California Arts Council*

The CAC will be responsible for distributing funds to the AO for regranting and program administration. The CAC will partner with the AO to develop an oversight plan for the CAC that will include providing input and approval on program development and implementation. The CAC expects to participate in bi-weekly check-in meetings with the AO, at minimum. The CAC will also conduct a program evaluation to document the impact of the program.

## Funding

The AO grant will be for approximately \$1,361,875, for the following purposes:

- Program administration of the grant activities
  - Up to \$108,950 (8%) can be applied for this purpose
- Regranting awards of unrestricted funds to individuals
  - Grants of \$1,000 each

## 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.

## **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, or nonprofit social service organization with regular ongoing arts programming and/or services 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** - 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.
- **Signed partnership agreement** - If more than one organization is applying in partnership, a partnership agreement signed by all parties must be included.
  - One organization must be the primary applicant. If awarded, that organization would become the legal contract holder with the CAC.
- **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.
- **Financial documentation** - Applicants must provide a minimum of two years of basic financial information via the Budget Snapshot.
- **Certificate of good standing** - 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.
- **Signatures on required attachments** - Letters and other attachments requiring signatures must include completed digital or scanned signatures in order to be considered for funding. A blank signature field will not be accepted.

## Funding Restrictions

- Applying for the Relief for Individual Artists and Cultural Practitioners Administering Organization grant does not restrict an organization from applying for other CAC grants.

## What We Do Not Fund

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

## Matching Funds

This program does not require matching funds.

## Online Application Portal

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. **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.

- **Organizational Capacity and Readiness**
  - Applicant organization and/or key project personnel must have a minimum of five years of experience working with the nonprofit and/or arts and culture fields in California and must represent communities of color.
  - Applicant organization and/or key personnel must demonstrate five years of experience reaching diverse communities across the state, such as: communities of color, communities of varying economic means, people with differing technical abilities with computers and Internet communications, racially and ethnically diverse individuals, people with disabilities, LGBTQIA+ people, rural communities, tribal communities, immigrant and refugee communities, people without institutional educational opportunities, and communities that have principal languages other than English.
  - Applicant organization and/or key project personnel must demonstrate at least two years of grants management experience and demonstrate administrative and organizational capacity to administer grant programs, including application submission and review processes, financial tracking, and grants management capability.
- **Program Design and Implementation**
  - Applicant organization and/or key project personnel must demonstrate ability to develop and administer a fair and equitable process to identify individual artists and culture bearers to receive funds.
  - Applicant organization and/or key personnel must demonstrate ability to design and implement a program with statewide reach that includes rural communities and regions outside of major metropolitan areas.
- **Engagement and Equity**
  - Applicant organization and/or key personnel must demonstrate a strong commitment to cultural and racial equity, a deep knowledge and understanding of the arts and culture ecosystem, and the impacts of the COVID-19 pandemic, specifically on communities of color.
  - Applicant organization and/or key project personnel must demonstrate experience incorporating outreach and marketing strategies to address racial, economic, and geographic equity across the state.

- **Accessibility**
  - The proposal reflects evidence that CAC-funded programs, services, information, and facilities, including online spaces, 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

Panelists review and rank applications and work samples using a 6-point ranking scale that can be [viewed at this link](#). Finalist applicants will be invited to participate in a second-round online interview process with the panel in order to determine final ranks.

## 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.

## Program Timeline

Application Opens	December 18, 2020
Application Deadline	February 25, 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:

- **Payee Data Record** - Complete, sign, and submit an STD 204 Payee Data Record as a required contract document before grant funds can be released.
- **Planning** - Develop and maintain a detailed grant program framework, workplan, and outreach strategy to reflect the geographic diversity of the state, with a clear timeline, outcomes, and deliverables to be approved by the CAC.
- **Managing the grant process** - Develop the guidelines and application processes, manage the collection of applications, provide technical assistance to applicants, screen applications, coordinate application screening and awarding process.
- **Program evaluation** - Participate in program evaluation that could include feedback and data collection.

- **Complete contract documents** - Upon notification of grant award, complete all required contract documents in order to receive 100% grant.
- **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 activity 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.

**Josy Miller, Ph.D.**

**she/her/hers**

**Arts Program Specialist**

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