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# ARTISTS IN SCHOOLS

## 2022 Grant Guidelines

*Deadline: June 23, 2022*

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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# ARTISTS IN SCHOOLS

## 2022 GRANT GUIDELINES

**DEADLINE:** June 23, 2022 11:59 PM

**Grant Request Amount:** Up to \$60,000 for two years

**Estimated Total Number of Grant Awards:** 187

**Grant Activity Period:** January 1, 2023 – December 31, 2024

**Matching Funds:** Not Required

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

### Background & Purpose

Since 1976, the CAC has supported arts education programs that bring together local arts organizations, teaching artists, and school communities through its grants. The CAC's arts education grant programs are rooted in the agency's belief that robust, sequential, culturally and linguistically responsive arts learning is an essential tool for healthy human development, and that it should be a core element of the education of every student. The overarching purpose of our arts education grant programs is to expand participation in meaningful arts learning opportunities by supporting these activities in a diversity of settings and contexts for infants, children, and youth.

The **Artists in Schools (AIS)** program supports projects that integrate community arts partners into culturally and linguistically responsive, sequential, standards-based arts learning for students in preschool through Grade 12 as part of the regular school day, and that address the unique circumstances of the school environment (for outside-of-school program support, please see the [Creative Youth Development](#) guidelines). The intent of the program is to augment and enhance the work of classroom teachers and school-based arts programs by bringing arts resources within the local community into the school culture, not to supplant credentialed arts teachers. AIS projects focus on hands-on participant learning that takes place over a sustained period (typically a minimum of 10 class sessions) with an identified group(s) of students.

### Program Goals

Projects should address the following Artists in Schools program goals:

- Increase student access to and participation in school-based arts education as part of coordinated efforts with school site leaders, district staff, and county Offices of Education.
- Develop the artistic abilities of students through sequential, hands-on arts learning.
- Promote life skills such as critical thinking, problem solving, collaboration and positive self-expression through the arts.
- Promote students' positive social and emotional development through reflection and creative practice.

- Promote culturally and linguistically responsive learning through the arts, using cultural knowledge to support the cultural assets of the local community and students' positive self-identification and respect for diverse cultures.
- Develop long-term, mutually beneficial relationships between arts and educational organizations, teaching artists, and the youth and families in the communities they serve.

## Project Requirements

- The applicant must develop and complete a project addressing the goals of the program to be completed within the project timeline. The project description must include an anticipated timeline for completion within the Grant Activity Period.
- The project must be designed and developed in partnership between an arts organization and the school sites to be served. The project should demonstrate significant planning that reflects a collaborative relationship between the arts organization and the school, and between the participating teaching artists and classroom teachers. Exemplary proposals will demonstrate the role the project plays in a larger district and/or countywide Strategic Arts Plan.
- Professional fees for artists must be included. Fees for individual artists and/or arts workers to be supported by this grant must be appropriate to experience and comparable to fees for other local skilled workers. For more information on teaching artist rates of pay, please visit: <https://teachingartists.com/pay-rate-calculator>.
- The project must enable students to understand and participate in specific art forms and to develop their creativity, skills, and knowledge. The applicant should present well-developed project goals, learning objectives, activities, and assessment tools.
- The project should be of sufficient frequency and duration to foster sequential learning. The project must include sustained contact between the teaching artist(s) and the students over a period of time determined by the needs of the students and the parameters of the project. This could mean intensive daily interaction over the course of one to two weeks, weekly interaction over months, or other regular interaction over a period of time. A minimum of 10 sessions is highly recommended, unless each session will last for more than two hours. A larger group of students may also participate in less structured, non-sequential, or more limited activities that expose them to the art forms as a part of the project.
- Project activities should explicitly align with [California Visual and Performing Arts or Media Arts](#) standards and may also align with [Common Core Standards](#). The CAC highly recommends that applicants also consult [Creative Youth Development frameworks](#).
- All aspects of the program must be free of charge to students.
- All CAC-funded programs, services, information, and facilities where funded activities take place, including online spaces, 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.

## 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 considered for funding.

- **California-based** - Documentation of having 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 (municipal, county, or tribal) 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** by a representative from both parties 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.**
  - A fiscal sponsor change is not permissible during the Grant Activity Period, with rare exceptions.
  - 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](#).
- **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.

## Eligible Request Amounts

Applicant organizations can request up to \$60,000 for the two-year grant period.

## 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.

## Matching Funds

Matching funds are not required for this grant.

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

**Centering Community Artists:** Demonstrates experience, capacity, and ongoing commitment to engage and uplift historically and systemically under-resourced communities. Demonstrates experience, capacity, and ongoing commitment to engage and uplift historically and systemically excluded and erased artists, cultural practitioners, or arts and cultural practices. This experience, capacity, and ongoing commitment is reflected throughout the proposal.

### *Application Questions and Required Documents*

1. Describe, from the commencement of the organization, how you have evolved to or how you have continually engaged and uplifted historically and systemically under-resourced communities.
2. Describe, from the commencement of the organization, how you have evolved to or how you have continually engaged and uplifted historically and systemically excluded and erased artists, cultural practitioners, or arts and cultural practices.
3. Describe the actions you have taken to build trust and ongoing relationships with these communities, artists, and cultural practitioners. Address how you:
  - a. Plan to evaluate success for the proposal and what success will look like
  - b. Will listen and respond to the communities and artists / cultural practitioners through the project

**Program Design and Implementation:** Indicates clear objectives that address the Artists In Schools program goals and includes a realistic timeline of activities that support the realization of those objectives. The project budget is detailed, includes all expenses relevant to the stated project activities, and includes rates of pay that appropriately compensate the labor of all individuals working on the project.

### *Application Questions and Required Documents*

#### **Narrative Questions:**

1. Provide a detailed description of your proposed project, including the artistic activities, timeline of all key arts programming or services that will occur, and specifically how this arts project will be impactful for the school community.
2. Describe the individual school community(ies) that will be served, including demographic information, priority student populations, and any areas of academic focus (e.g., magnet programs).
3. How does this project align with the school district and/or county's Strategic Arts Plan, and/or the specific school site(s) goals? Please describe how this project complements other arts education opportunities, and/or how it is part of an ongoing sequence within students' educational programs.
4. Include a plan for a single lesson that would occur as part of the project. A lesson example that takes place midway through the residency is highly recommended (as opposed to an initial or culminating meeting). The lesson plan should include:
  - Grade level of students
  - Length of class
  - Session number (e.g., 4 of 16)
  - Instructional materials to be used
  - Skills and knowledge the students will acquire: What will the students know and/or be able to do as a result of this specific lesson?
  - Key standards to be addressed: [California Visual and Performing Arts Standards](#). Project may also address [Common Core Standards](#). Applicants are also highly encouraged to consult [Creative Youth Development Frameworks](#) and the California County Superintendents' publication on [Culturally & Linguistically Responsive Arts Teaching and Learning in Action](#).
5. Describe how you will evaluate the project to determine its impact. If you have completed a similar project in the past, please share the evaluation results.

#### **Quantitative Questions:**

- Artistic disciplines to be taught
- Duration and frequency of sessions (e.g., one hour twice a week for 12 weeks)
- Number of sites served

- Number of total individuals to benefit directly (individuals participating in the core program activities)
- Number of individuals to benefit indirectly (audience members, beneficiaries of public art installations, etc.)

### **Key Personnel Bios:**

Provide a brief biography for each key individual (artistic, technical, or administrative) involved in this project. Include name, title, whether to be supported by CAC funds, relevant experience as it relates to this project, and role within the proposed activities. If proposing therapeutic outcomes, applicants must establish the qualifications of service providers, how strategies are appropriate to the clinical and/or community arts setting, and how support is culturally responsive to participants.

### **Support Materials:**

1. Letter of Support: Please provide a signed statement from a key stakeholder, partner, or community member. The statement should substantiate the quality of the organization and affirm the organization's impact on the community it serves.
2. Letter of Agreement: Provide a joint Letter(s) of Agreement signed by both the applicant organization and a school official from each site to be served. This letter(s) should indicate mutual commitment to the project and understanding of the roles and responsibilities of each party. Because this is a two-year funding period and it is possible the schools served by the program could change in the second year, please include complete LOAs using your best planning practices for the first year. If school partnerships change in the second year, those changes should be documented with new LOAs detailed in the Final Report. To allow for that flexibility, you may specify in your LOA the partnership duration as "the grant period" rather than with reference to a specific school year.
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. 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.
5. Teaching Artist Work Samples: Include up to three (3) samples of teaching artist work providing evidence of talent and capacity both and artist(s) and instructor(s). Video samples featuring interaction with students are highly recommended.
6. Student Work Samples: Provide up to two (2) samples that best portray student work created under the instruction of the teaching artist(s).

7. Support Materials Notes: Provide brief descriptions of artistic work samples and other support materials. For video or audio samples, provide specific start and end times for the portion you would like the panel to review. Be sure to clearly indicate which specific files your notes are referencing.

**Community Engagement and Social Impact:** Demonstrates the ways in which the project will result in the healing, stabilizing, uplifting, and transforming of a community particularly vulnerable to and adversely affected by the COVID-19 pandemic. The proposal centers community members' voices throughout the entirety of the project, including project development, implementation, and evaluation. The community actively participates in shaping the project outcomes, documentation strategies, and measures of success.

*Application Questions and Required Documents*

1. Describe how your project will address the healing, stabilizing, uplifting, and transforming of a community particularly vulnerable to and adversely affected by the COVID-19 pandemic.
2. Describe how you plan to center community members' voices throughout the entirety of the project, including project development, implementation, and evaluation.
3. Describe how the community actively participates in shaping project outcomes, documentation strategies, and measures of success.

**Accessibility:** Demonstrates that its programs, services, information, and facilities where funded activities are to take place, including online spaces, 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.

*Application Questions and Required Documents*

1. Describe your organization's approach to ensuring the physical accessibility of programs and services for individuals with disabilities, as well as the accessibility of print and online materials. Consider organizational personnel and any partnering organizations, as well as beneficiaries of arts programming and services, and potential audience members in your response.
2. 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.

## **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

<b>Application Opens</b>	April 28, 2022
<b>Application Deadline</b>	June 23, 2022
<b>Panel Review</b>	Approx. June - July 2022
<b>Funding Decision</b>	Approx. July 2022
<b>Funding Notification</b>	Approx. August 2022
<b>Grant Activity Period</b>	January 1, 2023 – December 31, 2024
<b>Interim Report Deadline</b>	January 31, 2024
<b>Final Report Deadline</b>	January 31, 2025

### 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 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:

#### **Amy Garrett**

she/her/hers

Arts Program Specialist

California Arts Council

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

**Governor of California**  
Gavin Newsom



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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.

**Grant Opportunity:** In alignment with our mission and vision, the CAC does not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, or national origin in its internal operations or in its stewardship of public funds.

**Racial Equity Statement:** As California's state arts agency, the California Arts Council is committed to racial equity.

- 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 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.

## Appendix A: Resources for Applicants

### 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 grant payment. Contract documents must be received by the CAC within 60 days of issuance or the grant funding may be revoked.
- **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. 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 of the value of the arts and the use of state funds, grantees are required to include copies of signed letters sent to the Governor, state Senate, and Assembly representatives thanking them for the grant. Local representatives may be found at this link: <https://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."*
- **Interim report** - Provide an interim report summarizing grant-funded activities and accomplishments within 30 days of the midpoint of the grant activity period. Grantees that do not submit reports by the posted deadlines may jeopardize their organization's opportunity for future funding from the CAC.
- **Final report** - Provide a final report summarizing grant-funded activities and accomplishments within 30 days of the end of the grant activity period. Grantees that do not submit reports by the posted deadlines may jeopardize their organization's opportunity for future funding from the CAC.
- **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.

- **What We Do Not Fund**

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

- **Sample Fiscal Sponsor Letter of Agreement**

Click [here](#) for a letter template for applicant organizations using fiscal sponsors.

- **Definition of Signature**

Click [here](#) for information on acceptable forms of validation for required signed documentation.

- **Appeals Process**

1. Before requesting an appeal, check that your request qualifies by reading the following. Appeals are only granted if:
  - a. Panel's assessment was based on a misstatement of information in the application that negatively influenced the panel's recommendation; and/or
  - b. Incorrect processing of the required application material, which negatively influenced the panel's recommendation.

**Dissatisfaction with award denial or award amount does not qualify for appeal.**

2. Request an official Appeal Form by emailing the CAC Program Specialist listed on your grant notification letter.
3. Fill out official Appeal Form and email or postmark to the contact listed on the form within 45 days of grant notification.