



Administering Organization Grant **ARTS AND ACCESSIBILITY**

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

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**ARTS AND ACCESSIBILITY
ADMINISTERING ORGANIZATION
2022 GRANT GUIDELINES**

DEADLINE: June 23, 2022 11:59 PM

Grant Request Amount: Up to \$500,000

Estimated Total Number of Grant Awards: Up to 5

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

Matching Funds: Not Required

Apply at: calartscouncil.smartsimple.com

Please note: These guidelines are intended for organizations that would like to apply to administer regranting funds for Arts and Accessibility. This application is not for project funding. Individual artists and nonprofit organizations interested in applying for direct funding from an administering organization should refer to the “Subgrantee Eligibility and Requirements” section below.

Background & Purpose

The California Arts Council began offering the **Arts and Accessibility (AA) grant program** in 2000, partnering with an Administering Organization (AO) to provide both individual and organizational grants to increase opportunities for people with disabilities to participate in the arts. To best serve California artists with disabilities and organizations that support them, the CAC is seeking applications through this grant opportunity for up to five AOs to partner with for the 2022-23 grant cycle, who may receive all or part of the \$500,000 program allocation, to manage the Arts and Accessibility regranting program.

The program’s AOs will be chosen through a competitive process in 2022. Their grant period will begin January 1, 2023, after which they will develop specific guidelines in partnership with CAC, and begin regranting program funds in early 2023. At that time, grant requests can be made to the Arts and Accessibility AOs as follows:

- Individual artists may request up to \$3,000 for projects that directly contribute to their professional development and goals, and to create new work. Individual artist grants are intended to support the careers and employment of artists with all types of 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.
- Arts or service organizations may request up to \$5,000 to include artists with disabilities in their arts programming, or to create or expand access to services to increase attendance or enhance the experience of audiences with disabilities.

Administering Organization Eligibility Requirements

The following organizations are eligible to apply:

- Arts or service organizations, individually or in partnership, with a minimum of three years of experience and existing capacity in the following areas:
 - Working with the nonprofit or arts/culture fields in California representing disabled artists or arts/service organizations
 - Administering regranting programs to individuals and organizations, including providing direct grant payments
 - Employing an online grants management system to administer the grant application, management, and payment process
 - Developing grant guidelines and creating/managing a competitive grant application and adjudication process
 - Reaching artists and arts/service organizations statewide, representative of those served by the Arts and Accessibility grant program
 - Providing statewide outreach and marketing, and in-person/virtual technical assistance to grant applicants
- Fiscally sponsored organizations are not eligible to apply.
- Any state funds regranted through this program must be in compliance with the CAC's Grant Opportunity statement, included on page 11 of the appendix of this document.

Program Administration

Administering Organization (AO)

The AO(s) will be responsible for the planning and implementation of the Arts and Accessibility grant program, including but not limited to: development of program components and timeline; implementing specific engagement strategies to reach communities statewide; regular reporting to and collaborating with the CAC on expanded outreach to ensure geographically diverse representation of applicants; management of the application processes for artists through implementation, screening applications, and award management.

Program Oversight

California Arts Council

The CAC will be responsible for distributing funds to the AO(s) for regranting and program administration. The CAC will partner with the AO(s) 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(s), at minimum. The CAC will also conduct a program evaluation to document the impact of the program.

Funding

The AO(s) grant will be for up to \$500,000, for the following purposes:

- Program administration of the grant activities
 - Up to 10% can be applied for this purpose
- Regranting awards of unrestricted funds
 - Grants of \$3,000 each to Individual Artist grantees
 - Grants of \$5,000 each to Arts/Service Organization grantees

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 of 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 three-year history of consistent engagement in arts programming and/or services prior to the application deadline.
- **501(c)(3) organization as applicant** - 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.
- **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.
- **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 be signed](#) and submitted with the application. A blank signature field will not be accepted.

Funding Restrictions

Applying for the Arts and Accessibility Administering Organization grant does not restrict an organization from applying for other CAC grants.

Matching Funds

This program does not require matching funds.

Subgrantee Eligibility and Requirements

Administering Organizations shall regrant Arts and Accessibility funds to California-based individual artists ages 18 and above; and to units of government and nonprofit organizations (both arts- and non-arts-based) that meet the following eligibility criteria:

- **501(c)(3) organization** as applicant or fiscal sponsor - Nongovernmental 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.
- **Local government** - A unit of municipal or county government; or a tribal government.
- **Applicant organizations using fiscal sponsors** - An applicant organization that is without nonprofit status must use a California-based fiscal sponsor with a federal 501(c)(3) designation to apply for funding. For-profit businesses and individuals may not use a fiscal sponsor to apply to CAC organizational grants. Types of applicant organizations eligible to apply using a fiscal sponsor include, but are not limited to artist collectives, guilds, and 501(c)(6) organizations.
 - 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, except in extenuating circumstances based on staff assessment.
 - 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](#).

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.

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

Management and Leadership: Demonstrates ability to fulfill services identified in proposal in a sustainable manner. Organization provides evidence of strategies to strengthen organizational capacity, ensure appropriate leadership and compensation for staff, and employ effective governance policies. Organization provides evidence of strong fiscal and managerial health, including diversity of revenue sources. Organization demonstrates a commitment to reflect, include, and represent the communities to be served.

Application Questions and Required Documents

1. 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.
2. Describe your organization's commitment to reflect, include, and represent the communities served by Arts and Accessibility.
3. Provide the executive summary for your organization's current strategic plan. If a current strategic plan is not in place, use up to two (2) pages to describe any existing policies and/or procedures, and timeline for developing a strategic plan.
4. Provide a brief biography for each key individual involved in administrative, artistic, or programmatic leadership positions within your organization. Include name, title, relevant experience, and role.

5. Provide a current list of Board of Directors, Commissioners, Committee, or other appropriate members of your governing body.
6. Upload two (2) signed Letters of Support from key stakeholders, partners, or collaborators. Letters should substantiate the quality of the organization, its programs and services, and affirm the organization's impact on its constituents.

Program Design and Implementation: Demonstrates capacity and readiness to administer a statewide regranting program. Organization provides evidence of at least three years of experience working with the nonprofit and/or arts and culture fields in California, reaching artists and arts/service organizations representative of those served by Arts and Accessibility. Organization details ability to administer grants through a robust online grants management system.

Application Questions and Required Documents

1. Specify clear objectives that address the Arts and Accessibility program goals and include a realistic timeline of activities that support the realization of those objectives.
2. Describe your organization's grant management experience and specifics regarding your online grants management system and its capacity to manage application submissions, review processes, financial tracking, grant payments, and grants servicing.
3. Describe your organization's ability to develop and administer a fair and equitable process to identify individual artists and arts/service organizations to receive funds, and to create/manage a competitive grant application and adjudication process.
4. Describe your organization's ability to design and implement a program with statewide outreach and marketing that includes rural communities, regions outside of major metropolitan areas, and diverse communities.
5. Describe your organization's ability to provide in-person or virtual technical assistance to grant applicants.
6. Describe your organization's plan to evaluate the program and provide a detailed final report to the CAC.
7. 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.

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](#). 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	April 28, 2022
Application Deadline	June 23, 2022
Panel Review	Approx. June - July 2022
Funding Decision	Approx. July 2022
Funding Notification	Approx. August 2022
Grant Activity Period	January 1, 2023 – December 31, 2023
Final Report Deadline	January 31, 2024

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.

Organizations seeking technical assistance should contact:

Amy Garrett

she/her/hers

Arts Program Specialist

California Arts Council

accessibilitygrant@arts.ca.gov

Governor of California
Gavin Newsom



Arts Council Members

Lilia Gonzáles-Chávez, Chair
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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. 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:

- **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.

- **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.