



Administering Organization Grant
**ARTS ADMINISTRATORS
PIPELINE FELLOWSHIP**

2022 Grant Guidelines

Deadline: August 31, 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 ADMINISTRATORS PIPELINE FELLOWSHIP
ADMINISTERING ORGANIZATION
2022 GRANT GUIDELINES**

DEADLINE: August 31, 2022 11:59 PM

Grant Request Amount: Up to \$1,165,000

Estimated Total Number of Grant Awards: 1

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

Matching Funds: Not Required



Apply at: calartscouncil.smartsimple.com

Background & Purpose

The California Arts Council’s policies and practices prioritize equity and have a broad geographic reach into communities of all sizes and needs. These priorities include strengthening the creative expression of artists, artistic practice, and community collaboration as vital strategies in healing, stabilizing, uplifting, and transforming communities. Artistic projects that foster creative social change in the areas of equity and access provide crucial opportunities for sustaining strong, healthy, vibrant, safe, and resilient communities in a region.

The CAC is committed to ensuring a vibrant, inclusive, resilient, and healthy arts and culture ecosystem in California, in which the staff and programs of arts and cultural organizations reflect the diversity, creativity, and cultures of their communities.

The CAC recognizes that communities across our state have experienced systemic disparities and inequities within the field of arts administration.¹ Some identified structural barriers to careers in the arts include the culture of unpaid internships within the arts, inaccessible educational requirements by employers, or geographic and/or social isolation from cultural institutions with paid staff opportunities. The **Arts Administrators Pipeline Fellowship** program will be to both support the professional trajectory of individuals who otherwise may not have the opportunity to develop their careers as arts administrators and to increase the capacity of arts organizations for authentic community engagement with those they serve. We acknowledge that barriers to access are compounded by factors such as socioeconomic status, geographic isolation, gender identity, racial identity, and disability, and we are committed to addressing these barriers in order to achieve greater equity.

The California Arts Council (CAC) is offering this fellowship program as a continued investment in the future of a creative California, an inclusive workforce in arts and culture, and the vibrancy of the organizations that are creating and preserving the cultural identities of all California communities.

¹ See “2022 Otis College Report on the Creative Economy.” Accessed June 14, 2022: <https://www.otis.edu/creative-economy/2022> and “Opportunities at the Intersection: Advancing Racial Equity via Arts and Culture in the Public Sector.” Accessed June 14, 2022: https://herbergerinstitute.asu.edu/sites/default/files/opportunities_at_the_intersection-advancing_racial_equity_via_arts_and_culture_in_the_public_sector.pdf.

Project Requirements

The CAC will award funds to an Administering Organization (AO) that will develop and administer the fellowship program statewide over two years.

The AO will implement a fellow-driven grant program, identifying approximately 11 emerging arts administrators for support and then pairing them with an equal number of arts and culture organizations dedicated to equity and community engagement for a 12-month paid fellowship. Fellows and host organizations and fellows will represent the geographic diversity of California. With oversight by the CAC, the AO will design and administer application processes for both fellows and host organizations; supply a suite of resources for the fellows, including a livable wage stipend; and provide professional development activities and immersion in a co-learning community. It will also re-grant funds to the host organizations for fellowship salaries and benefits, and for other expenses necessary to create an effective fellowship experience for the organizations and the fellows.

Eligibility Requirements

Applicants must comply with the requirements below. All applications must include the listed items at the time of submission 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
- **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.
- **Local government** - An arts-based unit of municipal or county government; or a tribal government
- **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,” “canceled,” 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 to be considered for funding. A blank signature field will not be accepted.

- Organizations that are funded through the New California Arts Fund of the James Irvine Foundation are not eligible to apply to for this Administering Organization grant.

Administering Organization Responsibilities

With support from the California Arts Council, the AO will be responsible for the following:

- Developing and maintaining a detailed fellowship program framework and workplan with clear timeline, outcomes, and deliverables to be approved by the CAC
- Managing two grant processes: 1) to identify the individuals to participate in the fellowship program and 2) to identify the host organizations
 - Developing the guidelines and application processes, managing the collection of applications, providing technical assistance to applicants, screening applications, and coordinating the decision-making process under advisement of CAC
 - Determining effective process of matching fellows with the host organizations to ensure mutual benefit under advisement by the CAC
 - Administering grant contracts, including all compliance and reporting functions and financial tracking
 - Implementing outreach, marketing and brand strategy to potential host organizations and fellows that addresses historic barriers to participation
 - Providing oversight to ensure organizational and individual commitment and adherence to program structure and values
- Developing and implementing a cohort-based learning community for the fellows
 - Developing accessible resources for sharing information and co-learning activities
 - Developing and managing at least two full cohort convenings – one at the beginning and one at the culmination of the grant period - to provide networking and co-learning opportunities between all of the fellows and host organizations
 - Hosting a series of co-learning opportunities for the fellows, based on their articulated needs and desires for professional development
 - Creating and distributing curriculum and materials for fellows
 - Tracking and reporting on results of learning community activities and fellow and host experiences via mid- and final reporting to CAC
- Providing support and guidance to the host organizations
 - Ensuring organizational capacity to host fellows and commitment to equity
 - Developing and implementing compliance policy for permitted expenditures of host organization stipend, including fellow benefits such as health insurance and other benefits, and organizational costs related to hosting a fellow
- Participating in program evaluation including but not limited to feedback and data collection.

- **Any state funds regranted through this program must be in compliance with the CAC's Grant Opportunity statement, included on page 10 of the appendix of this document.**

Eligible Request Amounts

The AO grant will be approximately \$1,165,000 for the following purposes:

- AO program administration: Up to \$233,000 for program administration for a two-year activity period
- \$50,000 per 11 fellows for a 12-month fellowship
- Organizational stipends: \$35,000 per organization for fellow benefits such as health insurance and other benefits, and organizational costs related to hosting a fellow

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. 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.

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:
 - Plan to evaluate success for the proposal and what success will look like
 - Will listen and respond to the communities and artists / cultural practitioners through the project

Organizational Capacity and Readiness: Demonstrates that applicant organization and/or key project personnel have a minimum of two years of experience working with the nonprofit and/or arts and culture fields in California elevating diverse communities across the state. Demonstrates that applicant organization and/or key project personnel have at least two years of grants management experience and the administrative and organizational capacity to administer grant programs, including application submission and review processes, financial tracking, and grants management capability.

Application Questions and Required Documents

1. Describe why your organization or team is interested in serving as the Administering Organization; how this statewide program aligns with your mission, values and services; and why you are uniquely qualified to serve as the AO.
2. Describe your organization's experience reaching diverse communities across the state.
3. Describe your organizational capacity to administer grant programs, including application submission and review processes, financial tracking, and grants management capability.
4. Upload bios of all staff, consultants, and/or partners that will be working on the program. Please include website addresses if applicable.
5. Provide up to two (2) sample documents providing evidence to the grantmaking and outreach capacity of the organization.

Program Design and Implementation: Indicates clear objectives that address a community-identified need or opportunity 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

1. Describe a general vision for a statewide fellowship program, including a description of the following:
 - Fair and equitable approach for outreach, marketing, and grantmaking to identify emerging arts administrators to participate in the fellowship program, and process design that is accessible to those individuals.
 - Outreach approach to identify a range of host organizations that are committed to engagement and equity, and that represent the artistic, cultural, and geographic

- diversity of the state, and process design that is accessible to those organizations.
 - Process for determining responsive pairing of fellows with appropriate host organizations.
 - Approach to fostering a cohort of individuals and organizations that represent diverse geographic regions of the state, including rural communities and regions outside of major metropolitan areas.
2. 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.
 3. 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](#).

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

AO Application Opens	July 14, 2022
AO Application Deadline	August 31, 2022
Panel Review	Approx. September 2022
Funding Decision	Approx. Late October 2022
Funding Notification	Approx. November 2022
Grant Activity Period	January 1, 2023 – December 31, 2024
Fellowship Period	April 1, 2023 – March 31, 2024
Interim Report Deadline	January 31, 2024
Final Report Deadline	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:

Josy Miller, Ph.D.

Arts Program Specialist
California Arts Council
adminfellowgrant@arts.ca.gov

Governor of California
Gavin Newsom



Arts Council Members

Lilia Gonzáles-Chávez, Chair

Consuelo (Chelo) Montoya, Vice Chair

Gerald Clarke

Vicki Estrada

Jodie Evans

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Alex Israel

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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.

- 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:

- **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.