



CULTURAL PATHWAYS – TECHNICAL ASSISTANCE

2022 Grant Guidelines

Deadline: January 26, 2023

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.

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CULTURAL PATHWAYS – TECHNICAL ASSISTANCE

2022 GRANT GUIDELINES

DEADLINE: January 26, 2023 11:59 PM

Grant Request Amount: Up to \$150,000

Estimated Total Number of Grant Awards: 1

Grant Activity Period: April 1, 2023 – March 31, 2025 (2 years)

Matching Funds: Not Required

Apply at: calartscouncil.smartsimple.com

Background & Purpose

The California Arts Council’s policies and practices prioritize racial 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 equity and access provide crucial opportunities for sustaining strong, healthy, vibrant, safe, and resilient communities in a region.

The Cultural Pathways-Technical Assistance program is rooted in the CAC’s commitment to serving the needs of an increasingly demographically complex California, and the belief that a healthy arts ecosystem reflects contributions from all of California’s diverse populations.

The purpose of the Cultural Pathways-Technical Assistance program is to strengthen the capacity of 2022 Cultural Pathways grantee organizations that are rooted in historically and systemically under-resourced communities and to anchor the cultural and creative work of these organizations into the cultural landscape of the state.

Program Description

The intended outcome of this program is to facilitate transformational growth for the 2022 cohort of Cultural Pathways grantees through delivering significant professional development and technical assistance to these organizations. Successful applicants will provide Cultural Pathways grantees with technical assistance and professional development tools, resources, and training. Technical assistance may take the form of convenings, webinars, learning communities, workshops, and more.

Program Goals

- Strengthen the organizational capacity of the 2022 Cultural Pathways grantee organizations.
- Advance specific skills and knowledge of key administrative, artistic, and governance personnel within the 2022 cohort.
- Support the strategic and long-term stability of the 2022 Cultural Pathways grantee organizations.
- Promote best practices in nonprofit and public sector management.

Technical Assistance may include the following areas:

- Online grants management system support
- Grant evaluation and reporting assistance
- Additional areas as identified by the grantee cohort

Professional Development may include providing assistance with the following:

- Strategic planning and implementation
- Leadership and board development
- Nonprofit financial management
- Fund development strategies
- Marketing and outreach
- Data and systems management
- Arts presenting
- Communicating the value of your work
- Program evaluation
- Developing and maintaining partnerships
- Additional areas as identified by the grantee cohort

Project Requirements

- Provide technical assistance and professional development activities to all 2022 Cultural Pathways grantees (remotely and/or person).
 - Provided activities, programs, and services must be free for all participants.
 - Activities should be offered in group or one-on-one sessions as applicable.
- Facilitate one regional convening per year (two total) and provide travel assistance to grantee cohort for all convenings.
- All activities to be funded by the CAC must occur within the two-year Grant Activity Period. Technical Assistance and Professional Development activities should conclude by the end of the Cultural Pathways Grant Activity Period end date.
- Provided activities, programs, and services must be culturally relevant and responsive to the identified communities and groups that 2022 Cultural Pathways grantee organizations are led by and serve (historically and systemically under-resourced communities).
 - Translation and interpretation services must be utilized/offered for all applicable activities.
- 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 \$150,000 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.
- Current (2022) Cultural Pathways grantee organizations are not eligible to apply.
- Organizations are not eligible to apply to receive technical assistance for their own organization. This grant program is specifically designed for an organization to deliver technical assistance and professional development to the 2022 Cultural Pathways grantees.

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:
 - 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: Experience and qualifications of key administrative personnel. Level of involvement, engagement, and support provided by staff, volunteers, and, if applicable, advisory groups and board of directors. Detailed project description and timeline outlining activities and program goals to be accomplished.

Application Questions and Required Documents

1. Identify personnel who will be providing Technical Assistance and Professional Development activities related to the 2022 Cultural Pathways program. Provide a brief biography for each key individual (artistic, technical, or administrative) involved. Include name, title, whether to be supported by CAC funds, relevant experience, and role.
2. Provide a detailed description of your proposed project, including the technical assistance and professional development activities your organization will provide to the grantee cohort. Identify the activity locations, whether online or in-person, including regional convenings. Be sure to include how you will accomplish the stated program goals.
3. Provide a detailed timeline for programming and services that will occur within the Grant Activity Period.
4. 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.
5. 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.

Community Engagement and Social Impact: Demonstrates that organization is rooted in, reflective of, and responsive to the identified community benefiting from its services. Evidence of ability to nurture transformative growth from within the identified organizations to be served. Letter of support from a key external stakeholder, partner, or collaborator, affirming the organization's capacity to serve the grantee cohort.

Application Questions and Required Documents

1. Describe the specific community your organization is rooted in and how your organization is reflective of and responsive to the identified community benefitting from its services.
2. Describe how your organization will nurture transformative growth from within the identified organizations to be served.
3. Upload a Letter of Support from a key external stakeholder, partner, or collaborator, affirming the organization's capacity to serve the grantee cohort.

Communication and Documentation: Ability to communicate programs and services to constituents. Ability to document the relevance, impact, and benefits of the organization's programs and services.

Application Questions and Required Documents

1. Describe how your organization will communicate programs and services to constituents, including how you will provide translation and interpretation services.
2. Describe how you will document the relevance, impact, and benefits of the organization's programs and services.
3. Provide no more than three (3) samples that best portray your organization and its work. These may include artistic work, press materials, flyers, brochures, programs, newsletters, audio, video, and other marketing pieces. Samples should be within the past two years and relevant to this grant opportunity.

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

Application Opens	December 15, 2022
Application Deadline	January 26, 2023
Panel Review	January - February 2023
Funding Decision	Approx. late February 2023
Funding Notification	March 2023
Grant Activity Period	April 1, 2023 – March 31, 2025
Interim Report Deadline	April 30, 2024
Final Report Deadline	April 30, 2025
Estimated Arrival of Funds	Approx. July 1, 2023 – September 1, 2023

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:

Gabrielle Rosado

she/her/hers

Arts Program Specialist

California Arts Council

technicalassistancegrant@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

Ellen Gavin

Alex Israel

Phil Mercado

Roxanne Messina Captor

Executive Director, Jonathan Moscone

Deputy Director, Ayanna L. Kiburi, M.P.H.

2750 Gateway Oaks Drive, Suite 300

Sacramento, CA 95833

(916) 322-6555

Toll Free (800) 201-6201

FAX: (916) 322-6575

www.arts.ca.gov

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:

- **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.