



ADMINISTERING ORGANIZATION GRANT INDIVIDUAL ARTISTS FELLOWSHIP – Region IV Only

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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**INDIVIDUAL ARTISTS FELLOWSHIP -
ADMINISTERING ORGANIZATION GRANT – Region IV Only
2022 GRANT GUIDELINES**

DEADLINE: January 26, 2023 11:59 PM

Grant Request Amount: \$800,000

Total Number of Grant Awards: 1

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

Matching funds: Not required



Please note: These guidelines are intended for organizations that would like to apply to administer regranting funds for the Individual Artist Fellowship in the **Northern California region** (see map below for geographic boundaries of Region IV). Individual artists and culture bearers 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’s policies and practices prioritize racial equity and have a broad geographic reach into communities of all sizes and needs, and this includes providing critical services to artists and to the community at large. The CAC is committed to funding opportunities that support all of California’s creative ecosystem. Offering fellowship support to artists responds to the CAC’s Strategic Framework by directly supporting individuals who embody aesthetics, a key value of the CAC, recognizing all art forms and artistic traditions that enable full and meaningful creative expression.

Through a network of regionally based Administering Organizations (AOs), the **Individual Artists Fellowship (IAF)** program will continue to recognize, uplift, and celebrate the excellence of California artists practicing any art form. In doing so, the CAC will showcase the centrality of artists’ leadership in guiding the evolution of our traditional and contemporary cultures.

Excellence, for purposes of this grant, is defined as an artist’s

- Unique artistic vision
- Ongoing commitment to creative practice
- Engagement with and impact on the larger cultural ecosystem

This program will support artists at key moments in their careers, elevating their capacity for continued contribution to the field and our state. Fellowship grants support individual artistic practice through unrestricted funding. This program is intended to support a broad spectrum of artists working in all disciplines, from diverse geographies and communities of all sizes across the state of California.

Funding Structure

Administering Organizations will regrant fellowship awards to provide unrestricted funding in support of the fellows' artistic practice. The following three tiers of funding are available. (Awards will be funded at the full dollar amount for each tier, partial awards will not be made):

CAC Emerging Artist Fellows - \$5,000

Emerging artists are those in the beginning stages of making their work public and engaging the larger community in their practice. Individuals at this career stage may have had a few public showings of their work, but do not yet have ongoing resources or support.

CAC Established Artist Fellows - \$10,000

Artists in the Established tier regularly make their work public and engage the larger community in their practice. Individuals in this tier can give multiple examples of artistic and/or cultural works that have made significant social impact.

CAC Legacy Artist Fellows - \$50,000

Artists in the Legacy tier can point to a significant body of work, produced over a substantial period of time, that has engaged their communities and that has made significant social impact. Artists in this tier may be able to point to Emerging and Established Artists that they have mentored or otherwise positively influenced.

Each AO will make grants to a minimum of three fellows in each career tier.

Administering Organization Eligibility Requirements

The CAC is seeking applications from AOs with the capacity to administer fellowships to individual artists and culture bearers in all disciplines. The intention of this grant program is to provide as broad a geographic reach as possible and support artists in all 58 counties.

Applicants must comply with the requirements below. All applications must include the listed items at the time of submission in order to be reviewed, ranked, and considered for funding.

- **California-based** - Documentation as being a California-based nonprofit arts/cultural organization; an arts-based unit of municipal or county government; or a tribal government, or nonprofit social service organization with a principal place of business in California
- **Arts programming** - Applicants must have a minimum two-year history of consistent engagement in arts programming and/or services prior to the application deadline.
- **501(c)(3) organization as applicant** - Non-governmental applicant organizations must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code.
- **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 in order to be considered for funding. A blank signature field will not be accepted.
- Existing capacity in the following areas:
 - Administering grant programs to individuals, including providing direct grant payments to artists and cultural practitioners;
 - Providing technical assistance to grant applicants; and
 - Employing a robust online grants management system.

Program Administration

Administering Organizations (AO)

The AOs will be responsible for the planning and implementation of the Individual Artists Fellowship program in their region, including but not limited to:

- Provide access and support for individual artists and culture bearers throughout the course of the application, award, and evaluation processes
- Engage in robust, culturally and discipline-specific engagement and outreach to ensure comprehensive geographic reach within the service area
- Convene fellows at least once over the course of the grant activity period to engage in networking and co-learning
- Provide platforms including but not limited to virtual or print publications, exhibits, or performances to increase the visibility of the work of the fellows
- Engage in regular reporting to and collaboration with the CAC, including providing interim and final reports on program outcomes and findings.

The CAC will:

- Distribute funds to the AOs for regranting and program administration;
- Engage regularly with the AOs to provide feedback and approve the program design, application, selection criteria and timeline, including plans for engaging diverse communities
- Review and contribute to the AOs’ contract language (including processes for conflict resolution);
- Convene the AOs at least once during the grant period for sharing of challenges, learnings, and strategies;

- Conduct a program evaluation to document the impact of the program.

Funding Requirements

- The CAC will identify administering organizations to regrant funds to individual artists and culture bearers in all 58 counties. **Applicant organizations for this funding opportunity may apply to serve Region IV only (see map below).** The total grant award is for \$800,000.
- AOs may use up to 20% of the grant award for administrative costs and costs associated with program design and implementation, including convening and publication and/or production costs to support visibility of fellows' work.
- AOs will regrant the remaining 80% of funds to individual artists and culture bearers in their region(s).
- Fellowship awards will provide unrestricted funding to be used in support of the fellows' artistic practice.
- 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.
- Applications from individual artists and culture bearers will be adjudicated by peer review panels convened by the AOs and based on the following review criteria:
 - Creative Vision: Artist effectively communicates their personal story, artistic medium or practice, and long-term aspirations for their work.
 - Aesthetic Excellence: Artistic work and/or examples of cultural practice demonstrate strong alignment with the components of the Attributes of Excellence in Arts for Change,¹ including commitment, communal meaning, disruption, cultural integrity, risk taking, sensory experience, emotional experience, openness, coherence, resourcefulness, and stickiness.
 - Community Engagement and Social Impact: Artist effectively communicates their engagement with their community(ies) and the positive social impact their work has had locally, regionally, and/or statewide, addressing themes including but not limited to race, diversity, equity, inclusion, and accessibility.

Eligible Request Amounts

- **Region IV: \$800,000**
To serve Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Mono, Napa, Nevada, Placer, Plumas, Sacramento, San Francisco, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba counties

¹ See "Aesthetic Perspectives," Americans for the Arts, 2017.

<https://www.americansforthearts.org/sites/default/files/Aesthetic%20Perspectives%20Full%20Framework.pdf>

Funding Restrictions

Applying for the Individual Artists Fellowship – Administering Organization grant does not restrict an organization from applying for other CAC grants.

Matching Funds

This program does not require matching funds.

Online Application Portal

Applications will be available online through the CAC's online grants management system at calartscouncil.smartsimple.com. 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 or their region. 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. Please describe your organization's history of working in the nonprofit arts and culture sector in California, including at least two years of experience elevating diverse communities across the state or your region, and at least two years of grants management experience. Describe your organization's administrative and organizational capacity to administer grant programs, including application submission and review processes, financial tracking, and grants management capability.
2. Provide brief biographies of all project administrators, consultants, and other individuals to be compensated through this CAC grant award. Each biography should include the individual's proposed role, as well as their experience and expertise relevant to the development and implementation of grant programs.
3. Provide up to two (2) sample documents providing evidence to the grantmaking and outreach capacity of the organization.

Program Design and Implementation: Demonstrates the organization and/or key project personnel's ability to develop and administer a fair and equitable process to identify individual artists and culture bearers to receive funds; to mentor—through professional development, workshops, or other opportunities—individual artists and cultural practitioners over the course of the grant application, award, and activity period; and to increase visibility of the work of artists and cultural practitioners in their region and/or statewide. Demonstrates the organization's ability to design and implement a program with significant outreach across the designated service area that includes rural communities and areas outside of major metropolitan areas.

Application Questions and Required Documents

1. Describe your plans for administering funds to individual artists and cultural workers throughout your service area.
2. Describe your plans for providing mentorship and professional development to individual artists and cultural practitioners.
3. Describe your plans to increase the visibility of the work of artists and cultural practitioners in their communities.
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.

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 nominations and work samples using a 6-point ranking scale that can be viewed at [this link](#). Final recommendations for awardees will ensure equitable representation based on geographic service area.

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

AO Application Opens	December 15, 2022
AO 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 – December 31, 2024
Fellowship Period	September 1, 2023 – August 30, 2024
Interim Report Deadline	March 31, 2024
Final Report Deadline	January 31, 2025
Estimated Arrival of Funds	Approx. July 1, 2023-September 1, 2023

Appeal Process

Appeals to CAC funding decisions can be made if eligible. Applicants may check eligibility and process by reading the Appeals section in the Appendix.

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.

For assistance from CAC staff:

Josy Miller, Ph.D.

she/her/hers

Arts Program Specialist

California Arts Council

artsfellowsgrant@arts.ca.gov

Governor of California

Gavin Newsom



Arts Council Members

Lilia Gonzáles-Chávez, Chair

Consuelo (Chelo) Montoya, Vice Chair

Gerald Clarke

Vicki Estrada

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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.