



Administering Organization Grant

FOLK AND TRADITIONAL ARTS

2023 Grant Guidelines

Deadline: June 6, 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.

Learn more at www.arts.ca.gov

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FOLK AND TRADITIONAL ARTS ADMINISTERING ORGANIZATION 2023 GRANT GUIDELINES

DEADLINE: June 6, 2023 11:59 PM

Grant Request Amount: \$1,000,000 each year for two years

Estimated Total Number of Grant Awards: 1

Grant Activity Period: January 1, 2024 – December 31, 2025

Matching Funds: Not Required

Estimated Arrival of Funds:

1st year funds: March – April 2024;

2nd year funds: March – April 2025

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 recognizing all art forms and artistic traditions that enable full and meaningful creative expression. Our mission of strengthening arts, culture, and creative expression as the tools to cultivate a better California for all will be highlighted through this funding opportunity.

The National Endowment for the Arts defines folk and traditional art forms as being “rooted in and reflective of the cultural life of a community and may share a common ethnic heritage, cultural mores, language, religion, occupation, or geographic region. These vital and constantly reinvigorated artistic traditions are shaped by values and standards of excellence that are passed from generation to generation, most often within family and community, through demonstration, conversation, and practice.”

The **Folk and Traditional Arts (FTA)** grant program intends to redirect resources at the local level by proposing to fund one or more Administering Organizations (AO) with demonstrated capacity for statewide and regional reach that will regrant funds, provide technical assistance, and/or build capacity with artists and arts organizations in support of folk and traditional arts expressions. The AO will work directly with artists who practice traditional art forms. The forms of traditional expression can include but are not limited to: crafts, music, dance, ritual, and technical skills.

This program centralizes local artists and their artistic processes as vehicles for community vitality. This funding opportunity recognizes that artists are integral to healthy communities, and that the arts are a societal cornerstone that brings people together, builds community, and fosters social progress.

Project Requirements

The CAC will award funds to an AO that will develop and administer FTA grants statewide.

The AO will be responsible for the planning and implementation of FTA programs, including but not limited to: development of program components and timeline; providing technical assistance; capacity building at the local level; implementing statewide and community-specific engagement strategies and trusted culture bearers; regular reporting to and collaborating with the CAC on expanded outreach to ensure diverse statewide representation of applicants; and management of the application processes for artists and arts organizations through implementation, screening applications, award management, and regular reporting to the CAC.

Eligibility Requirements

Applicant organizations and their partnering personnel and/or organizations (if applicable) will be assessed on the strength with which they demonstrate the following:

Organizational Capacity and Readiness

- Applicant organizations and/or key project personnel must have a minimum of five years of experience working with the nonprofit and/or arts and culture fields in California. Applicant organizations and/or key personnel must demonstrate five years of experience reaching diverse communities across the state.
- Applicant organizations and/or key project personnel must demonstrate at least five years of grants management experience and demonstrate administrative and organizational capacity to administer grant programs, including application submission and review processes, financial tracking, and grants management capability.
- Applicant organizations and/or key personnel must demonstrate ability to design and implement programs with statewide reach that include rural communities and regions outside of major metropolitan areas.
- Applicant organizations and/or key personnel must demonstrate deep knowledge and understanding of the arts and culture ecosystem and an understanding of nonprofit management.
- Application organization must employ or engage in a close partnership/contract with an experienced folklorist as a part of their program design and implementation.
- Fiscally sponsored organizations are not eligible to apply.

Program Oversight

The CAC will be responsible for distributing funds to the AO for regranting and program administration. The CAC will partner with the AO to develop an oversight plan for the CAC that will include providing input and approval on program development and implementation. The awarded applicant will be required to provide a Statement of Work that will detail program activities and timelines for program deliverables. The CAC expects to participate in check-in meetings with the AO. The CAC will also conduct a program evaluation to document the impact of the program.

Administering Organization Requirements

- Provide opportunities for artists, creators, tradition bearers, and/or arts and cultural organizations who are actively working in traditional arts.
- Successful proposals will demonstrate how the AO will support a variety of artists who practice folk and traditional arts statewide and regionally. Top consideration will be given to an AO who can show the ability to serve multiple communities and support a variety of cultural traditions and practices. The AO will list their organization's selection criteria for funding artists through this program.
- Provide engagement and access throughout all counties and/or municipalities identified within statewide and regional networks.
- Supported artists and organizations must reside and primarily work in California.
- Support the creative visions, processes, and projects of artists working in community settings.
- Ensure that individuals to be compensated by this grant are not full-time students in a degree program directly related to any type of compensation/credit for this project.
- Ensure that 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.
- 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.
- All recommendations for funding will be reviewed and approved by the CAC. AO will seek approval from the CAC on all RFPs and contracts distributed to the public and potential grantees before posting.

Applicants must comply with the requirements below. All applications must include the listed items at the time of submission to be considered for funding.

- **California-based** - Documentation of having a principal place of business in California.
- **Arts programming** - Applicants must have a minimum five-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.
- **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.

Eligible Request Amounts

The AO grant will fund up to \$1,000,000 per year for two years for the following purposes:

- Program design and implementation costs of up to 30% can be used for program design and implementation, including up to 10% to support administrative costs and 20% for staff salaries for artists and culture bearers to implement required program activities (see “Administering Organization Requirements,” above).
- The CAC is proposing to serve one AO for this program. However, if it is determined that multiple applicants will meet the requirement of implementing statewide and engagement strategies to priority communities and trusted culture bearers, the CAC will consider distributing awards to multiple AOs.
- Funding is contingent upon availability of funds and passage of the state budget for 2023-24 and 2024-25. Funds will be paid out at \$1,000,000 during the first program year and \$1,000,000 during the second program year, contingent on passage of the state budget for each year.

Funding Restrictions

None.

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 Equity for an Inclusive Arts Landscape: In this section, organizations will demonstrate understanding, capacity, and ongoing commitment to building equity across the arts through inclusive policies, practices, projects, partnerships, and leadership. Organizations will also demonstrate how they serve and prioritize communities with the highest levels of need as indicated by the California Healthy Places Index (HPI).

Application Questions and Required Documents

1. What has inspired your organization to incorporate or evolve policies/programming that uses the arts as a tool to transform and/or express culture?
2. Describe the approaches your organization has taken or will take to center, uplift, and involve historically under-served communities that fall within the lowest quartile of the [California Healthy Places Index](#) (HPI) in your region.
 - a. The term “under-served communities” refers to populations disproportionately impacted by systemic exclusion in policy settings or historical decision-making processes.
 - b. Neighborhood by neighborhood, the HPI maps data on social conditions that drive health — like education, job opportunities, clean air and water. This data is used by community leaders, policymakers, academics, and other stakeholders to compare the health and well-being of communities, identify health inequities, and quantify the factors that shape health.
3. How does your organization represent and create equitable opportunities for historically excluded artists, cultural practitioners, or arts and cultural practices?
4. Describe the actions you have taken to build trust and ongoing relationships with the identified communities, artists, and cultural practitioners.
5. Address how you:
 - a. Plan to evaluate success for the proposal and what success will look like.
 - b. Will listen and respond to the diverse needs of the communities and artists/cultural practitioners throughout the project.

Management and Leadership: Demonstrates effective management.

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. 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.
3. 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.
4. Provide a current list of Board of Directors, Commissioners, Committee, or other appropriate members of your governing body.

5. 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: 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 how your proposed re-granting, technical assistance, or capacity building program will advance traditional art forms and traditional artists.
2. Detail how programs and/or services will provide engagement and access throughout the state.
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.

Community Engagement and Social Impact: Indicates clear objectives of your proposal that will support folk and traditional art programming that includes a realistic timeline of activities that support the realization of those objectives. Demonstrates the ways in which the project will foster and promote traditional arts within the communities they are a part of. The proposal centers on funding folk and traditional arts to support these strongly rooted communities.

Application Questions and Required Documents

1. Specify clear objectives that address the Folk and Traditional Arts program goals and include a realistic timeline of activities that support the realization of those objectives.
2. Describe your organization's grant management experience. Provide specific information regarding your online grants management system, and its capacity to manage technical assistance, statewide capacity building, application submissions, review, processes, financial tracking, grant payments, and/or grants servicing.
3. Describe your organization's ability to develop and administer a fair and equitable re-granting process to identify individual artists and arts/service organizations to receive support, or 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 supported artists and organizations.
6. Describe your organization's plan to evaluate the proposed program and provide a detailed final report to the CAC.

Accessibility and Accommodations: 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- including allocation of financial resources - to ensuring the accessibility of programs and services and inclusion of people with disabilities. Describe both physical and communication accessibility, including in-person and online activities. Describe how your organization offers people with disabilities a way to request an accommodation to access programs and services. Consider organizational personnel and any partnering organizations, as well as the participants and beneficiaries of arts programming and services, including creatives with disabilities 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, available funding, and passage of the state budget.

Program Timeline

Application Opens	April 25, 2023
Application Deadline	June 6, 2023
Panel Review	Approx. June - July 2023
Funding Decision	Approx. August 2023
Funding Notification	Approx. August 2023
Grant Activity Period	January 1, 2024 – December 31, 2025
Estimated Arrival of Funds	1 st year funds: March – April 2024; 2 nd year funds: March – April 2025
Final Report Deadline	January 31, 2026

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:

Leslie Giovanini
she/her/hers
Arts Program Specialist
California Arts Council
folkartsgrant@arts.ca.gov

Governor of California
Gavin Newsom



Arts Council Members

Consuelo (Chelo) Montoya, Chair

Vicki Estrada, Vice Chair

Gerald Clarke

Caleb Duarte

Ellen Gavin

Leah Goodwin

Alex Israel

Phil Mercado

Roxanne Messina Captor

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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:

- **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."*
- **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.