



# Administering Organization Grant **FOLK AND TRADITIONAL ARTS**

## **2025 Grant Guidelines**

*Deadline: June 5, 2025*

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](http://www.arts.ca.gov)

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**FOLK AND TRADITIONAL ARTS**

**DEADLINE: June 5, 11:59 PM**  
**Grant Request Amount: Up to \$1,000,000 each year for two years**  
**Grant Activity Period: January 1, 2026 – December 31, 2027**

Apply at: [calartscouncil.smartsimple.com](https://calartscouncil.smartsimple.com)

Please refer to the California Arts Council [Grants Manual](#) for all policies, procedures, and resources for applicants and grantees.

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## Program Timeline

<b>Application Opens</b>	April 2, 2025
<b>Application Deadline</b>	June 5, 2025
<b>Panel Review</b>	Approx. July - August 2025
<b>Funding Decision</b>	Approx. September 2025
<b>Funding Notification</b>	Approx. September 2025
<b>Grant Activity Start</b>	January 1, 2026
<b>Estimated Arrival of Funds</b>	1st year funds: Approx. Jan – Mar 2026; 2nd year funds: Approx. Jan – Mar 2027
<b>Grant Activity End</b>	December 31, 2027
<b>Interim Report Deadline</b>	February 1, 2027
<b>Final Report Deadline</b>	January 31, 2028

## Eligibility

### Organizations eligible to apply include:

- Nonprofit, tax-exempt 501(c)(3), California organizations
- Units of municipal, county or Tribal governments

### Non-eligible applicants include:

1. Organizations that are registered and primarily operate as for-profit corporations/entities, even if they have a fiscal sponsor.
  - a. This includes LLCs and any for-profit entities (including “charitable arms or branches”).
2. Individuals
3. State agencies
4. Federal agencies
5. Elementary and secondary schools (public, private, charter)
6. School districts
7. County offices of education
8. Parent-teacher associations (PTAs)
9. Booster clubs

## Eligibility Requirements

### All CAC applicant organization and fiscal sponsor requirements:

1. Have a principal place of business in California and a California address.

2. 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.
3. Have “active status” with the California Secretary of State (SOS) showing evidence of “good standing” at the time of application.

### ***Eligible Request Amounts***

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

- Minimum 70% of the CAC grant will fund grants out to the field. 30% of funds can be used for program design and implementation, including:
  - Up to 10% to support administrative costs, and
  - Up to 20% for staff salaries for artists and culture bearers to implement required program activities (see “**Project Requirements**” section below).
- The CAC is proposing to fund 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.
- Applicant organizations can request up to \$1,000,000 annually for two years. Funding is subject to the availability of funds and the approval of the state budget for both the 2025-26 and 2026-27 fiscal years. Payments will be made in two installments each year, contingent on the passage of the state budget for that year.

### ***Funding Restrictions***

Fiscally sponsored organizations are not eligible for this opportunity.

### ***Matching Funds***

Matching funds are not required for this grant.

### **Background & Purpose**

The California Arts Council mission is to strengthen arts, culture, and creative expression as the tools to cultivate a better California for all. The CAC is committed to the just and equitable disbursement of resources across geographies to reach cultural communities of all sizes and needs. The CAC recognizes all art forms and artistic traditions that enable full and meaningful creative expression.

Folk and traditional art forms are rooted in and reflective of the cultural life of a community, whose members may share common ethnic heritage, cultural mores, language, religion, occupation, or geographic regions. These art forms are preserved and revitalized through efforts to pass down skills and knowledge across generations. By providing opportunities for hands-on learning, collaboration, and practice within families and communities, these traditions remain vibrant and continue to evolve, ensuring the lasting strength of cultural legacies.

The **Folk and Traditional Arts (FTA)** grant program supports the culture bearers practicing these arts across California.

## **Program Goals**

FTA will redirect resources at the local level by funding 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 or cultural organizations 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 awarded 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 with trusted culture bearers
- collaboration with the CAC on outreach to ensure diverse statewide representation of applicants
- management of regranting processes for artists and arts organizations through releasing a request for applications, adjudication by individuals with knowledge and expertise in specific cultural traditions, managing awards, and regular reporting to the CAC

## ***Program Oversight***

The CAC will be responsible for distributing funds to the AO for regranting and program administration. The awarded AO will be required to provide a Statement of Work that will detail program activities and timelines for program deliverables. The CAC will provide input, guidance, and approval on program development and implementation. Throughout the duration of the grant period, the AO will participate in regular check-in meetings with CAC staff.

## ***Applicant Requirements***

1. 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.
2. 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.

3. 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.
4. Applicant organizations and/or key personnel must demonstrate deep knowledge and understanding of the arts and culture ecosystem and an understanding of nonprofit management.
5. Application organization must employ or engage in a close partnership/contract with an experienced folklorist as a part of their program design and implementation.

### ***Administering Organization Requirements***

- Provide opportunities for artists, creators, tradition bearers, and/or arts and cultural organizations who are actively working in traditional arts.
- Support a variety of artists who practice folk and traditional arts statewide and regionally, with a variety of cultural traditions and practices.
- Provide engagement and access throughout all counties and/or municipalities identified within statewide and regional networks.
- Ensure that all supported artists and organizations 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, are 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.
- Ensure that any state funds regranted through this program are in compliance with the CAC's Grant Opportunity statement, included in the [2025 Grants Manual](#).
- Provide RFP, sub-awardee contract templates, and all recommendations for funding to CAC for prior review and approval.

### ***Reporting Requirements***

Reports are filled out and submitted within the grant application portal, using the CAC provided format. The application owner will receive an email when reports are available in the Requires Attention section of the application owner's account.

#### **Interim Report**

Provide an interim report summarizing grant-funded activities and accomplishments within 30 days of the midpoint of the grant activity period (or by the stated deadline). Grantees who do not submit reports by the posted deadlines may jeopardize their organization's opportunity for future funding from the CAC. Interim reports are only required for multi-year grant programs.

#### **Final Report**

Provide a final report summarizing grant-funded activities and accomplishments within 30 days of the end of the grant activity period (or by the stated deadline). **Grantees that do not submit reports will be ineligible to apply for future funding opportunities.**

## Grant Application Questions & Review Criteria

Application questions and required documents pertaining to each review criterion are included below.

Detailed instructions are available at [calartscouncil.smartsimple.com](https://calartscouncil.smartsimple.com).

### ***Application Summary***

Provide a brief summary of your proposal indicating how CAC grant funds would be used. This description will be used to introduce your proposal to the review panel. If funded, this description may be used as the Scope of Work in your grant contract and will be binding. It may also be edited by CAC and used to summarize your proposal in public documents. Please review the What We Do Not Fund [link] document before completing this section.

### ***Centering Equity and Accessibility***

The application must demonstrate your organization's experience, capacity, and commitment to engaging and uplifting historically under-resourced, excluded, and erased artists, audiences, communities, and cultural practices. This dedication should be evident throughout the proposal.

The application must also demonstrate that the programs, services, information, and facilities—including online spaces—will be accessible to individuals with disabilities, such as those who are Deaf, Hard of Hearing, Deaf-Blind, or who have physical, visual, developmental, learning, or cognitive disabilities, as well as mental or chronic illnesses.

### **Application Questions and Required Documents**

1. Describe your organization's equity and accessibility goals.
2. What does your organization do to achieve these goals?
3. How does your organization determine progress in achieving these goals?
4. Describe your organization's approach to ensuring that people with disabilities are able to fully participate in all programs and services.

### ***Management and Leadership***

The application must demonstrate a clear understanding of the organization's financial health, strategic direction, leadership, and key personnel. The application should clearly showcase the organization's ability to maintain effective and sustainable management, leadership, and oversight of the regranting program, including through engaging a folklorist for content knowledge.

### **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. Please provide the total amount of pass-through funds your organization manages. This includes grant funds passed to fiscally sponsored organizations. This total should not be included in your organizational Total Revenue calculation.

3. Please provide the total amount of funds used for regranting in the field. This total should not be included in your organizational Total Revenue calculation for this application.
4. Provide a summary of your organization's current strategic plan or existing priorities and goals to strengthen organizational capacity, ensure proper leadership and staff support, implement effective governance policies, and maintain a structure that supports your work as an arts and cultural organization.
5. 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. Application organization must employ or engage in a close partnership/contract with an experienced folklorist as a part of their program design and implementation.
6. Provide a current list of Board of Directors, Commissioners, Committee, or other appropriate members of your governing body.

### ***Organizational Capacity and Readiness***

The application must demonstrate the organization's historical capacity, experience, and readiness to effectively administer grant programs.

### **Application Questions and Required Documents**

1. Describe your organization's history of working in the nonprofit arts and culture sector in California, including at least five years of experience elevating diverse communities across the state or your region, and at least five years of grants management experience.
2. Describe your organization's administrative and organizational capacity to administer grant programs, including application submission and review processes, financial tracking, and grants management capability.
3. 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.
4. Provide at least one (1) but no more than five (5) support materials that best portray your organization and its work. These may include artistic work samples, letters of support, marketing materials, and/or partnership agreements. Samples must have been created within the past three years and should be relevant to this grant opportunity.

### ***Program Design and Implementation***

The application must demonstrate the organization's ability to design and implement an effective program, including a clear strategy for outreach, engagement, and ensuring broad participation. This should highlight the organization's approach to reaching diverse cultural communities, addressing their specific needs, and ensuring the program's success through thoughtful planning, budgeting, execution, and evaluation.

### **Application Questions and Required Documents**

1. Specify clear objectives that address the program goals and include a realistic timeline of activities that support the realization of those objectives.



2. Detail how programs and/or services will provide engagement and access throughout the geographic service area.
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. Consult the [What We Do Not Fund](#) resource document and do not include items listed in the document.

## 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 identify as 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 are also available upon request.

Organizations seeking technical assistance should contact:

### **Arielle Rubin**

she/her

Arts Program Specialist

California Arts Council

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