



# Artists Activating Communities

## 2016-2017 Grant Guidelines

*Deadline: February 1, 2017 – (online submission)*



The Mission of the California Arts Council, a state agency, is to advance California through the arts and creativity.

Learn more at [www.arts.ca.gov](http://www.arts.ca.gov)

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**California Arts Council**



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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 who serve staggered terms. 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.

**Mission:** To advance California through the arts and creativity.

**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 usually matched by foundations, individuals, earned income, government agencies, 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. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Meeting dates and locations are posted at [www.arts.ca.gov](http://www.arts.ca.gov). Each meeting provides a designated time for public comment, although comments may be time-limited.

**Grants Panels:** Applications are evaluated by panels of experts, recognized in their respective fields, 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.

**Appeal Process:** Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel’s assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel’s recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel’s assessment of the applicant’s request for funding.

**Note:** Dissatisfaction with award denial or with award amount is not grounds for appeal.

**Requirements:** The CAC is mandated both by federal and state regulations to fund only 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.

# ARTISTS ACTIVATING COMMUNITIES

2016-1017 GRANT GUIDELINES  
DEADLINE: February 1, 2017 5:00 PM  
*Apply at [cac.culturegrants.org](http://cac.culturegrants.org)*



## **Background**

The California Arts Council (CAC) is pleased to offer grants through the Artists Activating Communities Program (AAC), a program that centralizes artists and their artistic processes as vehicles for community vitality. The second year of this pilot program is rooted in the California Arts Council's recognition 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.

## **Purpose**

AAC supports sustained artistic residencies in community settings, demonstrating that the arts are a central component of civic life, and that artists are vital in shaping society. Projects must be artist-driven, tailored to and appropriate for the specific community, and should engage community members as active participants in the planning and/or execution of the project. Professional artists will work closely with organizational partners and community members to produce creative projects that are tailored to the community. The lead artist(s) and their artistic process must be central to the project design and implementation. Each artistic residency must be locally developed, with one or more artists, in partnership with an arts/community organization or social institution, and the targeted community to be served by the project. Community settings may include but are not limited to libraries, housing agencies, senior centers, hospitals or parks.

Projects should:

- Include one or more artists and their artistic processes at the center of project activities.
- Demonstrate thoughtful and engaged creative processes that encourage people to be active in their communities.
- Demonstrate artistic rigor and thoughtful planning for engagement that is tailored to and appropriate for the specific community.
- Demonstrate strong support from targeted community and a strong working relationship between the artist and partnering organization.

## **Available Funding and Request Amount:**

The Council has allocated \$800,000 for the AAC Program. Requests may be made for up to \$18,000. The request plus match cannot exceed 50% of the applicant organization's total organizational income for the last completed fiscal year.

## **Matching**

All grant recipients must provide a dollar-for-dollar (1:1) match. The cash match may be from corporate or private contributions, local or federal government, or earned income. State funds cannot be used as a match. A combination of cash and in-kind contributions may be used to match the AAC request, with a maximum of 50% in-kind contributions permitted, with the approval of the AAC Arts Program Specialist (see Staff Assistance).

### **Eligible In-Kind Match:**

- Value of non-cash donations provided by third parties. These can be in the form of space, consultancy, training, services, supplies, and other expendable property.
- In-kind goods and services may not be provided by either the applicant organization or any individual or organization that is being compensated as part of the grant contract. In-kind donations by state entities are ineligible.

## **Applicant Eligibility**

Application must be submitted by a nonprofit organization. The project must be developed in partnership with one or more California-based artists, and the artists' work must be the focus of the project.

An applicant must be one of the following:

- California-based nonprofit arts organization with a history of arts programming for a minimum of three years prior to the time of application.
- Local arts agency or unit of government with a history of arts programming for a minimum of three years prior to the time of application.
- California-based nonprofit organization (non-arts or multi-genre) with significant arts programming as a part of the mission, vision and budget of the organization. Non-arts nonprofit organizations must have a history of significant arts programming for a minimum of three years prior to the time of application. Organizations such as libraries, housing agencies, senior/teen/cultural community centers or hospitals may be eligible to apply as long as they meet all eligibility requirements.
- All applicant organizations must have a history of arts programming for a minimum of three years prior to the time of application.
- The applicant 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, or must be a unit of government.
- An applicant without nonprofit status may use a California-based fiscal sponsor that has nonprofit status, 501 (c) (3), which will provide the fiscal and administrative, services needed to complete the grant. If a grant is awarded, the fiscal sponsor becomes the legal contractor. The fiscal sponsor must also demonstrate consistent arts programming in California for a minimum of three years prior to the time of application, and have compatible organizational goals to the applicant organization.

- All applicants, including non-arts non-profit organizations, must complete a DataArts CAC Funder Profile at the time of application.
- Artists working with the applicant organization must show professional experience of at least three years in the artistic discipline of the project, or equivalent teaching-artist experience if applicable to project; must be residents of California; may not be engaged in project as students in a degree program; and can only be a part of one AAC application in any one grant cycle.
- The applicant must develop and complete by May 31, 2018 a project addressing the program's purpose.
- Application can include more than one artist if all collaborating artists meet eligibility requirements and all participating artists are compensated accordingly.
- Applicants to this program are not restricted from applying for and receiving funding from other CAC grant programs as long as those funds are used for different purposes.
- Projects that include multi-generational or life-long arts learning components may apply.
- **School-site based arts education programs, or after-school or summer arts education programs serving PreK-12 students may not apply.**

### **Project Requirements**

- Project must be driven by the creative vision of participating artists.
- Project must include a thoughtful approach to engaging the community through sustained contact between the artist(s) and the community over a period of time. This period should be determined by the needs and priorities of the community and the parameters of the project. This could mean intensive daily interaction over the course of 1-2 weeks, weekly interaction over months, or other regular interaction over a period of time.
- Budget must include professional fees for the artist, commensurate with experience and local rates.
- Project must be free of charge for community participants.
- Project plan must include a detailed timeline indicating artistic activities, project management responsibilities, intended artistic and community-based outcomes, an evaluation/documentation strategy, as well as space, time and equipment requirements.
- Project must identify a community need, circumstance or priority to be addressed and desired outcomes of creative activities undertaken in grant period.
- Letter of Agreement between Applicant organization and Lead Artist must be submitted.

### **What the CAC Does Not Fund**

- Hospitality or food costs
- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)

- Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
- Programs of other state or federal agencies
- Programs or services intended for private use, or for use by restricted membership
- Projects with religious purposes
- Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions
- Trusts, endowment funds or investments
- Capital outlay, including construction; purchase of land, buildings, or equipment other than consumable production materials; or for the elimination of accumulated deficit
- Out-of-state travel activities
- Expenses incurred before the start or after the ending date of the grant

### **Application Process**

CAC Culture Grants is our online portal for the grant application and review process. CAC does not accept applications through any other means for this program. To apply, new applicants must sign up for a user account to access the CAC Culture Grants system, while returning applicants will log in with an existing user account. Detailed instructions and support can be found at [www.arts.ca.gov](http://www.arts.ca.gov) and via the portal at <https://cac.culturegrants.org>.

### **Review criteria**

The peer review panel will evaluate applications based on the following criteria:

- **Project Design and Implementation:** Project design indicates realistic timeline, appropriate budget, clear artistic and community-based objectives and achievable outcomes. Design articulates methods to evaluate and measure success, collect and analyze data, and document activities. Design demonstrates depth of participant involvement and clear plans for community outreach and marketing.
- **Artistic Merit:** Artists involved in the project demonstrate skills, expertise, and experiences that are central to the outcomes of the project design. California artists are engaged at every stage of project design and execution.
- **Community Impact:** Project demonstrates reach and/or depth of engagement in an identified community. Project responds to a need or set of priorities identified with the community to be served. Project execution and evaluation involve significant community participation in accordance with the identified project outcomes.
- **Management and Leadership:** Ability of applicant organization to implement proposed project is clearly demonstrated by qualifications of project's team, viability of project budget, and overall fiscal and managerial health of applicant and partnering organizations.

### **Peer Panel Evaluation and Ranking Process**

The panel's review of applications and work samples is a multi-step process and involves assigning numerical ranks to an application. A 6-point ranking system will be implemented. Panelists' ranks are averaged to obtain the final score.

#### **6-Point Numerical Ranking System**

For each of the rankings listed below, the description refers to the contents of the application submitted, including work samples and attachments.

<b>6</b>	<b>Exemplary</b>	Meets all of the review criteria to the highest degree possible
<b>5</b>	<b>Strong</b>	Meets all of the review criteria in a significant manner
<b>4</b>	<b>Good</b>	Meets the majority of the review criteria; however, areas of the application need improvement, development or clarification
<b>3</b>	<b>Marginal</b>	Does not meet the majority of the review criteria in a significant manner
<b>2</b>	<b>Weak</b>	Significant inadequacies in addressing review criteria
<b>1</b>	<b>Ineligible</b>	Inappropriate for CAC support. Incomplete applications, applications with significant ineligible expenses, and proposals that do not meet program requirements are deemed ineligible.

Depending on the amount of funds available and the number of applicants, a cutoff point will be made based on the ranking. Funding recommendations will be decided through this process.

### **Council Decision-making**

The final authority for AAC grant decisions is the appointed Council. Subsequent to receiving and reviewing the peer panel's evaluations, the Council will consider and make funding decisions at a public meeting.

If approved by the Council for support, grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank a proposal receives from the peer review panel.

Should a grant award be made for an amount less than the request amount, the applicant will be required to confirm that the goals of the original request can be met or modified with a lesser grant award.

## **Timeline**

November 1, 2016	Application available
<b>February 1, 2017 5:00 pm</b>	<b>Application deadline (online)</b>
April 2017	Funding decisions
May 2017	Funding notifications
June 1, 2017 – May 31, 2018	Funded activity period

## **Grantee Requirements**

- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include--with your approved grant agreement-- photocopies of signed letters that you have sent to the Governor and your State Senate and Assembly representatives thanking them for your grant.
- Use CAC logo on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC on all printed and electronic materials: *“This activity is funded in part by the California Arts Council, a state agency.”*
- When discussing the project and activities supported by this grant, verbal credit must be given to the CAC.
- A Final Report summarizing grant-funded activities and accomplishments will be required at the end of the grant period.

## **Staff Assistance**

CAC staff is available on a limited basis to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated.

**Contact: Andrea Porras, AAC Program Specialist at [andrea.porras@arts.ca.gov](mailto:andrea.porras@arts.ca.gov) or 916-322-6395**