



Arts Education

2017-18 Grant Guidelines

Deadlines: (Online Submission)

Extension: January 23, 2018, 5:00 PM

Exposure: February 22, 2018, 5:00 PM

Artists in Schools: March 22, 2018, 5:00 PM

Professional Development: March 22, 2018, 5:00 PM



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

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California Arts Council



Governor of California

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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.

Vision: The CAC envisions a California where the lives of all Californians are enriched by access to and participation in a diverse spectrum of arts and cultural experiences and the arts ecosystem reflects contributions from all of California's diverse populations.

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: Pursuant 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. 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 tax-exempt status under sec. 501(c)(3) of Title 26 of the Internal Revenue Code (Fiscal Sponsors are eligible in some programs), or nonprofit status 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.

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Apply at calartscouncil.smartsimple.com

Up to \$18,000

(\$2,500 for Professional Development)



Background

The arts play a critical role in shaping students' overall well-being and academic achievement. Promoting and supporting arts education is a cornerstone of the California Arts Council's (CAC) mission. Since 1976, the CAC has supported in-school and after-school arts programs that engage local arts organizations, teaching artists and school communities through the **Artists in Schools (AIS)** grant program.

In recent years, the CAC expanded the arts education grant programs with three new funding opportunities. The **Professional Development (PD)** strand expands the impact of in-school residency programs by supporting the training of classroom teachers in arts integration strategies. The **Extension** program supports after school and summer arts education programs that take place in community venues, as well as on school sites. The **Exposure** program supports opportunities for underserved students to experience art exhibits and performances, through field trips to arts venues, as well as in-school assemblies.

All arts education grant programs are open to programs serving students from infancy to the end of high school.

Purpose

The Arts Education grant programs are rooted in the CAC's belief that arts education is an essential tool for healthy human development that it should be available to all. The overarching purpose of the multi-strand Arts Education Grant Program is to expand access to meaningful arts learning opportunities by supporting these activities in a diversity of settings and contexts.

Artists in Schools: The **Artists in Schools** program supports projects that integrate community arts resources—local artists and non-profit arts organizations—into comprehensive, standards-based arts-learning for PreK-12 students **during the school day**. It is the intent to augment and enhance the work of classroom teachers and school-based arts programs by bringing arts resources from within the local community into the school culture, not to supplant certificated teachers. Artists in Schools projects focus on hands-on participant learning that takes place over a period of time with an identified group of students.

Professional Development: Awards of \$2,500 will support nonprofit arts organizations and teaching artists to plan and deliver **Professional Development** in arts integration to educators and administrators. Professional Development projects should be designed to cultivate student learning in, through and/or about the arts. The Professional Development project can stand alone, or can be in conjunction with an *Artists in Schools* project at the school. The project must be planned and implemented in collaboration between a nonprofit arts organization, teaching artists, and the school, with full commitment from all participants.

Extension: The purpose of the **Extension** program is to support arts education projects that operate **after school and during the summer**, on school sites, in artistic venues, and in community settings. The intention of this program is to offer young people sequential, hands-on training in artistic disciplines, including dance, literary arts, media arts, music, theatre, and visual arts.

Exposure: The purpose of the **Exposure** program is to support attendance at performances and exhibits for students who may have limited access to these experiences. The impact of student attendance at these events should be complemented by pre- and post-attendance activities.

Successful Arts Education projects will address the following goals:

- Develop the artistic abilities of students through sequential, hands-on arts learning.
- Promote life skills such as critical thinking, problem-solving, collaboration and positive self-expression through the arts.
- Promote culturally and linguistically responsive learning through the arts, using cultural knowledge to support the cultural assets of the local community and to support students' positive self-identification and respect for diverse cultures.
- Develop long-term, mutually beneficial relationships between arts and educational organizations, teaching artists, and the youth and families in the communities they serve.
- Cultivate students' appreciation for the arts, and understanding of themselves as capable and consequential arts patrons and participants.
- Align with National Core Arts, California Visual and Performing Arts, Common Core, and/or Expanded Learning Standards, as well as Creative Youth Development frameworks.

Applicant Eligibility

- The applicant must be a California-based nonprofit arts organization, local arts agency, or arts-based unit of government with a history of arts programming for a minimum of two years prior to the time of application.
- The applicant must be a nonprofit organization with tax-exempt 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. California Indigenous tribes can apply if they are a unit of government or can demonstrate non-profit status.

- Applicants must complete and submit a CAC DataArts Funder Report at the time of application.
- **Fiscal Sponsors:** Use of a Fiscal Sponsor is allowed in this program. An applicant without nonprofit status may use a California-based Fiscal Sponsor that has nonprofit status, federal 501(c)(3) designation, and 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 services or programming in California for a minimum of two years prior to the time of application, and have compatible organizational goals to the applicant organization. See additional information on the use of Fiscal Sponsors: http://arts.ca.gov/programs/program_files/shared_files/CAC%20Fiscal%20Sponsor%20Information.pdf
 - **New for FY17-18:** An Applicant using a Fiscal Sponsor must submit the Fiscal Sponsor's IRS Form 990 with the application.
- Artists to be supported by this grant must show professional experience of **at least two years**; must be residents of California; and may not be engaged in the project as full-time students in a degree program.

Project Requirements

- By the end of the grant period, the applicant must develop and complete a project addressing the program's purpose.
 - AIS and PD Grant activity period: June 30, 2018 – June 29, 2019.
 - Extension and Exposure grant activity period: June 1, 2018 – May 31, 2019.
- Fees for individual artists and/or arts workers to be supported by this grant must be commensurate with experience and comparable to fees for other local skilled workers. For the Artists in Schools grant, a minimum of 75% of the grant plus the match must be allocated to payment of teaching artists.
- Project must enable students to understand and participate in specific art forms and to develop their creativity, skills and knowledge. Applicant should present well-developed project goals, learning objectives and assessment tools.
- *(For Artists in Schools and Extension only)* Project should be of sufficient frequency and duration to foster sequential learning. Project must include sustained contact between the Teaching Artist(s) and the students over a period of time determined by the needs of the students 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.
- *(For Exposure only)* Students must engage in performance-related educational activities including, but not limited to pre- and/or post-show discussions, workshops, or in-school seminars. Applicant must develop and distribute a study guide to each classroom teacher whose students will be engaged in the project.
- *(For Exposure only)* Applicant must demonstrate that the majority of student attendees are underserved in terms of their access to high-quality arts experiences, either due to socio-economic status, rural geography, or other barriers.

- Project activities explicitly align with National Core Arts, California Visual and Performing Arts, Common Core, and/or Expanded Learning Standards, as well as Creative Youth Development frameworks.
- Students may not be required to pay a fee for participation in any in-school arts program. Tuition-based afterschool and summer programs must demonstrate a robust equity and accessibility plan that includes significant opportunities for fee remission.
- **Accessibility:** CAC is committed to making the arts accessible and inclusive for all Californians. All CAC-funded programs, services, information, and buildings and facilities where funded activities take place must be accessible. Please see Page 2: Requirements for more information.

Eligible Request Amounts

Organizations can request up to \$18,000 (\$2,500 for Professional Development). However, the request for this program cannot exceed 25% of an organization’s total operating revenue from the last completed fiscal year as reported in their DataArts Funder Report. Organizations are encouraged to apply for a request that is reasonable, in relation to the organizational budget size and capacity to meet the 1:1 matching requirement. See matching requirements below.

Funding Restrictions

- NEW for FY17-18: Total of all application requests in FY17-18 cannot exceed 50% of an organization’s total operating revenue from the last completed fiscal year. If applying for one or more CAC grants in a grant cycle, the total amount requested cannot exceed 50% of what is reflected in the organization’s Total Operating Revenue line in the DataArts Funder Report.
- Applicants to this program are not restricted from applying and receiving another CAC program grant (**including other Arts Education grants**) as long as those funds are used for different projects and purposes. An organization can apply to and be funded in multiple Arts Education strands simultaneously. Proposals for each program will be submitted, reviewed, and awarded separately. To be eligible for funding in multiple strands, applicants must demonstrate that projects:
 - Serve different groups of people
 - Take place in different spaces, times, and/or contexts
 - Achieve fundamentally distinct programmatic outcomes
- Projects serving primarily children from infancy through grade 12 cannot apply to Local Impact (LI), Artists in Communities (AC) or Creative California Communities (CCC). All projects focused on work with this age group should apply in one of the Arts Education categories described above.
- Neither the award nor the match may be used to supplant state-funded expenses.

Matching Funds

All grant recipients must provide a dollar-for-dollar (1:1) match for Arts Education grants. A cash match may be from corporate or private contributions, local or federal government, or earned income. State funds cannot be used as a match. If applying for multiple CAC grants in a

single fiscal year, distinct funds must be identified to meet matching requirement for each grant application. Applicant must indicate whether matching funds are projected, pending or committed.

In-Kind Match:

Use of in-kind contributions as a portion of the match is intended to support organizations that may not have the financial capability to provide a 1:1 cash match, but demonstrate the capacity to carry out the activities in the grant application with other sources of support. In-kind contributions are non-cash donations provided by **third parties** for which monetary value can be determined. In-kind contributions **may** be used for up to 50% of the required (1:1) match (up to 25% in Artists in Schools).

- In-kind Contributions may be in the form of space, pro bono consultancy, training, or services, supplies, and other expendable property that are given free of charge to the organizations.
- **In-kind contributions may only be provided by third parties.**
- In-kind contributions by state entities are ineligible.

In-kind contributions must be reflected as an expense in the grant application budget.

Applicant organizations must accurately document and report in-kind contributions on in their DataArts Funder Report. See additional information on In-kind contributions:

[http://arts.ca.gov/programs/program_files/shared_files/CAC In-Kind Contribution Information.pdf](http://arts.ca.gov/programs/program_files/shared_files/CAC%20In-Kind%20Contribution%20Information.pdf)

If you have any questions about in-kind contribution documentation or eligibility, please contact the Arts Education Programs Specialist. See staff assistance below.

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 funded activity period

- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials

Application Process

Applications will be available online through the CAC’s new online application system, calartscouncil.smartsimple.com. Only applications submitted through the system by the deadline will be accepted. More information about calartscouncil.smartsimple.com will be made available soon.

Review Criteria

A 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.

For each of the rankings listed below, the description refers to the content of the application, where the application is defined as the entire grant proposal that articulates the content of programs and services to be rendered by the applicant.

6	Exemplary	Meets all of the review criteria to the highest degree possible
5	Strong	Meets all of the review criteria in a significant manner

4	Good	Meets all of the review criteria to some extent; however, areas of the application need improvement, development or clarification
3	Marginal	Does not meet the majority of the review criteria in a significant manner
2	Weak	Significant inadequacies in addressing review criteria; proposals that do not meet the program requirements
1	Ineligible	Incomplete applications, applications that do not meet eligibility criteria or that include significant ineligible expenses in application budget. Former grantee organizations not in compliance with CAC grant requirements.

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.

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the peer panel’s ranking recommendations, the Council will consider the panel’s recommendations and make final 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 on 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 expressed in the application can be met or modified with a lesser grant award than the original request.

Timelines

EXTENSION

December 5, 2017	Application available
January 23, 2018, 5:00 PM	Application deadline (online)
April 2018	Funding decisions
May 2018	Funding notifications
June 1, 2018 – May 31, 2019	Funded activity period

EXPOSURE

December 5, 2017	Application available
February 22, 2018 5:00 PM	Application deadline (online)
April 2018	Funding decisions
May 2018	Funding notifications
June 30, 2018 – June 29, 2019	Funded activity period

ARTISTS IN SCHOOLS

December 5, 2017	Application available
March 22, 2018, 5:00 PM	Application deadline (online)
June 2018	Funding decisions
June 2018	Funding notifications
June 30, 2018 – June 29, 2019	Funded activity period

PROFESSIONAL DEVELOPMENT

December 5, 2017	Application available
March 22, 2018, 5:00 PM	Application deadline (online)
June 2018	Funding decisions
June 2018	Funding notifications
June 30, 2018 – June 29, 2019	Funded activity period

Grantee Requirements

Grantees must comply with all requirements as stipulated in the grant agreement including, but not limited to the following:

- 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.
- Reports summarizing grant-funded activities and accomplishments will be required.

Staff Assistance

CAC staff is available 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. People who are Deaf, Hard of Hearing, have difficulty speaking, or who are Deaf Blind may dial 711 to reach the California Relay Service (CRS).

Contact Josy Miller, Ph.D., Arts Education Programs Specialist: josy.miller@arts.ca.gov or (916) 322-6385.