



Cultural Pathways

2017-18 Grant Guidelines

Revised Deadline:
February 23, 2018, 5:00 PM – (Online Submission)



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

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California Arts Council



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Office Hours

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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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REVISED DEADLINE: February 23, 2018, 5:00 PM

Apply at calartscouncil.smartsimple.com

Up to \$20,000



Background

The Cultural Pathways (Pathways) program is rooted in the California Arts Council's (CAC) commitment to serving the needs of an increasingly demographically complex California, and the belief that a healthy arts ecosystem reflects contributions from all of California's diverse populations.

Intended Outcomes of Pathways:

- Authentic and creative voices of all of California's diverse communities are celebrated and nurtured.
- A greater diversity of artists, organizations and communities across the state are supported.
- The organizational capacity of small, new and emerging arts and cultural organizations serving these communities are strengthened.

Administrative, artistic, and governance personnel receive significant professional development necessary to make transformational growth within their organizations

Purpose

The purpose of the Pathways program is to strengthen the capacity of small, new and emerging arts organizations that are rooted in communities of color, recent immigrant and refugee communities, and tribal or indigenous groups, and to anchor the cultural and creative work of these organizations into the cultural landscape of the state.

Program Description

Successful applicants will receive two years of general operating support up to an amount of \$10,000 per year, over the course of the two-year program. Successful applicants will also receive Technical Assistance and Professional Development tools, resources, and training to 1) strengthen their organizational capacity, 2) advance specific skills and knowledge of key administrative and artistic personnel, and support the strategic and long-term stability of an organization. Technical assistance may take the form of convenings, webinars, learning communities, and workshops.

Applicant Eligibility

Pathways supports California-based arts organizations deeply rooted in, and reflective of communities of color, recent immigrant and refugee communities, and tribal or indigenous groups.

Intended to increase our reach into communities and organizations not currently supported by the California Arts Council, only organizations that are not current or recent grantees may apply.

Eligible applicant organizations:

Applicant organizations must be one of the following:

- California-based nonprofit arts 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. California Indigenous tribes can apply if they can demonstrate non-profit status.
- California-based unincorporated arts organization (such as artist groups and artist-collectives) led by California-based artists and arts administrators. These entities must apply in partnership with a Fiscal Sponsor (see below).
- **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.

All applicant organizations must:

- Have a history of consistent arts programming (e.g. producing, presenting or exhibiting) for a minimum of two years prior to the time of application
- Have a total operating revenue of less than \$150,000 for each of the last two completed fiscal years prior to the time of application
- Be available to participate in Technical Assistance and Professional Development components throughout the course of the two-year program
- Be accessible to the general public

Program Requirements

General operating support is intended to support the organization or group in carrying out their mission. Cultural Pathways funding is *not* intended to support a specific project. Through the CAC application process, applicant organizations must:

- Describe the community of color, recent immigrant community, refugee community, tribal or indigenous group being served

- Describe how mission, activities, programs and/or services, staff, and board (or other advisory or governing body) are deeply rooted in and reflective of this specific population
- Describe existing, ongoing, and planned arts activities, programs and/or services
- Identify artistic, administrative, and/or governance personnel who will participate in Technical Assistance and Professional Development and peer-to-peer activities related to the program (minimum 40 hrs per year)
- **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.

Successful applicants will be expected to:

- Participate in all program activities and contribute to the learning community of the grantee cohort
- Attend one regional convening per year (travel assistance provided)
- Complete an Interim Report at the end of the first year of the grant
- Complete a Final Report at the end of the grant period

Technical Assistance offered through the CAC may include remote training and support in the following areas:

- DataArts Profile (grantees will be expected to participate by the end of the second year)
- Online grants management support
- Grant evaluation and reporting
- Assistance based on identified needs within the cohort of grantees

Professional Development to be identified and selected by the grantee may include training and support in the following areas:

- Strategic planning and implementation
- Leadership and board development
- Nonprofit financial management
- Fund development strategies
- Marketing and outreach
- Data and systems management
- Arts Presenting
- Communicating the value of your work
- Program Evaluation
- Developing and maintaining partnerships
- Assistance based on identified needs within the cohort of grantees

Eligible Request Amounts

Organizations can request up to \$20,000 across the term of the two-year program. Grantees will receive a maximum of \$10,000 per year, for each of the two years. The full two-year

request cannot exceed 100% of an organization's total operating revenue from the last completed fiscal year, as reported in their application.

Organizations with an annual total operating revenue of less than \$20,000 are encouraged to apply for a request that is reasonable, in relation to the organizational budget size. Staff reserves the authority to re-calculate eligible grant requests and/or recommended award amounts based on the provided financial documentation.

Second-year funding is contingent upon the CAC's available funds and the successful completion of all first year grant requirements.

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 from the last completed fiscal year as reported in their application.
- Applicants to this program are not restricted from applying and receiving another CAC program grant as long as those funds are used for different projects and purposes. See specific project grant guidelines for additional information. To meet this criterion, applicants must demonstrate that projects:
 - Serve different groups of people
 - Take place in different spaces, times, and/or contexts
 - Achieve fundamentally distinct programmatic outcomes
- The grant award may not be used to supplant state-funded expenses.
- Current CAC grant recipients and organizations who have received CAC grant funding within the past three (3) years cannot apply
- Organizations with total operating revenues greater than \$150,000 in the last completed fiscal year cannot apply.

Matching Funds

Matching funds are not required for this grant.

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:

- **Equity and Impact:** Degree to which the organization nurtures authentic and creative voices from within their community. Extent that organization is rooted in, reflective of, and responsive to the target community benefiting from its work.
- **Readiness:** Experience and qualifications of key administrative personnel. Allocation of human and fiscal resources appropriate to the size of the organization, group or collective. Level of involvement, engagement, and support provided by staff, volunteers, and if applicable, advisory groups and board of directors. Ability to communicate programs and services effectively to constituents. Letter of support from a key stakeholder, partner or collaborator, affirming the organization's capacity to serve the community.
- **Artistic merit:** Evidenced by artistic work and support materials, artistic personnel, and arts programming schedule of activities.
- **Documentation and Evaluation Plan:** Ability to demonstrate the relevance, impact and benefits of the organization's programs and services. Should include both qualitative (storytelling) and quantitative information.

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.

Timeline

December 5, 2017	Application available
February 23, 2018 5:00 pm	Revised Application deadline (online)
April, 2018	Funding decisions
May, 2018	Funding notifications
June 1, 2018 – May 31, 2020	Grant 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.
- An Interim and Report summarizing grant-funded activities and accomplishments will be required at the end of the first and second years, respectively.

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 Jason Jong, Arts Program Specialist jason.jong@arts.ca.gov or (916) 322-6338.