



# JUMP STARTS

## 2019-2020 Grant Guidelines & Application Instructions

***Deadline: November 15, 2019 11:59 PM***

***Application Instructions will be posted to***

***[www.arts.ca.gov/js.php](http://www.arts.ca.gov/js.php) by September 20, 2019***



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)

## California Arts Council



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Large print is available upon request.

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

### **Office Hours**

8:00 AM - 5:00 PM

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:** Advancing 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:** 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](http://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 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. CAC staff is responsible for grant contract administration after Council approval. In dire or unexpected circumstances, CAC reserves the right to make exceptions to any policy or procedure on a case-by-case basis.

**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.

## **JUMP STARTS**

### **2019-20 GRANT GUIDELINES**

**DEADLINE: November 15, 2019 11:59 PM**

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

**Up to \$50,000**

**Grant Activity Period: July 1, 2020 – June 30, 2021**

#### **Background and Purpose**

The **JUMP StArts** program is rooted in the CAC's commitment to ensuring that art is accessible to all Californians, including the young and vulnerable, specifically those who have been impacted by or are at elevated risk of being engaged in the justice system. These may be students who have been arrested, are on probation, or are incarcerated at a juvenile justice facility or at a court-appointed educational institution; these may also be youth who are living homeless, whose parent or guardian has been incarcerated, who are refugees, or who are pregnant or are parents themselves.

JUMP StArts supports high-quality arts education and artists-in-residence programs for these priority youth. Activities may take place in state- or county-operated correctional facilities, or in classroom, after-school, and/or social service settings. Though the project setting and context may involve youth that are not directly engaged in the justice system (e.g., a community school), the majority of participants in the program should be system-engaged youth or youth at elevated risk of being engaged in the justice system, and the project should be tailored specifically to respond to their needs.

**The project must be designed and developed in partnership between an arts organization and a juvenile justice and/or social service entity** to create arts-learning opportunities that foster positive socio-emotional, behavioral, academic, and developmental outcomes for these priority youth. The project should demonstrate significant planning and should reflect a collaborative relationship between the partnering organizations.

In 2017, the California State Legislature began dedicating funds specifically to support the JUMP StArts program, including service to California Department of Corrections and Rehabilitation Division of Juvenile Justice Youth Facilities.

**The JUMP StArts program has two project grant strands in which organizations may apply for and receive funding simultaneously:**

**JUMP StArts – State Facilities**

**JUMP StArts – County and Community Facilities**

**Planning grants** are also available to support arts organizations in the process of developing an arts project for system-engaged youth (see [JUMP StArts Planning Grant](#)).

### **Program Goals**

Projects should address the following JUMP StArts program goals:

- Provide opportunities for arts participation and arts education to youth who have been impacted by or are at elevated risk of being engaged in the justice system.
- Increase opportunities for California teaching artists and artists-in-residence to engage with priority youth populations in a variety of settings, including state- or county-operated correctional facilities, or in classroom, after-school, and/or social service settings.
- Support the professional development of teaching artists and facility staff in order to grow the capacity of the field of arts for priority youth populations.
- Promote culturally and linguistically responsive learning through the arts, using cultural knowledge to support the cultural assets of the local community and students' positive self-identification and respect for diverse cultures.
- Measure impact and communicate the value of arts education and arts participation for these youth to juvenile justice and social service entities.
- Positively influence relationships between arts organizations, staff at the partner juvenile justice or social service entity, and probation departments through increased collaboration and ongoing communication.

### **Project Requirements**

- The applicant must develop and complete a project addressing the program's purpose by June 30, 2021.
- All activities to be funded by the CAC must occur within the Grant Activity Period (see [Timeline](#)).
- The project plan must describe activities, partnership responsibilities, intended artistic and youth development outcomes, and robust evaluation and documentation strategies.
- The project design must provide for safe, healthy, and appropriate learning environments for priority youth.
- The project must include professional development trainings for teaching staff in both facility protocols and trauma-informed practice.
- The project must be designed and developed in partnership between the applicant and one or more partner organizations. The applicant must be an **arts partner** with a history of serving the intended population working with at least one **juvenile justice/social service partner** serving the same youth. Partner commitment letters are required at time of the application.
- Financial plan must show project viability, community support, and leveraging of assets.
- Rates of compensation for individual artists and/or arts workers to be supported by this grant must be appropriate to experience and comparable to fees for other local skilled workers.

- Artist(s) to be compensated and supported by this grant must show relevant experience of **at least two years**, be based in California, and may not be engaged in the project as full-time students in a degree program.
- If proposing therapeutic outcomes, applicants must establish the qualifications of service providers, how strategies are appropriate to the clinical and/or community arts setting, and how support is culturally responsive to participants.
- Project design and implementation must reflect a commitment to include and represent the communities to be served.
- All CAC-funded programs, services, information, and facilities where funded activities take place 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. Please see [Page 3: Requirements](#) for more information.

### **State Facilities: Partnership with the Division of Juvenile Justice (DJJ)**

The applicant must provide service at one or more of the following locations:

- N.A. Chaderjian Youth Correctional Facility
- O.H. Close Youth Correctional Facility
- Ventura Youth Correctional Facility

**Applicants proposing a project in partnership with the DJJ must be in touch with Teresa Perez at [Teresa.Perez@cdcr.ca.gov](mailto:Teresa.Perez@cdcr.ca.gov) or (916) 683-7450 to plan the project and to secure a letter of support.**

Applicants should be prepared to discuss the following when contacting DJJ:

- Type of program and proposed service to be provided
- Specific plan for space, time (length, duration, time of day), equipment, and participation of artists and DJJ staff
- Intended youth population and desired outcomes of efforts toward youth participation
- Outcomes and evaluation metrics appropriate to the scope of the project
- Training needs (facility safety and behavioral protocols) for participating teaching artists proposing to interact with DJJ youth

More information about the DJJ's mission and guiding principles are available on the [DJJ page](#) of the Department of California Corrections and Rehabilitation website.

### **Partnership with County and Community Facilities**

The applicant must partner with at least one of these entities serving youth engaged by the juvenile justice system, including but not limited to:

- County juvenile halls and camps
- Court schools
- Community schools
- Social service agencies or nonprofit organizations supporting priority youth populations

Given the transient context for system-engaged youth, applicants are encouraged to consider partnering with multiple agencies that serve youth in various aspects of their incarceration, probation, and re-entry to ensure consistent engagement and to maximize program impact.

**All applicants must be in touch with an appropriate contact at the facility(ies) to plan the project and to secure a letter(s) of support.**

### **Duties and Responsibilities of Coordinators**

The project should demonstrate significant planning and should reflect a collaborative relationship between the arts organization and the facility/agency. Both the applicant and the partner organization should have defined project and decision-making responsibilities. Project must include a Project Coordinator from the applicant organization and a Partner Facility Coordinator from each partnering organization (see duties below).

#### **Project Coordinator should:**

- Develop a specific plan for space, time, equipment, and participation with artists and partner agency staff
- Act as facilitator and liaison between the arts organization, facilities, artists, and the CAC
- Develop and provide, in collaboration with juvenile justice or social service partner, all necessary and appropriate professional development training for teaching artists
- Comply with CAC reporting requirements

#### **Partner Facility Coordinator should:**

- Assure that the facility provides supplies, materials, and equipment necessary for the project
- Reserve an appropriate space for the arts program activity
- Ensure that the students can participate
- Ensure that teaching artists and all personnel from the arts organization that will be interacting with students have training in facility safety and behavioral protocols

#### **Joint responsibilities should include:**

- Providing ongoing assistance to the artists and teachers
- Communicating regularly over the duration of the project regarding any necessary changes
- Identifying outcomes and evaluation metrics appropriate to the scope of the project
- Publicizing the project to parents, facility staff, superintendents of education, and local governmental officials

## **JUMP StArts Planning Grant**

Planning grants are available to support arts organizations that have identified a juvenile justice or social service partner and are in the process of developing an arts project to serve these priority youth. Planning grants give organizations the opportunity to take the time to design the project thoughtfully and include meaningful contributions from both partners. The planning grants also can be used to pilot aspects of the program and conduct any necessary training and/or professional development for the project staff. Planning grants are ranked “Fund” or “Not Fund” based on the strength and merit of the plan.

- Applicants may not apply for a planning grant in a strand (i.e., State Facilities or County/Community Facilities) in which they have previously been funded.
  - For example: If an organization has received a JUMP StArts grant to do work in a county or community facility, they may not apply for a planning grant to work with another county or community facility. However, the organization may apply for a planning grant to work at a state facility.
- Applicants may not receive a JUMP StArts planning grant and a JUMP StArts project grant in the same strand during the same funding cycle.
- Planning grant requests may be made for \$2,500 for a one-year grant and do not require a match.

## **Eligible Request Amounts**

- Applicant organizations can request up to \$50,000.
- The total request for funding in this grant program cannot exceed 50% of an organization’s total operating revenue from the most recently completed fiscal year, as it appears in the SMU DataArts Funder Report.

## **Eligibility**

- Applicants must either be a California-based nonprofit arts organization, arts-based unit of municipal or county government, or tribal government.
- The applicant must be the arts partner; the juvenile justice facility or social service agency acts as the project partner in all JUMP StArts grant applications.
- All applicants must have a minimum two-year history of consistent engagement in arts programming and/or services prior to the application deadline.
- All applicant organizations must have a principal place of business in California.
- 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, or must be a unit of government, including California Native American or Indigenous tribal governments.
  - **Fiscal Sponsors:** An applicant without nonprofit status may use a California-based Fiscal Sponsor with a federal 501(c)(3) designation to conduct work on a not-for-profit project. The Fiscal Sponsor 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 application deadline. See additional information on the use of [CAC Fiscal Sponsors](#).



- Applicants using Fiscal Sponsors must submit all required materials for the Fiscal Sponsor at the time of application.
- All applicants must submit all required application materials and information at the time of submission. Incomplete applications are ineligible and will not be reviewed by the panel. Please see Application Instructions for all required materials and information.
  - This program requires the submission of an SMU DataArts Funder Report generated specifically for this CAC grant program. Applicants must provide a minimum of two and up to three years of data in the Funder Profile and submit a Funder Report meeting these requirements at the time of application.

### **California Secretary of State Certificate of Status**

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.

### **Funding Restrictions**

- The **total of all requests for CAC support during the same year of funding** cannot exceed 50% of an organization’s total operating revenue from the most recently completed fiscal year, as it appears in the SMU DataArts Funder Report.
- Applicants to this program are not restricted from applying for and receiving additional CAC program grants as long as those funds are used for different projects and purposes. To meet this criterion, applicants must demonstrate that projects:
  - Serve primarily different groups of people
  - Take place in different spaces, times, and/or contexts
  - Achieve fundamentally distinct programmatic outcomes

### **Matching Funds**

This program does not require matching funds.

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

- As applicants:
  - Individuals
  - State agencies
  - Federal agencies
  - Non-arts organizations not involved in arts activities
  - For-profit organizations
- Nonprofit organizations not in “good standing” with California Secretary of State

- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Expenses incurred before the start date or after the ending date of the Grant Activity Period
- Expenses that would supplant other state funding\*
- Operational, administrative, or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions
- Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation
- Programs or services intended for private use, or for use by restricted membership
- Projects with religious purposes
- Trusts, endowment funds, or investments
- Capital outlay, including construction projects or purchase of land and buildings
- Equipment
- Debt repayment
- Hospitality, meals, or food
- Out-of-state travel

\*Neither the award nor the match may be used to supplant other state funding, including salaries of state employees or general operating expenses of school districts, County Offices of Education, or publicly funded schools, colleges, or universities.

### **Application Process**

Applications will be available online through the CAC's online grants management system at [calartscouncil.smartsimple.com](http://calartscouncil.smartsimple.com). Only applications submitted through the system by the deadline will be accepted. More information can be found on the [Grant Programs](#) page of the CAC website.

### **Review Criteria**

A review panel will adjudicate 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 goals. Design includes 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:** California artists are involved at every stage of the project design and execution and demonstrate skills, expertise, and experiences that are central to the goals of the project and program.
- **Community Impact:** Project demonstrates reach and/or depth of engagement for a priority youth community. Project is responsive to the community to be served. Project development, execution, and evaluation involve significant collaboration with the juvenile justice or social service partner, in accordance with the identified program goals and project requirements.

- **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.
- **Equity and Accessibility:** Proposal reflects fair practices to accessing resources and the inclusion of the communities to be served in the representation, participation, and creation of services and programs. Proposal reflects evidence that CAC-funded programs, services, information, and facilities where funded activities are to take place 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.

**Panel Adjudication and Ranking Scale**

An application will be deemed ineligible by CAC staff if it is incomplete at the time of submission, or does not meet eligibility criteria or project requirements.

Panelists review applications and work samples using the 6-point ranking scale below.

	<b>Rank Title</b>	<b>Rank Description</b>
<b>6</b>	<b>Exemplary</b>	Fully achieves the purpose of the program <i>Meets <b>all</b> of the review criteria and project requirements to the highest degree</i>
<b>5</b>	<b>Strong</b>	Strongly achieves the purpose of the program <i>Meets <b>all</b> of the review criteria and project requirements to a significant degree</i>
<b>4</b>	<b>Good</b>	Sufficiently achieves the purpose of the program <i>Meets <b>all</b> of the review criteria and project requirements to some degree</i>
<b>3</b>	<b>Fair</b>	Moderately achieves the purpose of the program <i>Meets <b>most</b> of the review criteria and project requirements</i>
<b>2</b>	<b>Marginal</b>	Minimally achieves the purpose of the program <i>Meets <b>some</b> of the review criteria and project requirements</i>
<b>1</b>	<b>Weak</b>	Does not achieve the purpose of the program; proposals that are not appropriate for this grant category <i><b>Inadequately</b> meets the review criteria or project requirements</i>

## **California Arts Council Decision-making**

The final authority for grant awards is the appointed Council. After receiving and reviewing the panel ranks, the Council will vote on final funding awards at a public meeting. Awards may differ from requested amounts based on rank.

## **Timeline**

<b>November 15, 2019 11:59 PM</b>	<b>Application deadline (online)</b>
March 2020	Funding decisions
March 2020	Funding notifications
July 1, 2020 – June 30, 2021	Grant Activity Period
July 31, 2021	Final Report deadline

## **Grantee Requirements**

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

- Grantees are required to 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.
- Changes to funded activities must be proposed in advance and would require prior written approval from CAC staff. Requests for changes are considered on a case-by-case basis; approval is not guaranteed.
- To better inform our elected representatives as to the value of the arts and the use of state funds, grantees are required to include—with the approved grant agreement—copies of signed letters sent to the Governor and state Senate and Assembly representatives thanking them for the grant.
- Use the 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.”*
- Provide a report summarizing grant-funded activities and accomplishments at the end of the Grant Activity Period.

## **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 Trustees of the California State University.

## **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.

## **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, deaf-blind, or have difficulty speaking may dial 711 to reach the California Relay Service (CRS). Large print is available upon request.

**Josy Miller, Ph.D., Arts Education Programs Specialist**

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