



PROFESSIONAL DEVELOPMENT 2019-2020 Grant Guidelines & Application Instructions

Deadline: October 25, 2019 11:59 PM

***Application Instructions will be posted to
www.arts.ca.gov/pd.php by September 20, 2019***

NOTE: Guidelines revised on 10/23/19, see page 5



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

California Arts Council



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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. 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.

PROFESSIONAL DEVELOPMENT

2019-20 GRANT GUIDELINES

DEADLINE: October 25, 2019 11:59 PM

Apply at calartscouncil.smartsimple.com

Up to \$3,000

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

Background and Purpose

The **Professional Development** program reflects the CAC's role in providing opportunities for the arts field to grow and thrive by supporting professional development activities for individuals in arts organizations or arts-based units of government. The purpose of the Professional Development program is to build arts and cultural organizations' capacity for sustainability and success through professional development activities for individuals. Funding supports staff members, artists, arts administrators, arts educators, or board members of the applicant organization.

Examples of professional development activity expenses may include:

- Tuition for classes, seminars, or workshops
- Registration fees for in-state conferences, festivals, trainings, or conventions
- In-state travel expenses to attend classes, conferences, festivals, trainings, seminars, workshops, or conventions

Program Goals

Projects should address the following Professional Development program goals:

- Support professional growth and leadership training for individuals working in the arts.
- Strengthen the applicant organization's operational capacity.
- Develop and strengthen California's arts and culture workforce.

Project Requirements

- The applicant must develop and complete a professional development activity 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](#)).
- 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.
- The activity should demonstrate value and impact on the work of the individual.
- The activity should demonstrate the value and impact on the organization.

- Documentation for the proposed activity is required (e.g., flyer, registration information, conference schedule). The documentation must include the activity date, time, and location.
- A Letter of Support from the applicant organization's leadership supporting the individual's participation in the professional development activity is required.
- **Brief biography of the individual(s) in the activity are required. Include their title, experience, role within the organization, and role within the proposed activity.** ~~Resumes for individuals participating in the activity are required.~~
- 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.

Eligible Request Amounts

- Applicant organizations can request up to \$3,000.
- 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 provided on the Budget Snapshot at the time of application.

Eligibility

- Applicants must either be a California-based nonprofit arts organization, arts-based unit of municipal or county government, or tribal government.
- 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.
 - The submission of an SMU DataArts Funder Report is not required for this program. However, applicants must provide a minimum of two and up to three years of basic financial information via the Budget Snapshot within the 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

- **Funding may not be used for staff salaries.**
- **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 reported in the Budget Snapshot at the time of application.**
- 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. 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:

- **Quality of Learning Activity:** Strength of the activity as a learning opportunity. Strength of the activity to achieve the intended goals and outcomes.
- **Professional Impact:** Degree to which the activity is appropriate for the individual participant and their work. Degree to which the activity will impact the individual participant's professional growth.
- **Organizational Impact:** Degree to which the activity is appropriate for the organization's work. Degree to which the activity demonstrates the long-term impact and benefits related to the organization's mission.
- **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.

Staff Panel Adjudication Process

A CAC staff review panel will assess all eligible applications and will recommend grants for applicants that strongly meet the review criteria. The staff panel's review of applications and required documents is a multi-step process and involves assigning applications as “Fund” or “Not Fund.” Given the increased competitiveness of the grant program, priority may be given to applicants that:

- Operate with budgets of \$500,000 or under
- Did not receive a Professional Development grant in FY18-19

Fund	Strongly meets all of the review criteria
Not Fund	Does not meet the majority of the review criteria in a strong, significant manner; proposal is ineligible

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

October 25, 2019 11:59 PM	Application deadline (online)
January 2020	Funding decisions
January 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.

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