Artists in Schools

2016-2017 Exposure Grant Guidelines

Deadline: February 15, 2017, 5:00 PM – (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

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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. 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 IN SCHOOLS
2016-2017 Exposure
(Field Trips and Assemblies)

GRANT GUIDELINES
DEADLINE: February 15, 2017 5:00 PM
Apply at cac.culturegrants.org

CALIFORNIA ARTS COUNCIL

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 its pilot year, the AIS Exposure program will expand opportunities for underserved students to experience professional art and performance. This program will fund field trips for students to experience the arts in professional settings, as well as in-school assemblies that host performances and demonstrations by professional artists.

In FY16-17, there are four Artists in Schools grant opportunities:
- AIS Engagement supports teaching artist residencies taking place during the school day at school sites.
- AIS Professional Development supports co-learning opportunities between teaching artists and classroom teachers or school staff.
- AIS Extension supports teaching artist residencies after school and during the summer months, on both school sites and in community settings.
- AIS Exposure supports field trips and assemblies for underserved students.

These guidelines are for AIS **Exposure** projects.

Purpose

The purpose of the AIS Exposure program is to support attendance at professional performances and exhibitions 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 that align to National Core Arts Standards, VAPA Standards, and/or Common Core Standards.

Successful projects will address the following goals:
- Cultivate students' appreciation for the arts, and understanding of themselves as capable and consequential arts patrons and participants, in a diverse array of genres and disciplines.

- Foster students' ability to respond to high–quality professional art and performance, and to connect those experiences to learning in other subjects and to their own lives.
- Promote culturally engaged learning through the arts, using cultural assets of the local community to support students' positive self-identification and respect for diverse cultures.
- Develop long-term, mutually beneficial relationships between arts and educational organizations, and the youth and families in the communities they serve.

Matching

All grant recipients must provide a dollar-for-dollar (1:1) match. The 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 AIS Exposure request, **with a maximum of 50% in-kind contributions permitted,** with the approval of the Arts Education 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.
- Costs for transportation provided by the school or district may be included as part of the match.

Applicant Eligibility
- The 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 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 activities 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.
- The organization 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), 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 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 organizations,* must complete a Data Arts Cultural Data Profile and CAC DataArts Funder Report at the time of application.
- Applicants to this program are not restricted from applying for, and receiving funding from, other CAC grant programs (including AIS Engagement, AIS Extension, and AIS Professional Development) as long as those funds are used for different purposes.
- An organization can submit only one AIS Exposure application per funding cycle.

Project Requirements
- Programming must occur between July 1, 2017 and June 30, 2018.
- Project must include exposure to a professional-quality performance or art exhibit for a dedicated cohort of students.
- This cohort must also engage in related educational activities including, but not limited to pre- and/or post-show discussions, workshops, or in-school seminars.
- All aspects of the program, including performances and exhibits, must be free of charge for students.
- Applicants must outline a transportation plan for program activities that occur off the school campus in order to ensure equal access for all students.
- Applicant must develop and distribute a study guide to each classroom teacher whose students will be engaged in the project.
- 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.
- Professional fees for artists must be included, commensurate with experience.
- Project educational materials must demonstrate alignment with state and/or national education standards, including National Core Arts Standards or California Visual and Performing Arts Standards, and/or Common Core Standards.
- Matching funds requirement for this program must be met.

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 period

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 and via the portal at https://cac.culturegrants.org.

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 the majority of the review criteria; 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
1	**Ineligible**	Inappropriate for CAC support: incomplete applications, applications with significant ineligible expenses, and proposals that do not meet program 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 panel's evaluation, the Council will 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 for that funding, and/or the rank a proposal receives from the 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 15, 2016	Application available
February 15, 2017, 5:00 PM	**Application deadline (online)**
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 <u>all</u> 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.

<u>Staff Assistance</u>
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: Josy Miller, Arts Education Programs Specialist at <u>josy.miller@arts.ca.gov</u> or (916) 322-6385.**