



California Civil Liberties Public Education Program

2017-2018 Grant Guidelines

A program of the California State Library

Extended Deadline: April 27, 2018 Online Submission

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California Civil Liberties Public Education Program

2017-18 Fiscal Year

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California Civil Liberties Public Education Project Grant Program GUIDELINES

This document describes grant eligibility and funding requirements for the California Civil Liberties Public Education Program during the 2017-2018 fiscal year. *Please read these guidelines carefully when applying for a grant.*

Overview

“The purpose of the California Civil Liberties Public Education Act is to sponsor public educational activities and the development of educational materials to ensure that the events surrounding the exclusion, forced removal, and internment of citizens and permanent residents of Japanese ancestry will be remembered, and so that the causes and circumstances of this and similar events may be illuminated and understood.”¹

This program is administered by the California State Library.²

History of Japanese Internment

Prior to World War II, California was home to more Japanese Americans than any other state. In the wake of Japan’s attack on Pearl Harbor in Hawaii, wartime hysteria and widespread prejudice against individuals of Japanese descent led to President Franklin Roosevelt’s signing of Executive Order 9066 on February 19, 1942.

The executive summary of *Personal Justice Denied*, a report published in 1982 (Part 1) and 1983 (Part 2) by the Commission on Wartime Relocation and the Internment of Civilians, says that this order:

“... gave to the secretary of war and the military commanders to whom he delegated authority, the power to exclude any and all persons, citizens and aliens, from designated areas in order to provide security against sabotage, espionage and fifth column activity. Shortly thereafter, all American citizens of Japanese descent were prohibited from living, working or traveling on the west coast of the United States.”

As a result of this executive order, according to *Personal Justice Denied*:

“... American citizens and their alien parents were removed by the Army, first to ‘assembly centers’ – temporary quarters at racetracks and fairgrounds – and then to ‘relocation centers’ – bleak barrack camps mostly in desolate areas of the West. The camps were surrounded by barbed wire and guarded by military police.”³

Over 122,000 United States citizens of Japanese ancestry and permanent resident aliens of Japan were affected – many of them Californians.

As the Commission on Wartime Relocation and the Internment of Civilians says:

“For a large number ... the war years were spent behind barbed wire; and for those who were released, the prohibition against returning to their homes was not lifted until December 1944.”⁴

Congressional Action in the 1980s

Almost 40 years after Executive Order 9066, Congress conducted a bipartisan review of the executive order’s impact. As a result, a federal law was enacted to issue a public apology for internment, make individual restitution to those interned and create a public education fund.

The federal Civil Liberties Public Education Fund spent \$5 million in grant money over three years to support various projects throughout the United States.

The California Civil Liberties Public Education Program

In 1998, the state Legislature created the California Civil Liberties Public Education program. The original legislation establishing the program, Assembly Bill 1915, was carried by then Assembly member Mike Honda of Santa Clara. Legislation in 2000 by Assembly member George Nakano of Torrance continued the program for several more budget years.

Legislation in 2017 by Al Muratsuchi, AB 491, clarified administrative details, established an advisory board, and encouraged projects that provide information about civil rights violations or civil liberties injustices that are perpetrated on the basis of an individual’s race, national origin, immigration status, religion, gender, or sexual orientation as well as the internment of Japanese Americans during World War II.

The program received funding of as high as \$1 million annually from 1998 through 2011. Funding was eliminated in the budget for the fiscal year beginning July 1, 2011.

At the request of Assemblyman Phil Ting of San Francisco, Gov. Brown approved \$1 million in one-time funding for the program in the 2016-2017 fiscal year.⁵ With support from legislators like Assembly members Ting and Muratsuchi, the governor included \$3 million in the 2017-18 budget to continue funding through June 30, 2020.

Purpose

California law states:

“The purpose of the California Civil Liberties Public Education Act is to sponsor public educational activities and development of educational materials to ensure that the events surrounding the exclusion, forced removal and internment of citizens and permanent residents of Japanese ancestry will be remembered, and so

that the causes and circumstances of this and similar events may be illuminated and understood.”

The law also states⁶:

“Grants allocated pursuant to this section shall be provided for the general purpose of establishing a legacy of remembrance as part of a continuing process of recovery from World War II exclusion and detention, as well as similar civil rights violations or civil liberties injustices that have been carried out against other communities or populations, and specifically to do the following:

(1) Educate the public regarding the history and the lessons of the World War II exclusion, removal, and detention of persons of Japanese ancestry through the development, coordination, and distribution of new educational materials and the development of curriculum materials to complement and augment resources currently available on this subject matter.

(2) Educate the public through the development, coordination, and distribution of new educational materials and the development of curriculum materials to complement and augment resources currently available on this subject matter regarding the history and the lessons of civil rights violations or civil liberties injustices that have been carried out against other communities or populations, including, but not limited to, civil rights violations or civil liberties injustices that are perpetrated on the basis of an individual’s race, national origin, immigration status, religion, gender, or sexual orientation.

(3) Link historic civil rights violations or civil liberties injustices with current civil liberties challenges.

(4) Develop videos, plays, presentations, speaker bureaus, and exhibitions for presentation to elementary, secondary, and community college audiences.

Overall Funding and Grant Request Amounts

The state budget for the 2017-2018 fiscal year contains \$3 million for the California Civil Liberties Public Education program. The California State Library expects to allocate \$1 million for the California Civil Liberties Program during fiscal year 2017-18, with 95 percent (\$950,000) made available for program grants during this cycle. The remaining funds are expected to be used for two subsequent grant cycles in the 2018-19 and 2019-20 fiscal years.

Grant requests may be made for one of two categories:

- **Preservation, Public Media, Education** – Maximum grant request of \$100,000
- **Community Projects** – Maximum grant request of \$30,000

Applicant Eligibility

- Applicants must be:
 - California-based non-profit organizations formed under section 501(c)(3) of the Internal Revenue Code; or
 - California-based satellite offices of a regional or national non-profit organization formed under section 501(c)(3) of the Internal Revenue Code⁷; or
 - a unit of California local or state government.
- Applicants are encouraged to apply in partnership but only one organization is the lead applicant who will assume financial and contractual responsibilities if awarded a grant.
- Applicants can use fiscal agents.⁸ The fiscal agent, acting as the applicant organization, assumes financial and contractual responsibilities if awarded a grant.
- Applicants may submit only one application for the 2017-2018 fiscal year.

General Applicant Requirements, All Applicants

Successful applicants to the civil liberties program must demonstrate ***in the application*** that they meet the following criteria:

- (1) Applicants demonstrate the capability to administer and complete the proposed project within specified deadlines and within the specified budget.
- (2) Applicants have the experience, knowledge, and qualifications to conduct quality educational activities regarding the exclusion and detention of Japanese Americans during World War II and to link that period of history with current civil liberties challenges, including, but not limited to, civil rights violations or civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.

General Project Requirements, All Applicants⁹

Project proposals for funding from the civil liberties program must address the following:

- (A) Projects link the Japanese American exclusion and detention experience with the experiences of other communities or populations so that the cause and circumstances of this and similar violations of civil rights or acts of injustice may be illuminated and understood and link those experiences with current civil liberties challenges, including, but not limited to, civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.
- (B) Projects are designed to maximize the long-term educational impact of this chapter.
- (C) Projects build upon, contribute to, and expand upon the existing body of educational and research materials on the exclusion and detention of Japanese Americans during World War II or similar violations of civil rights or acts of injustice carried out against a particular community or population.

- (D) Projects include the variety of experiences regarding the exclusion and detention of Japanese Americans and its impact before, during, and after World War II, including those Japanese Americans who served in the military and those who were incarcerated in Department of Justice camps, and link those experiences with current civil liberties challenges, including, but not limited to, civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.

Encouraged Project Components

Applicants for grants are encouraged to do each of the following¹⁰:

- (1) Involve former detainees, those excluded from the military area, and their descendants in the development and implementation of projects.
- (2) Involve individuals and their descendants from communities or populations that have experienced civil rights violations or acts of injustice in the development and implementation of projects.
- (3) Develop a strategy and plan for raising the level of awareness and understanding among the American public regarding the exclusion and detention of Japanese Americans during World War II so that the causes and circumstances of this and similar events may be illuminated and understood.
- (4) Develop a strategy and plan in the development and implementation of projects for raising the level of awareness and understanding among the American public regarding current civil liberties challenges, including, but not limited to, civil rights violations or civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.
- (5) Develop a strategy and plan for reaching the broad, multicultural population through project activities.
- (6) Develop local and regional consortia of organizations and individuals engaged in similar educational, research, and development efforts.
- (7) Coordinate and collaborate with organizations and individuals engaging in similar educational, research, and development endeavors to maximize the effect of projects.
- (8) Utilize creative and innovative methods and approaches in the research, development, and implementation of their projects.
- (9) Seek matching funds, in-kind contributions, or other sources of support to supplement their proposal.

- (10) Use a variety of media, including new technology, and the arts to creatively and strategically appeal to a broad American public while enhancing and enriching community-based educational efforts.
- (11) Include in the grant application scholarly inquiry related to the variety of experiences and impact of the exclusion and detention of persons of Japanese ancestry during World War II, as well as its relationship to the experience of other populations so that the causes, circumstances, lessons, and contemporary applications of this and similar events will be illuminated and understood.
- (12) Include in the grant application scholarly inquiry related to the variety of experiences and impact of civil rights violations or acts of injustice carried out against a particular community or population, as well as their relationship to the experience of other communities or populations so that the causes, circumstances, lessons, and contemporary applications of this and similar events will be illuminated and understood.
- (13) Add relevant materials to or catalogue relevant materials in libraries and other repositories for the creation, publication, and distribution of bibliographies, curriculum guides, oral histories, and other resource directories and supporting the continued development of scholarly work on this subject by making a broad range of archival, library, and research materials more accessible to the American public.

Application Categories

There are two categories of grant projects:

- **Preservation, Public Media, Education**
- **Community Projects**

Each has different eligibility and project criteria. Please read below.

Education, Preservation, Public Media Projects

In keeping with the goals of the civil liberties program, the State Library, in consultation with various entities, has identified three key areas of investment for an estimated \$600,000 of total civil liberties funding.

Education Projects

Applicants in this category are educational organizations or units of government, or nonprofits or units of government that can provide high-quality educational support services to the education K-14 and higher education community.

Key Components

Education Projects should:

- Educate the public regarding the history and the lessons of the World War II exclusion, removal, and detention of persons of Japanese ancestry through the development, coordination, and distribution of new educational materials and the development of curriculum materials to complement and augment resources currently available on this subject matter.
- Educate the public through the development, coordination, and distribution of new educational materials and the development of curriculum materials to complement and augment resources currently available on this subject matter regarding the history and the lessons of civil rights violations or civil liberties injustices that have been carried out against other communities or populations, including, but not limited to, civil rights violations or civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.
- Link historic civil rights violations or civil liberties injustices with current civil liberties challenges.
- Follow educational protocols and standards appropriate for the educational level.
 - For K-12 education, projects should align with the standards and framework for History-Social Science¹¹, as well as augment the learning in other subject areas¹² including but not limited to English Language Arts, English Language Development, Visual and Performing Arts.
 - For college-level education, projects should be appropriately academically rigorous, follow higher-education protocols, and include expertise from widely accepted experts within the academic arena.
- Include detailed plans for implementing and disseminating educational materials to teachers, administrators, students and the general public in California that includes realistic and measurable fulfillment goals.¹³
- May include the development of videos, plays, presentations, speaker bureaus, and exhibitions for presentation to elementary, secondary, and community college audiences.

Please Note: This category of funding is intended for large-scale education projects that are fully or nearly fully devoted to the subject of this grant program and reach a significant portion of the K-12 and/or college-level population in California. Smaller projects in this subject area or that reach a limited audience should apply in the “Community Projects” category.

Preservation Projects

Applications in this category include projects that preserve vital records, digitize materials and multi-media items, and other preservation efforts that protect source materials documenting the history, records and personal histories of the internment of Japanese-Americans and others during World War II and/or other groups in California that have experienced civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.

Key Components

Preservation efforts may include: digitization, digital reformatting and preservation, in-house repair, improved storage and handling, security, environmental control and stabilization, conservation treatment and other vital preservation efforts.

Please Note: This category of funding is intended for large-scale, complicated preservation projects that are fully or nearly fully devoted to the subject of this grant program. Smaller projects in this subject area should apply in the “Community Projects” category.

Public Media Projects

Applicants in this category are nonprofit media organizations; nonprofit organizations with media production, distribution or directly related support services as their central mission and activity; or units of government that have a public-media function such as operating a public media outlet.

Key Components

Public Media projects should:

- Demonstrate the impact of the exclusion, forced removal and internment of civilians and permanent resident aliens of Japanese ancestry through professional media storytelling and/or reporting;
- Link the Japanese-American exclusion and detention experience with the experiences of other populations so that the cause and circumstances of this and similar violations of civil rights or acts of injustice may be illuminated and understood;
- Link historic civil rights violations or civil liberties injustices with current civil liberties challenges;
- Feature California and/or California-related groups and individuals impacted by the subject of civil liberties and civil-liberty violations;
- Foster community dialogue and engagement through innovative multiplatform information and media resources that include but are not limited to radio or television broadcast, digital media, interactive strategies, and/or live public events;
- Promote civic engagement, encourage collective problem solving and connect cultures, communities, and groups.

Please Note: This category of funding is for significant, comprehensive, multi-faceted projects and programs that have a large and widespread audience. Applicants with smaller projects and/or a smaller audience should apply in the “Community Projects” category.

Education, Preservation, Public Media Project Maximum Request

The maximum request amount for Education, Preservation, or Public Media Projects is \$100,000.

Community Projects

This category provides an estimated \$350,000 for projects that focus on California and/or California-related groups and individuals whose civil liberties have been violated, using the civil rights violations set in motion from Executive Order 9066 as a principle topic, example or discussion point.

Key Components

Community Projects should do the following:

- Feature California and/or California-related groups and individuals impacted by the subject of civil liberties and civil-liberty violations;
- Provide opportunities for community participation and involvement in activities and discussions concerning civil liberties;
- Foster constructive community dialogue and engagement on the topic of civil liberties;
- Promote civic engagement, encourage collective problem-solving and improve relationships between cultures, communities and groups;
- May include the development of videos, plays, presentations, speaker bureaus, and exhibitions for presentation to elementary, secondary, and community college audiences;
- Connect the Japanese-American exclusion and detention experience with the experiences of other populations so that the cause and circumstances of this and similar violations of civil rights or acts of injustice may be illuminated and understood; and
- Produce a work that can be accessed by the public after its creation – ideally in a means or method that is sharable via digital media and the internet.

Community projects that educate the public about civil liberties and internment camps during World War II can take various forms. Past projects have included:

- Films, narrative and documentary
- Books (including graphic novels) and live readings
- Photo collections and exhibits
- Visual art exhibits
- Museum displays
- Arts performances of drama, dance and music
- Oral histories
- Document and material preservation
- Educational guides and curriculum
- Website tools
- Essay and literature projects
- Public art and monuments
- Music and recordings

The list above is by no means inclusive and is based on past projects during a time before the widespread use of social media, internet applications and other technical advances in communities, libraries, classrooms and other learning environments.

Projects involving mediums and venues reflective of these changes that still achieve the “Key Components” listed above are strong potential candidates for this program.

The maximum request amount for a “Community Project” grant is \$30,000.

PLEASE NOTE: California Civil Liberties Program funds in both the “Education, Preservation, Public Media” and “Community Project” categories cannot be used for hospitality or purely social events; purchase of equipment; out-of-state travel; direct fundraising activities; advocating for specific policies, legislative action or partisan agendas; be promotional or purely celebratory in nature; or promote a particular political, religious, or ideological point of view. For more details on limitation

s, please see information under the heading “Proposals involving any of the following are NOT eligible under the program.”

Matching Funds

Applicants are encouraged to seek additional investment in their project – ideally a dollar-for-dollar (1:1) match, if possible and applicable. The match may be from corporate contributions, private contributions, local government, earned income or in-kind.

Application Process

The application for the California Civil Liberties Public Education Program grants will be available by March 1, 2018, through the California State Library website. Applicants may want to review the “Before Filling Out Your Application” document prior to an online application session. This document will also be available by March 1, 2018.

Deadline: This deadline was extended to April 27, 2017, 11:59 pm. Questions may be addressed to Mary Beth Barber at 916-323-9758 or Marybeth.barber@library.ca.gov. *Please note that technical assistance is only available during working hours 8:00 am – 5:00 pm Monday-Friday, excluding holidays.*

Review Criteria

A nine-member advisory review panel comprised of five gubernatorial and four legislative appointees¹⁴ will evaluate applications based on the following criteria:

Quality and Appropriateness of Project:

- The applicant demonstrates the skills, expertise, and experiences central to the project’s success and the project falls within the purpose of the California Civil Liberties Public Education Program, as described in the “General Project Requirements” and the “Key Components” for all grant categories.

Project Impact:

- The project demonstrates both reach and strong engagement with the public on the issue of civil liberties as well as significant education and awareness, information-sharing, participation and discussion to improve relationships between cultures, communities and groups.

Fiscal Management & Project Leadership:

- The project has realistic and achievable outcomes, demonstrates accountability, and includes an appropriate and complete budget. This criteria includes the caliber of a project team, viability of a project budget, quality of implementation plans, overall fiscal health and the organizational capacity of an applicant, and/or the strength of collaborative partnerships, if applicable.

Advisory Panel Evaluation and Ranking Process

The advisory panel will review all applications and work samples in a multi-step process that involves a 10-point ranking system. Rankings by panelists will be averaged to obtain the final score.

10-Point Numerical Ranking System

10	Model	Meets all of the review criteria to the highest degree possible.
8-9	Excellent	Designates an applicant as a high priority for funding.
5-6-7	Good	Meets the review criteria but some improvement or development is needed.
2-3-4	Developing	Has merit but does not meet the criteria in a strong or solid way.
1	Ineligible	Inappropriate for the California Civil Liberties Program support.

Final Decisions for Funding

After receiving and reviewing the advisory panel's recommendations, the State Library will announce final funding decisions.

If approved for support, grant totals may differ from the amount sought due to the level of funding available for the program, demand on that funding, and/or the rank a proposal receives from the advisory panel. Should a grant award be less than the requested amount, the applicant must confirm that the goals of the original request still can be met or modified with a lower grant award. Potential grantees will be requested to submit a subsequent budget with the approved amount of funding.¹⁵

Proposals with Civil Liberties grant requests for any of the following are NOT eligible

- Projects involving fundraising activities, including grant writing
- Grantee organizations not currently in compliance on another California State Library grant
- Grant requests to federal agencies
- For-profit organization as applicants
- Programs, projects or services intended for private use, or for use by restricted membership
- Programs or projects not accessible to the public
- Programs or projects that seek to promote a particular political, religious, or ideological point of view
- Indirect overhead costs over 5 percent, including for schools, colleges, or universities¹⁶
- Cash reserves and endowments
- Purchase of equipment, land, buildings or construction
- Out-of-state activities including travel
- Non-educational social activities such as receptions, parties or galas
- Hospitality or food costs
- Gifts and prizes, including cash prizes as well as other items such as iPads or gift certificates with monetary value
- Contributions and donations to other entities
- To pay fines and penalties, bad debt costs, and/or deficit reduction

- Expenses incurred before the start of the grant period, or after the ending date of the grant period without extension request
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials

Timeline

Date	Activity
February 20, 2018	Program Open and Guidelines Available
March 1, 2018	Informational Webinar
April 27, 2018	Application Deadline (extended)
Mid-May to mid-June, 2018	Advisory Panel Review
June 30, 2018	Funding Notifications (expected)
Summer 2018 until June 30, 2019	Funded Activity Period

Grantee Requirements

- Include in the approved grant agreement copies of signed letters sent to the governor and state Senate and Assembly representatives thanking them for the grant award.
- Use the California State Library logo on all printed, electronic materials and websites that specifically reference a grant.
- Credit on all printed and electronic materials must include: “This activity is funded by the California Civil Liberties Public Education Program.”
- Give verbal credit to the California Civil Liberties Public Education program and the California State Library when discussing the project and activities supported by this grant.
- Submit a final report summarizing grant-funded activities and accomplishments at the end of the grant period.

Endnotes

- ¹ Education Code Section 13000. (a). See full code at http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=1.&article=
- ² Education Code Section 13015-13030 may be found at http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=
- ³ From *Personal Justice Denied*, an extensive investigation that included 20 days of hearings in cities across the country, particularly on the West Coast. Testimony was taken from more than 750 witnesses including evacuees, former government officials, public figures, interested citizens and historians. See the full report from the National Archives at <https://www.archives.gov/research/japanese-americans/justice-denied>
- ⁴ *Personal Justice Denied*.
- ⁵ The California State Library retains 10 percent of the budgeted amount to improve public access and maintain the educational value of materials created previously under this program, as well as administrative costs.
- ⁶ This information may be found in the California Education Code 13000-13030 at http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=
- ⁷ Charitable organizations (under 501(c)(3) of the Internal Revenue Code) associated with an accredited college or university are eligible for the 2016-17 CA Civil Liberties Program.
- ⁸ A fiscal agent, also known as fiscal sponsorship, is described this way by the Trust for Cultural Innovation: "A fiscal sponsor is a nonprofit organization that provides fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable projects." Please see additional information from the National Council on Nonprofits at <https://www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits>.
- ⁹ These general project and applicant requirements are based on the requirements as outlined in the California Education Code 13000-13030 – see http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=
- ¹⁰ Information on the encouraged components of grant projects may be found in the California Education Code 13015(e).
- ¹¹ The History and Social Science Framework adopted in 2016 may be found on the California Department of Education's website at <https://www.cde.ca.gov/ci/hs/cf/hssframework.asp>.
- ¹² A listing of standards and support materials for K-12 education may be found on the California Department of Education's website at <https://www.cde.ca.gov/be/st/ss/>.
- ¹³ There are over 6.2 million children in California's 10,477 K-12 schools in its 1,024 school districts. Additional information is available at <https://www.cde.ca.gov/ds/sd/cb/ceffingertipfacts.asp>.
- ¹⁴ The bill by Assemblyman Al Muratsuchi, AB 491, signed into law in 2017 by Governor Brown established the advisory panel; see California Education Code 13015(c) at http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=
- ¹⁵ Modification of proposed goals because of lesser grant amounts must be approved by the California State Librarian.
- ¹⁶ These grants are project-based funds. Appropriate and reasonable administrative costs are allowed, but not basic overhead in excess of 5%.