

CALIFORNIA CIVIL LIBERTIES PUBLIC EDUCATION PROGRAM

Informational webinar for the 2016-17 program

Mary Beth Barber
California State Library special projects coordinator
February 22, 2017 * 10:00 a.m.



California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE, SHAPING OUR FUTURE

OVERVIEW

- How to ask a Question
- Background and History
- Current Status of Program
- Applying for a Grant
 - Important Documents
 - Applicant Eligibility
 - Funding Categories
 - Important Dates
- Review Criteria
- Online Application Details
 - Form
 - Attached PDFs
- Questions



Preschool children at the relocation internment camp at Manzanar during World War II. Photo by Dorothea Lange, from the collection at the National Parks Service.



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WHAT'S HAPPENING AT THE STATE LIBRARY?



We're trying to help you deal from your strengths

and

Provide the tools your unique community needs



Stock photo, Dreamstime



Click on this word bubble in blue to ask a question



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← Ask a Question

WHAT'S HAPPENING AT THE STATE LIBRARY?

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2:35 PM

what is happening????

Chat with presenter

Send

Raise hand

← Here's where to type your question so I can see it.



PURPOSE

“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 civilians and permanent resident aliens of Japanese ancestry will be remembered so that the causes and circumstance of this and similar events may be illuminated and understood.”

-- California Education Code Section 13000. (a).



HISTORY – WORLD WAR II

- Wartime hysteria after Pearl Harbor and throughout the duration of World War II
- Executive Order 9066, signed on February 19, 1942 (75 years ago)
- FORCED REMOVAL “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.”
- NOT TEMPORARY “For a large number, however, 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.”

Quotes from Personal Justice Denied, official report by the Commission on Wartime Relocation and Internment of Civilians, 1983



CONGRESS AND CALIFORNIA

- In the 1980s, Congress and President Reagan enacted a law to
 - publically apologize
 - Make restitution to those interned
 - Create public-education fund (\$5 million, three years)
- California thought more was needed -- California Civil Liberties Public Education Program
 - Initial bill by Assemblymember Mike Honda in 1998
 - Bill in 2000 by Assemblymember George Nakano continued program, based on budget funding
 - Funding ceased starting July 1, 2011
 - Assemblyman Phil Ting requested \$1 million for FY 2016-17 (one time)



APPLYING: CA STATE LIBRARY WEBSITE

<http://www.library.ca.gov/grants/cclpep/>

- **Guidelines (PDF)**
- **FAQ (PDF)**
- **Important Dates for Applicants**
- **Before You Start Your Application (PDF)**
- **Submit Your Application**
- **Informational Webinar on February 22, 2017**
- **Press Release (PDF)**
- **Advisory Committee**
- **Contact Us**



APPLICANT ELIGIBILITY

- WHO: 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 Code ; or
 - a unit of California local or state government.
- PARTNERS: 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.
- FISCAL AGENTS: Applicants can use fiscal agents. The fiscal agent, acting as the applicant organization, assumes financial and contractual responsibilities if awarded a grant.
- NUMBER: Applicants may submit only one application for the 2016-2017 fiscal year.



ALL APPLICANTS

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

- The capability to administer and complete the proposed project within specified deadlines and within the specified budget.
- The experience, knowledge and qualifications to conduct successful educational activities regarding the exclusion and detention of Japanese-Americans during World War II.



ALL PROJECTS

- **Include Japanese American Experience:** Link Japanese-American exclusion and detention 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.
- **Have Public Educational Impact:** Maximize the long-term educational impact to the California public and/or specific segments of the California public.
- **Information Expansion:** Contribute to or expand upon the existing body of educational and research materials regarding the exclusion and detention of Japanese-Americans during World War II and similar violations of civil rights or acts of injustice to a particular population or group.
- **Variety:** Include a variety of experiences and perspectives of those impacted by civil-rights violations. For example, regarding the exclusion and detention of Japanese-Americans and its impact before, during, and after World War II, include those Japanese-Americans who served in the military and those who were interned in Department of Justice camps.
- **Expand Public Awareness:** Include an outreach component to the public and, if possible, represent a collaboration between organizations (if applicable) in order to boost public awareness of the subject of civil liberties.



FUNDING CATEGORIES

- Major Preservation or Public Media Projects
 - Max request \$150,000
 - Estimated allocation: \$500,000
- Community Projects
 - Max request \$40,000
 - Estimated allocation: \$400,000



MAJOR PRESERVATION

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.

- Digitization,
- Digital reformatting and preservation,
- In-house repair,
- Improved storage and handling,
- Security,
- Environmental control and stabilization,
- Conservation treatment
- Other vital preservation efforts.

NOTE: This is for large-scale, complicated preservation projects that are fully or nearly fully devoted to the subject of this grant program. Smaller projects or partial-subject projects should apply under the Community Programs category.



MAJOR PUBLIC MEDIA

Applicants

- 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.



MAJOR PUBLIC MEDIA (CONT.) - PROJECTS

- **Japanese-American Experience:** 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;
- **Others' Experience:** 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;
- **Californians:** Feature California and/or California-related groups and individuals impacted by the subject of civil liberties and civil-liberty violations;
- **Create Discussion:** 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;
- **Civic Engagement:** Promote civic engagement, encourage collective problem solving and connect cultures, communities, and groups.

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 should apply in the "Community Projects" category.



COMMUNITY PROJECTS – POTENTIAL TYPES

- 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



COMMUNITY PROJECTS – KEY COMPONENTS

- **Californians:** Feature California and/or California-related groups and individuals impacted by the subject of civil liberties and civil-liberty violations;
- **Community Activity:** Provide opportunities for community participation and involvement in activities and discussions concerning civil liberties;
- **Community Discussion:** Foster constructive community dialogue and engagement on the topic of civil liberties;
- **Civic Engagement:** Promote civic engagement, encourage collective problem-solving and improve relationships between cultures, communities and groups;
- **Japanese-American Connection:** 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
- **Publically Accessed Product:** 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.



WHAT CANNOT BE FUNDED

- Projects involving fundraising activities, including grant writing
- Grantee organizations not currently in compliance on another California State Library grant
- Federal agencies
- For-profit organization as applicants
- Programs not accessible to the public
- Projects that seek to promote a particular political, religious, or ideological point of view
- Indirect overhead costs over 5%, including for schools, colleges, or universities
- Trust or endowment funds
- Purchase of equipment, land, buildings or construction
- Out-of-state activities
- Hospitality or food costs
- Expenses incurred before the start or after the ending date of the grant period



REVIEW 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 public and community education, 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, overall fiscal health and the organizational capacity of an applicant, and/or the strength of collaborative partnerships, if applicable.



REVIEW PROCESS

Advisory Panel Evaluation and Ranking 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 authority for grant decisions rests with the California State Library. After receiving and reviewing the advisory panel's recommendations, the State Library will announce final funding decisions.



IMPORTANT DATES

- February 1, 2017: Application Available
- February 22, 2017: Informational Webinar (revised date)
- March 20, 2017: Application Deadline (revised date)
- Mid-March to mid-April, 2017: Advisory Panel Review
- April 15, 2017: Funding Notifications
- Spring 2017 until June 30, 2018: Funded Activity Period



ONLINE APPLICATION

- Print and read the “Before You Start” document!
- **NO PARTIAL SAVE AVAILABLE!!** Prepare information in advance.
- Six Sections
 - Fill-in (suggest copy/paste)
 - Section 1: Basic information fill-in
 - Section 2: “Essay Questions”
 - PDF Attachments
 - Section 3: Timeline
 - Section 4: Budget
 - Section 5: Applicant Information and Key Personnel
 - Section 6: Supplementary Materials (up to 3 PDFs)



ONLINE APPLICATION (CONT.)

- **Section 1 – Basic Information**
 - Official Name of the Applicant Organization
 - Is the applicant a state or local governmental organization, or a 501(c)3 nonprofit corporation?
 - Federal Employee Identification Number (FEIN, sometimes known as an EIN) (No Dashes Please!)
 - *If using a fiscal sponsor, the above questions require the fiscal receiver info.*
 - Nickname of the Organization
 - Contact Information
 - Programming lead
 - Billing lead
 - Legislative information (Assembly, State Senate and Congressional Districts)
 - Legislature: http://www.legislature.ca.gov/legislators_and_districts/districts/districts.html
 - Congress: <http://www.house.gov/representatives/find/>



ONLINE APPLICATION (CONT.)

- Section 2 – About Your Project
 - Check-Off
 - This application is for what type of funding? (Major Preservation/Public Media OR Community Projects)
 - What is the grant amount requested (Maximum amounts are \$40,000 for Community Projects and \$150,000 for Major Preservation/Public Media.)
 - What category of grant is being sought? (For Community Projects, categories include: performing arts, historical documentation and community enrichment.)
 - Essay Questions
 - Brief description of the project (500 characters) (media blurb)
 - Detailed description of the project (6000 characters) (college essay)
 - Significance of the project (3500 characters) (newspaper article)
 - Public Education, Outreach Capacity and Benefit (4500 characters) (little longer)



ONLINE APPLICATION (CONT.)

- Section 3 – Timeline
 - Outline of different steps for fulfillment of project, with estimated dates
 - Project start between mid-April and June 30, 2017
 - Project conclusion no later than June 30, 2018
 - UPLOAD AS PDF ONLY

Because of security issues, the system cannot accept Word, Excel, or other formats of documents for the Timeline, Budget, Applicant Information and Supplementary Materials.

ONLY PDFs. Max size: 5MB



ONLINE APPLICATION (CONT.)

- Section 4: Budget
 - Components typically include --
 - services
 - materials
 - labor costs
 - travel
 - Additional income/contributions for project
 - In-kind contributions
 - Review information about what cannot be funded with Civil Liberties Program funds

*Because of security issues, the system cannot accept Word, Excel, or other formats of documents for the Timeline, Budget, Applicant Information and Supplementary Materials. **ONLY PDFs. Max size: 5MB***



ONLINE APPLICATION (CONT.)

- Section 5: Applicant Information and Key Personnel
 - Organization
 - Mission
 - Goals
 - Other overview information
 - Key Personnel
 - Ideally in narrative format (paragraph), not resume/CV
 - ONE DOCUMENT ONLY (PDF)

*Because of security issues, the system cannot accept Word, Excel, or other formats of documents for the Timeline, Budget, Applicant Information and Supplementary Materials. **ONLY PDFs. Max size: 5MB***



ONLINE APPLICATION (CONT.)

- Section 6: Supplementary Materials
 - Additional information to strengthen application. Examples:
 - Samples of past projects,
 - Additional information about the organization
 - Additional information about project participants,
 - Documents and detailed plans for the project
 - Other information that might be useful in evaluating applications.
 - Provide links to video, website, etc.
 - UP TO THREE (3) DOCUMENTS (PDF)
 - Last resort – contact Mary Beth Barber for early-submission of materials by mail, etc.

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FREQUENTLY ASKED QUESTIONS

Q. Do you accept fiscally sponsored applicants?

A. Yes. As noted on page 5 of the guidelines,

“Applicants can use fiscal agents. The fiscal agent, acting as the applicant organization, assumes financial and contractual responsibilities if awarded a grant.”

An endnote from this text gives additional information about fiscal agents.

“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>.”



FREQUENTLY ASKED QUESTIONS (CONT.)

Q. Can proposal themes be any chosen contemporary civil liberties issues, or specifically Japanese Internment in WWII?

A. The law under which this funding is made available says,

“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.”

There are two parts to the public education activities and educational materials from this program:

1. To ensure that the Japanese Internment during WWII is remembered, and
2. To ensure that the causes and circumstances of this and similar events may be illuminated and understood.

Based on this information from the law, proposals may include contemporary civil liberty issues, but should *also* include information and linkage to the civil-liberty violations experienced by Japanese Americans and resident aliens of Japanese descent during World War II.



FREQUENTLY ASKED QUESTIONS (CONT.)

Q. We have a video project on a prominent figure who was interned at the camps – one that we expect to eventually be on public media. Which category of funding should we apply to, Public Media or Community Projects?

A. Whether a multi-media project would be eligible for the Public Media category depends upon whether the applicant fulfills the eligibility requirements, and if the project fulfills the comprehensive project requirements.

On page 6, the applicant information for the Public Media category reads as follows:

“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.”

On page 7 after the description of the required aspects of the project, reads as follows:

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



FREQUENTLY ASKED QUESTIONS (CONT.)

Q. Will the granted amounts be exactly what is requested?

A. Not necessarily. Various factors could influence decisions for final funding, including ranking, re-categorization of appropriate category (moving from Major Preservation/Public Media category to Community Projects), or exhaustion of funds, for example. When awarded amounts are less than the request, the State Library will work with the applicant to insure the proposed project can still be fulfilled. The Guidelines on page 9-10 read:

“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 and will be requested to submit a subsequent budget with the approved amount of funding.”



FREQUENTLY ASKED QUESTIONS (CONT.)

Q. Are matching funds required?

A. The guidelines on page 8 note the following:

“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.”



QUESTIONS?

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