

California Civil Liberties Public Education Program FY 2016-17

Frequently Asked Questions

This document will be updated during the period the grant program is open for applications.

Have a question? Email Marybeth.barber@library.ca.gov

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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> .”

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.

Q. Can a university or college apply?

A. As the guidelines note, applicants can 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.

A state-run university or college this is a part of the California state government fits the guideline application above. Further, as noted in a footnote concerning the non-profit organization information indicates, “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.”

Q. How much of a percentage of overhead will a Civil Liberties grant cover?

A. These grants are project-based funds. Appropriate and reasonable administrative costs are allowed, but not basic overhead in excess of 5%.

Q. The guidelines state that some part of the programming has to happen between April and June 30, 2017. What does that need to consist of?

A. Because this funding is from fiscal year 2016-17, some aspect of the application must start between the notification period (expected in April 2017) and the end of the 2016-17 fiscal year, which is June 30, 2017. This can be as simple as beginning the planning process.

Please also keep the project completion date in mind as well. For those applicants who are successful in their applications for the 2016-17 program, all components of the application must be completed by June 30, 2018.

Q. If our organization was to apply, when would we hear if we were selected?

A. The California State Library expects to announce the funded applications in mid-April 2017.

Q. If we were chosen for this grant, when would we receive the funding?

A. The administrative details of the grant allocation scheduling are still being determined by the staff at the California State Library. However, we expect that successful applicants who complete the required administrative paper on time will receive the bulk of the grant funding in the spring or early summer, with a portion held until the completion of the applicant’s funded project.

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.”

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.”

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.”

Q. Should the budget include only the grant request portion of the budget for the entire project?

A. How the information regarding the budget is crafted is up to the individual applicant, but most applications would provide the entire budget, with indications of funding sources as they are associated with expenses if there are restrictions on certain income streams. Please also keep certain aspects of the application and evaluation process in mind, as noted below

-- **“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.” (Page 8 of the Guidelines)

-- **“Review Criteria, Fiscal Management and 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.” (Page 9 of the Guidelines)

Q. My organization received a grant from the State Library last year, and is currently executing that project. Are we eligible to apply for this program?

A. Organizations that fit the eligibility criteria are welcome to apply for the program, including those who are currently funded under another California State Library grant, as long as your organization is in compliance currently. “Grantee organizations not currently in compliance on another California State Library grant” are not eligible. (From page 10 of the Guidelines under “Proposals involving any of the following are NOT eligible under the program” heading.)

Q. How can an applicant demonstrate capability to administer and complete the proposed project – by describing examples of previously successful grant projects?

A. The applicant may use many different methods of demonstrating capacity to administer and complete the proposed project, and providing examples of previously successful grant projects is one of them.

Q. Can the grant be used to expand a project that is already in progress?

A. Yes, a California Civil Liberties Public Education Program grant may be used to expand or improve a project that is already in progress, as long as the funding is spent within the grant period (between mid-April of 2017 and June 30, 2018). Applicants should explain how the increase in funding can help expand or improve the project.

Q. Are projects that involve the preservation of historic structures eligible for funding?

A. As noted on page 10 under the heading,

“Proposals involving any of the following are NOT eligible under the program,” one of the categories not allowed is the “Purchase of equipment, land, buildings or construction.”

If the preservation efforts involve the purchase of land or buildings, this activity would not be allowed to be funded from the Civil Liberties program.

Q. We have a large collection of information from the internment period during World War II. Are we allowed to submit an application that would fulfill both a major preservation project as well as a community project with a visual and multi-media exhibit and event?

A. This is addressed on page 4 of the Guidelines under “Applicant Eligibility,” which reads, “Applicants may submit only one application for the 2016-2017 fiscal year.”

Q. Are the grants an all or nothing situation? For example, if an applicant applies for \$100,000, is it possible that the project would receive partial funding instead of the entire amount?

A. Partial funding is possible for those applicants who are offered grant funding in the program. As noted on pages 9 and 10 under the heading of “Final Decisions for Funding:”

“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.”

Q. What is the differentiation between Administrative Expenses and General Overhead?

Administrative expenses are administrative costs directly associated with the fulfillment of the proposed project. General overhead consists of indirect costs associated with the organization overall, but are not directly related to the proposed project.

Q. What would be considered "a reasonable amount" of administrative costs referred to in the guideline? And would that include the 5% maximum General Overhead expense?

There is not a set percentage for reasonable amounts of administrative costs; successful applications should demonstrate the various components of the project budget and their value. General overhead may be listed in the budget as a separate line item or section from direct administrative costs and cannot be more than 5% of the total budget.

Q. Does the venue need to be a partner in the proposal or does it need to take place in a library?

The venue does not need to be a partner in the proposal, but successful proposals should demonstrate that a specific venue or location cited in the proposal will be available, or there may be uncertainty in the ability to fulfill the project. While local libraries are great for locations for a variety of community projects, California Civil Liberty Public Education Program projects do not need to take place in a library.

Q. Can one organization apply in both categories – one application for Major Preservation / Public Media and one application for a Community Project?

A. See “Applicant Eligibility” on page 5 of the Guidelines that reads, “Applicants may submit only one application for the 2016-2017 fiscal year.”

Q. We believe we have a strong concept and partnership for this grant opportunity, but are curious about what types of things were funded before. Where could we see what has been funded in the past?

A. Previous projects may be viewed at <http://www.library.ca.gov/grants/cclpep/> by clicking the link near the bottom that reads, “Past Grantee List, California Civil Liberties Program 1998-2011.”

Q. Will the California State Library be using a peer-review panel process, or will decisions be made by internal California State Library staff?

A. As noted on page 9 of the Guidelines, an advisory panel will review all applications and work samples in a multi-step process that involves a 10-point ranking system. These rankings will be provided to the California State Library, and after receiving and reviewing the advisory panel’s recommendations, the State Library will announce final funding decisions.

Q. I am part of a nonprofit with its main offices outside of California, but with a small satellite office in southern California. Our application would be for a California-subject project. Do we still qualify?

A. As noted on page 5 of the Guidelines under “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 Code; or**
- a unit of California local or state government.

If the organization fulfills the applicant eligibility criteria that is bolded above but administrative or billing offices are located outside California, please provide the location and contact information for the California office in the narrative parts of your application or as a supplement attachment.

Q. We were considering applying in the Major Preservation category to purchase a pair of artifacts concerning the internment period. Would this expense be acceptable for the Civil Liberties grant funding?

A. As noted on page 10 of the Guidelines:

“Proposals involving any of the following are NOT eligible under the program.

- 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.”

Activities that are not prohibited would be allowed, but all aspects of the Guidelines – including the Key Components in each category and the components of the Evaluation Criteria – determine the strength of an application.

Q. For the Supplemental materials section, it states that the restrictions is 3 PDF documents. If we have multiple items within a PDF document (e.g. 2 sections), does this count against the total # of documents?

A. You may definitely have multiple documents within one PDF.

Q. For the Budget Section, it states, "A reasonable amount of administration costs is acceptable, including a fiscal agent fee. General overhead above 5 percent is not allowed." I wanted to clarify: is a fiscal agent fee considered a separate expense from general overhead?

A. Yes, for this program, the fiscal agent fee may be considered a separate expense from general overhead.