



California Civil Liberties Public Education Program FY 2016-17

Before You Start Your Application

This document provides an overview of the different parts of the California Civil Liberties Public Education Program online application. The online application is separated into six different sections:

SECTION 1: Basic Information (Fill-In)

Find your legislators before starting the application!

SECTION 2: Information About Your Project (Fill In and Narrative)

The Essay Questions

SECTION 3: Timeline (PDF)

SECTION 4: Budget (PDF)

SECTION 5: Applicant Information and Key Personnel (PDF)

SECTION 6: Supplementary Materials (Up to three PDFs)

SECTION 1: Basic Information (Fill-In)

The first section of the application concerns basic information about your organization. These are “fill-in” fields and include the following:

- 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!)
- Nickname of the Organization

- Contact Information for both the programming lead and the billing lead. No dashes in phone numbers, please!
- Legislative information about applicant*

*** This application has a field concerning legislative representative information. The instructions are as follows:**

“Please let us know the legislative and Congressional districts for the applicant organization so the California State Library can best inform the Legislature about this program. If the application utilizes a Fiscal Agent, please submit the legislative district information for the project lead and/or the location where this project most impacts. If the application has a statewide or regional impact, please click "multiple districts" and give a description of the area(s) of the state most impacted.”

Find your legislators before starting the application!

To find your legislative and congressional districts, the following website can be of help:

- Legislature: http://www.legislature.ca.gov/legislators_and_districts/districts/districts.html
- Congress: <http://www.house.gov/representatives/find/>

SECTION 2: Information About Your Project (Fill In and Narrative)

The next section concerns information about your project. We **strongly** suggest that you draft answers to the questions in this section in a separate word-processing program before you start the application process, and then cut and paste the information into the application.

The first series of questions are fairly straightforward but you should know your responses ahead of time:

- 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.)

The Essay Questions

The following sections require narrative answers. Each entry has a character limit. **When text that contains more than the character limit is pasted into the field, the box will turn pink as a warning that a portion of the text is cut off and a shorter response must be drafted.**

- **Brief description of the project** – Up to 500 characters, which is quite short. Write as if you were drafting a “quick pitch” in a publicity listing.

- **Detailed description of the project** – Up to 6000 characters, the average length of a college essay. Stick to the components of the project, as there are other questions dealing with significance, outreach and staffing later in the application.
- **Significance of the project** – A maximum of 3500 characters, about half the length allowed for the previous question. Please describe the significance of the project, including how it applies to the purpose of the civil liberties program, as described in the "Purpose" section of the Guidelines.
- **Public Education, Outreach Capacity and Benefit** – This entry allows a count of 4500 characters and is where the applicant explains how the project will educate the public and help citizens and residents of California become more aware of the issues surrounding the purpose of the civil liberties project.

SECTION 3: Timeline (PDF)

Please provide a timeline of the different steps of the proposed project. **The document must be uploaded as a PDF.** Funded applicants must have some aspect of the project start between mid-April and June 30, 2017. Projects must be complete by June 30, 2018.

SECTION 4: Budget (PDF)

Please provide a project budget, including services, materials, labor costs and travel. A reasonable amount of administration costs is acceptable, including a fiscal agent fee. General overhead above 5 percent is not allowed. **The document must be uploaded as a PDF.**

Please include information about any matching funds -- corporate contributions, private contributions, local government, earned income or in-kind. A dollar-for-dollar match is ideal for the civil liberties program. In-kind contributions of services, administration and materials are acceptable.

Please note that there are restrictions for civil liberties program funds. Some items cannot be paid for from this grant program. See "What the California Civil Liberties Program Does Not Fund" in the application guidelines for more information.

SECTION 5: Applicant Information and Key Personnel (PDF)

Please provide general information about your organization, including mission, goals and other overview information. This document should be created in a word processing program and must be saved/submitted as a PDF. (Please include information about the fiscal agent, if using one.) Also provide biographical information about the key personnel involved in the proposed project. **The document must be uploaded as a PDF.**

Please provide the information in narrative form rather than in resume or CV format and be sure to keep the organization(s) and each individual's description to 4500 characters or less if possible.

SECTION 6: Supplementary Materials (Up to three PDFs)

This section is where applicants can provide additional information to strengthen their application. You may use samples of past projects, additional information about the organization and/or project participants, documents and detailed plans for the project as well as other information that might be useful in evaluating applications. Up to three (3) PDFs may be submitted in this section. **The document(s) must be uploaded as PDFs.**

NOTE: There is a fairly low maximum on the size of the attachments for this application. Each upload cannot be more than 5 MB in size. If you are interested in submitting samples such as videos, photos, information about books or other projects, etc, we recommend creating a list of links and submitting that list as a PDF. If you prefer to submit large files directly or by mail, please contact Mary Beth Barber at Marybeth.barber@library.ca.gov. All items must be received at the California State Library by the application deadline date on March 20, 2017. **(THIS IS NOT A POSTMARK DATE.)**

Thank you for your interest in the California Civil Liberties Public Education Program!