

**California State Library**  
**California Civil Liberties Public Education Program (CCLPEP)**  
**Frequently Asked Questions**

**How much funding will be available for FY 11/12?**

*[Pending passage of the State budget]*

**Who may apply for a CCLPEP Grant?**

This program is open to individuals, 501 (c) (3) organizations, and other nonprofit organizations. Applicants in the past have included artists, writers, journalists, scholars, educators, community organizations, colleges and universities, cultural institutions, and arts organizations, as well as consortia comprised of a variety of these.

**Are out-of-state applications accepted?**

Out-of-state applicants must clearly demonstrate the benefit of the project to California residents and be aware that only travel within California will be considered for approval by the State Librarian as part of the approved budget. Only projects that demonstrate a strong California connection will be considered for funding.

**What are the funding priorities for grants for FY 11/12? And what are the maximum grant amounts?**

The CCLPEP Advisory Committee will meet in Spring 2011 to determine the funding priorities for the upcoming grant cycle. Information will be made available on the CCLPEP webpage following the meeting.

**If my project doesn't fall under one of this year's priorities, can it still be funded?**

Only grant proposals that fall in the current funding priorities will be considered for funding that year.

**How can I improve my chances of receiving a grant award?**

Watch for the announcement of grant application workshops and register for one. During the workshops, the application process will be discussed in detail and individual questions you have will be addressed. It's also critical that you read the grant application instruction guide before you begin writing your application.

**Is there anyone who can help me with video recording Nisei oral histories?**

A growing number of public libraries throughout the state received Digital Story Station grants that provided them with computers, recording equipment, and easy to use software designed specifically to capture the stories of individuals on video. You might consider contacting one of these public libraries to discuss a partnership for your project. A [list of the libraries](#) is available on the CCLPEP webpage. To view sample videos from the Digital Story Station project, go to <http://digitalstorystation.com>, and on the left under "Story Topic," select Asian Americans.

**Will CCLPEP fund the entire cost of my project?**

Typically CCLPEP grants will provide a portion of the project funding. Grant applicants are expected to seek additional funding from a variety of funding partners to fully fund their projects.

**Will my project receive the full amount of the funding requested?**

While an effort is made to fully fund as many projects as possible, it may be necessary to award only a portion of the requested amount. When preparing your budget, consider creating budget scenarios that demonstrate how partial funding could be utilized in completing your project. Prioritizing the portions of your project most in need

**California State Library**  
**California Civil Liberties Public Education Program (CCLPEP)**  
**Frequently Asked Questions**

of CCLPEP funding will assist the committee in making realistic grant award recommendations, should it be necessary to provide reduced funding. If partial funding is not acceptable for your project, you'll want to note that in your grant application in the space provided.

**I've already completed parts of the project that I'm applying for. If I receive a grant, may grant funds be used to reimburse those expenses?**

No, the beginning date for your project is the date of the State Librarian's grant award letter. Project expenditures made prior to that date must be paid from other funding sources.

**Are indirect and administrative costs allowable grant expenses?**

No, it's expected that indirect and other administrative costs will be absorbed by the applicant or provided through other funding sources. Often indirect costs are included as in-kind contributions.

**May grant funds be used to pay for refreshments or meals?**

It's expected that food costs will be covered by other funding sources.

**May I purchase a camera, PC, or other type of small equipment with grant funds?**

Purchase of small equipment must be clearly and fully explained in the grant application, along with a justification of why the equipment would be purchased instead of rented.

**What travel expenses are allowed?**

Travel expenses within California that are crucial to the project's completion should be explained fully in the grant application and will be considered. Travel expenses outside of California must be funded by other sources or absorbed by the applicant.

**I don't have a computer. May I submit a hand-written application?**

No. Because it's important that those reading and rating applications be able to accurately read applications, only applications prepared using a computer or typewriter will be accepted. If you don't have access to a computer, check with your local public library – most have public use computers available.

**Will any applications be rejected as ineligible?**

Yes. The following applications will be ineligible:

- ✓ Late applications
- ✓ Incomplete applications
- ✓ Handwritten applications
- ✓ Applications from previous grant recipients who have failed to successfully complete grants or who failed to comply with reporting requirements

**To receive a grant award, do I need to attend the Advisory Committee meeting where grant recommendations are made to the State Librarian?**

No. In fact, many of the grants awarded are made to applicants who are unable to attend the meeting.

**How will I know if I receive a grant award?**

**California State Library**  
**California Civil Liberties Public Education Program (CCLPEP)**  
**Frequently Asked Questions**

All grant applicants will be notified in writing regarding of the results of their applications as soon as possible following the meeting.

**Do I own the copyright to the end product of my project (i.e., the book, film, or piece of art)?**

Yes. Original material produced with California Civil Liberties Public Education Program funds may be copyrighted by the grantee or its assignees. However, the California State Library reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for public library and State government purposes:

- (a) The copyright in any work developed under this grant, sub-grant, or contract under this grant or sub-grant; and
- (b) Any rights of copyright to which a Grantee, sub-grantee, or a contractor purchases ownership with grant support.

The foregoing provision specifically authorizes the California State Library to mount copyrighted material produced or purchased with grant funds on a California State Library website for public access and viewing.

**If my project isn't funded this year, may I reapply during the next cycle?**

Yes, an application may be resubmitted for consideration during a subsequent funding cycle. Future funding cycles are contingent upon annual legislative appropriation, and funding priorities are reviewed by the CCLPEP Advisory Committee each year. You'll want to be sure your project fits the funding priorities for the year in which you're applying. New information and funding priorities will be included in the annual grant application announcement on the CCLPEP webpage: <http://CivilLiberties.library.ca.gov>.