California
CIVIL LIBERTIES
Public Education Program

INFORMATIONAL WEBINAR

Mary Beth Barber
special projects coordinator
March 16, 2018 * 10:00 a.m.
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
  - New System Overview
  - Tips
- Questions

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

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
  • publicly 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)
  • Governor Brown, with support from Assemblyman Al Muratsuchi, included $3 million for FY 2017-18 to be utilized until June 2020 (one time funds over three years)
“Legislation in 2017 by Al Muratsuchi, AB 417, 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.”

-- Guidelines for the program FY 2017-18
APPLYING: CA STATE LIBRARY WEBSITE

http://www.library.ca.gov/grants/civil-liberties/

- Guidelines (PDF)
- FAQ (PDF)
- EXTENDED Deadline: April 27, 2018
- Before You Start Your Application (to come)
- Application: Education, Preservation, Public Media
- Application: Community Projects
- Informational Webinar on March 16, 2018, at 10:00 am
- Press Release (PDF)

Also includes contact info, background about the internment, and historical information about the California Civil Liberties program.
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 2017-2018 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 civil liberty issues.

• Include information concerning the exclusion and detention of Japanese-Americans during World War II.
ALL PROJECTS

- **Civil Liberty Injustices**: civil liberties injustices that are perpetrated on the basis of an individual’s race, national origin, immigration status, religion, gender, or sexual orientation.

- **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

• Education, Preservation or Public Media Projects
  • Max request $100,000
  • Estimated allocation: $600,000

• Community Projects
  • Max request $30,000
  • Estimated allocation: $350,000
Applicants in this category are educational organizations that can provide high-quality educational support services to the education K14 and higher education community. Projects should include:

- **Japanese American during WWII**: Information regarding civil liberty violations of Japanese Americans and residents during WWII.

- **Other examples**: Information regarding civil liberty violations of 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.

- **Current day**: Link past civil liberty violations with current civil liberty challenges.

- **Widespread use**: Include detailed plans for implementing and disseminating educational materials.

- **Standards**: Follow educational protocols and standards:
  - **K-12**: California standards, especially in History/Social Science, English Language Arts, English Language Development, Visual and Performing Arts
  - **College**: Academically rigorous, follow higher-education protocols, and include expertise from widely accepted experts within the academic arena

**NOTE**: This is for large-scale, complicated education projects that are fully or nearly fully devoted to the subject of this grant program and may be made available statewide. Smaller projects or partial-subject projects should apply under the Community Programs category.
Applications in this category include projects that preserve vital records, digitize materials and multi-media items, and other preservation efforts that protect source materials.

- 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.
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.
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
- Cash reserves or endowment funds
- To pay fines and penalties, bad debt costs, and/or deficit reduction
- Purchase of equipment, land, buildings or construction
- Out-of-state activities
- Hospitality or food costs not directly related to travel
- 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.
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/development 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.

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

- March 16, 2018: Informational Webinar
- **April 27, 2018: Application Deadline - EXTENDED**
- May 2018: Advisory Panel Review
- June 2018: Funding Notifications
- July 1, 2018 until June 30, 2019: Funded Activity Period
ONLINE APPLICATION

- New Grant Management System (GMS) functionality
- Separate links
  - Education/Preservation/Public Media
  - Community Projects
- SAVE DRAFT FUNCTIONALITY!
- Six Sections
  - Section 1: Basic information (fill-in)
  - Section 1.5: Legislative information (fill-in)
  - Section 2: Project information (narrative)
  - Section 3: Timeline (can be uploaded)
  - Section 4: Budget (can be uploaded)
  - Section 5: Applicant Information and Key Personnel (can be uploaded)
  - Section 6: Supplementary Materials (up to 5 files uploaded)
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
  - **Section 1.5: Legislative and geographic impact 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**

  • What is the grant amount requested (Maximum amounts are $30,000 for Community Projects and $100,000 for Education/Preservation/Public Media.)
  
  • What category of grant is being sought? (Varies for community)
  
  • Brief description of the project
  
  • Detailed description of the project
  
  • Questions relating to the project category
    • Unique to each category of education, preservation, public media and community projects
ONLINE APPLICATION (CONT.)

- Section 3 – Timeline
  - Outline of different steps for fulfillment of project, with estimated dates
  - Project start summer 2018
  - Project conclusion no later than June 30, 2019
  - Simple monthly table provided, although recommend file upload by applicant
Requested Amount

65000

SECTION 3: TIMELINE

Please provide a timeline of the different steps of the proposed project. Grant funds cannot pay for activities and expenses that take place before the grant award date in June 2018. All grant funds must be expended by June 30, 2019. If this application is for a portion of a multi-step process, please indicate how the funding will be applied within the allotted time frame. You may use the table format provided in this section or submit a separate timeline in the file formats listed.

Project Timeline

![Table: Project Timeline]

Project Timeline (upload)

SECTION 4: BUDGET

Please provide a project budget for the application, including Services, Materials, Employee/Contractor Expenses (salary, freelance), Travel, etc. A reasonable amount of Administrative Cost is acceptable, including a reasonable Fiscal Agent fee. General Overhead of more than 5% is not allowed. Please include information about contributing or matching funds (corporate contributions, private contributions, local government, earned income) in-kind contributions of services, administration and materials are acceptable. Please note that there are restrictions for the CA Civil Liberties Program funds — see “What the CA Civil Liberties Program Does Not Fund” in the Guidelines for more information. If such expenses are listed on the overall budget information in order to provide a full picture of the overall project budget, please clearly indicate which items cannot and will not be paid for with CA Civil Liberties Program funds, and the source of the funding for these items. You may use the table format provided in this section or submit a separate timeline in the file formats listed.

Project Budget

![Project Budget Image]
### AWKWARD VIEW OF SPREADSHEET/TABLE DATA

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>pre-grant activity</td>
<td>Tried this out first</td>
</tr>
<tr>
<td>June 2018</td>
<td>Some one on the board see this as pri</td>
</tr>
<tr>
<td>July 2018</td>
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<tr>
<td>August 2018</td>
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<td>May 2019</td>
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<td>June 2019</td>
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<td>Post-grant activity</td>
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<td>A</td>
<td>B</td>
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<tr>
<td>2</td>
<td>PERSONNEL (Employee/Contractor)</td>
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<tr>
<td>3</td>
<td>nest</td>
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<tr>
<td>4</td>
<td>admin lead</td>
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<tr>
<td></td>
<td>SERVICES</td>
</tr>
<tr>
<td>11</td>
<td>lawyer</td>
</tr>
<tr>
<td>12</td>
<td>school bus</td>
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<tr>
<td></td>
<td>MATERIALS</td>
</tr>
<tr>
<td></td>
<td>photo paper</td>
</tr>
<tr>
<td></td>
<td>TRAVEL EXPENSES</td>
</tr>
<tr>
<td>22</td>
<td>lunch</td>
</tr>
<tr>
<td></td>
<td>OVERHEAD (no more than 5%)</td>
</tr>
</tbody>
</table>
ONLINE APPLICATION (CONT.)

• **Section 4: Budget**
  - Components typically include --
    - services
    - materials
    - labor costs
    - travel
  - Income
    - In-kind contributions
  - Review information about what cannot be funded with Civil Liberties Program funds
  - No more than 5% general overhead
    - Administrative costs directly related to the project are their own line item, typically different than general overhead.

*Tables provided, but seriously consider submitting spreadsheet (Excel) or PDF.*
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
  - Can submit attachment with links
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 five (5) documents
Q. Do you accept fiscally sponsored applicants?

A. Yes. As noted in 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. 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.
Q. I’m a filmmaker in the middle of producing a fantastic film. 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.

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.”

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, 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. Grantees may be required to submit a revised budget. The Guidelines 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 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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