Q. I heard that the application due date was extended to April 27, 2018. Is this true?

A. Yes, the due date for the Civil Liberties program has been extended. Applications need to be finalized and submitted by 11:59 pm on Friday, April 27, 2018. Because of a number of questions and concerns about the new Grant Management System features (specifically the error messages that appear in the optional budget table template), the California Civil Liberties Public Education grant program deadline for spring 2018 has been extended one week.

Applicants who have already submitted and would like the opportunity to edit or add to their current application may request that their application be "reopened" into draft mode. Please send an email to Mary Beth Barber at marybeth.barber@library.ca.gov during working hours (8am-5pm) M-F until the deadline date. We will do our best to get the application open within a two hour window of the request.

Q. I tried to use the budget table in the application, but I got error messages. What do I do?

A. PLEASE NOTE: We have provided a table for the budget as a guide, HOWEVER, it has been pointed out that the format is not user friendly and error messages arise. Please feel free to create a budget in an appropriate program (Excel, Word, other program saved as a PDF) and upload that file using the tool below the table in the application form, as an alternative to using the built-in table.

Q. Do you accept fiscally sponsored applicants?

A. Yes. As noted on page 6 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. Last year we had trouble submitting the application because the form could not be saved, and we had to create a lot of PDFs ahead of time. Has this been fixed for this round?

A. This year the California State Library has utilized a Grant Management System (GMS) for the Civil Liberties Program, with some significant features available for applicants – including the ability to save a draft of the grant application and return later to complete it.

While this tool is incredibly useful, we recommend that applicants pay attention to two components: 1. All applications must be submitted by April 27, 2018; by pressing the “Apply” button; and 2. Saving a draft is not the same as a submission, and drafts finalized with the “Apply” button after the scheduled April 27th deadline may be considered incomplete and ineligible.

Also, in order to take advantage of the “save draft” feature, the GMS system requires the applicants to sign up via their email before accessing the Civil Liberties grant application.

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

A. California law states:

“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.”

The law also states:

“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.

This information is found on pages 4-5 of the Guidelines.

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 2017-18 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. 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-May to mid-June 2018 for this year.

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

A. The first payment of 80% of the grant allocation would be received approximately six weeks after the processing of the grant agreements and additional paperwork. The final 20% would come six weeks after the final reporting and invoicing was accepted at the State Library at the end of the grant period,
which is before June 30, 2019. Final payments will not be allocated until project are complete and paperwork has been submitted. Please also remember that if selected for a grant, the amount awarded may be less than what was originally requested.

**Q. Will the granted amounts be exactly what we requested? What happens if it’s not?**

A. Not necessarily. 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 12 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 12 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 program, 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 13 of the Guidelines under “Proposals involving any of the following are NOT eligible under the program” heading.)

If you received a grant in the previous cycle of the Civil Liberties program, the new application cannot be for duplicate work from the previous cycle but should be a new project that is applicable under this year’s Guidelines.

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 and the requested funds are not duplicative of funding from the previous year’s Civil Liberties grant funding. Applicants should explain how the increase in funding can help expand or improve the newly proposed 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 6 of the Guidelines under “Applicant Eligibility,” which reads, “Applicants may submit only one application for the 2017-2018 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 page 13 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. Potential grantees 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 Education/Preservation/Public Media and one application for a Community Project?

A. See “Applicant Eligibility” on page 6 of the Guidelines that reads, “Applicants may submit only one application for the 2017-2018 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. The press release of the grantees from last year may be found at http://www.library.ca.gov/Content/pdf/pressreleases/CivilLibertiesGrantees2016-17PRESS-RELEASE.pdf. A list of projects previous to 2011 may be viewed at http://www.library.ca.gov/Content/pdf/grants/civilLiberties/CCLPEPGrantsFY98-99%20thruFY10-11.pdf.

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 6 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.

Applicants are more than welcome to provide explanatory information about their infrastructure and their benefit to California in the narrative parts of the application.

Q. In the eligibility requirements there was a clause about funding not being available for “federal grant proposals.” Question: Can federal funds can be used as matching funds for a California Civil Liberties project? For instance, can Civil Liberties funds can be used to support a project that is funded with “already-awarded” federal funds, e.g., NPS JACS funding or NEH funding?

A. Federal funds can be used as matching funds for this grant program.

Q. The Guidelines say the "purchase of equipment". However, for the creation of museum exhibits or digitization that may require the purchase of materials to create such projects. Would this be okay?

A. Supplies and materials are acceptable for the Civil Liberties program. Equipment rental and devices used in a short-term manner are as well. The purpose of this program is for project-based funds and not to provide funds for general overhead (in excess of 5%) or ongoing operations of an entity. Items that have an immediate or short-term use for primarily for the proposal are acceptable; large-cost equipment that will principally be used in other ways beyond the proposed Civil Liberties project are not necessarily acceptable. A good rule-of-thumb in this regard: budgeting for items that have a depreciation value for tax purposes may not be allowed under this program or allocating for the bulk of such costs may be evaluated harshly by the evaluators.
Q. Public media projects can take a long time to develop. Is it possible to propose a grant period longer than 1 year?

A. Components of a larger project may be funded by the Civil Liberties program under the criteria described in the Guidelines.

Q. I am a university professor. Can part of the budget be used for course release time for me to administer the project with the appropriate amount of time needed to complete it?

A. Universities would be fundable under this program if the funds go for the direct work and direct administration and not for general overhead beyond 5%, and other requirements of projects in the Guidelines are met.

Q. What does outreach mean in regards to key project issues/goals?

A. Outreach is the practice of seeking out individuals or organizations that have a shared interest in what you are offering through your project. The greater the outreach, the larger the number of individuals or organization who have knowledge and understanding of the project and its purpose.

Q. On the webinar, [Special Project’s coordinator Mary Beth Barber] spoke of last year’s grantees allocations at 40%, I think. Was that 40% less than the requested amount (or 60%)? or 40% of the request?

A. The percent of the requested funds allocated to grantees for the Civil Liberties in spring 2017 varied, but was typically between 50% to 75% of the initial request (meaning a 30% to 50% reduction of the initial ask).

Q. In general, who sits on the advisory review panel?

A. As noted on page 4 of the Guidelines,

   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.

   The advisory board consists of five (5) gubernatorial appointees and four (4) appointees from the Legislature, two (2) from the Assembly and two (2) from the Senate.

   Individuals interested in being on the advisory board and appointed by the Governor should go to https://www.gov.ca.gov/appointments-application/ and select “Civil Liberties Public Education Grant Program, State” in the “position sought” list.

   Those interested in being appointed by one of the houses of the Legislature should contact their individual Assemblymembers and Senators, as well as the leadership in the appropriate house.
Q. For a proposed theatre project, since this program is related to public education, can admission be charged for the performance?

A. For events and exhibits, entry must be open to the public and members of the general public may not be denied access. Admission may be charged; however, projects that may be prohibitively expensive for most members of the general public may be evaluated harshly by the reviewers.

Q. Does this grant fund only new projects? If the project took place in a previous year without this grant funding, can we apply to fund re-staging of a performance?

A. New productions and new audiences for previously created performances that fulfill the other components of the Civil Liberties guidelines would be eligible for funding.

Q. What is the definition of outreach and does that include social media outreach?

A. Outreach is the practice of seeking out individuals or organizations that have a shared interest in what you are offering through your project. The greater the outreach, the larger the number of individuals or organization who have knowledge and understanding of the project and its purpose. Social media is a common tool used for outreach.

Q. RE: "Does not fund out-of-state-activities" What about hours from a staff person or contractor who lives/works in a different state, but is working towards the CA focused project?

A. Components of a Civil Liberties project may be fulfilled by individuals out of state, but the main benefit of this funding should be for Californians. Please see the answer to a similar question on page 12 of this document.

Q. Can different departments and facilities of a university apply to this grant for distinct projects?

A. Distinct and different projects that have no overlap at a university may apply more than once. Details about the distinctness of the proposals are encouraged.

Q. Our university does not have the resources to process the archival materials we have and feel are an important part of the internment and civil liberties story. So can we apply for archival processing? If we complete the processing, we can then archive it in the library's special collections.

A. Universities may apply for the archival of materials as a preservation project, either through the Preservation category or through the Community Projects – Preservation depending upon scope and size of the project. Proposals should explain the benefit to and access for the California public.

Q. We are interested in the story of the Crystal City, Texas camp. Is a project based on this camp eligible?
A. Projects may include information, history, background and other information about locations or components of a Civil Liberties project that are out of state. Inclusion of this kind is acceptable, especially if the out-of-state location directly impacted Californians, and/or the information provided has an impact on Californians today. For a similar question and answer, please see pages 11-12 of this document.

Q. One small question regarding the description of the "organization" (refer to section titled ABOUT YOUR ORGANIZATION). Other than my fiscal sponsor, I am the sole project director and am not affiliated with any organization. Do I include my background information here or under "KEY PERSONNEL"? I can include information about my fiscal sponsor here, if necessary.

A. Please include information about the fiscal sponsor and all principal individuals who will be fulfilling the project. The number of individuals can be as small as one.

Q. After I submit the application, how can I see what was submitted? Could I keep a copy of our report?

A. Open up the submitted application and click “download” for a Word document of all the text and answers that were filled in the boxes of the applications. Icons indicating uploads will be interspersed throughout – you may download each of these separately.

Q. We would like to provide short samples of our radio shows. We could upload the files directly as mp3s, but it is not clear how we would then explain what they are - except for using another attachment for explanation. Alternatively, we could upload a document with links to samples, and include the explanations on the document. Is it okay to provide a document with links? Will reviewers go to them?

A. Providing a document (such as Word or a PDF) with links to multimedia files hosted on the internet are perfectly acceptable.

Q. How much is my time worth, since most of the project is about time, not supplies, services or other people. There is no guideline on how to figure this out. I can't even estimate how many hours this will take me to produce at this point, other than it could be in the hundreds. Do I figure the California minimum wage? It's hard to come up with something reasonable. Are there examples of previous similar projects that I can see their proposal, for the 'hourly rate' I would estimate for this project?

A. Applicants determine and describe their own budgets for the Civil Liberties program. Proposals will be evaluated based on the review criteria described in the Guidelines on page 12. Appropriateness of costs are part of the evaluation. The California State Library does not have samples of proposals on its website.

Q. I had a couple of questions regarding the budget worksheet in Section Four. I am encountering formula errors while filling the budget information. In order to complete this section correctly, I would like to know what is meant by the headings "Unit", "Rate", and "Number". Knowing what is intended to be input in these columns will help us complete the section as intended.
A. Here’s the different components to the embedded budget table:

- Unit: mean what is the unit of measurement. For labor, for example, is it per day? Week? Month? Hour?
- Then the rate is the per-unit cost – for example, $150 (per day), or $40 (per hour), etc.
- The number is the number at that rate – for example, 10 (days), 2 (weeks), etc.

Please note: grantees do not need to use this online form, as this is a new feature for our Grant Management System and may not be ideal, and may continue to give error messages. Please consider using your own spreadsheet or other format and upload it as a document attachment instead.

Q. We have a number of questions:

1) Regarding the budget and timeline, do we do either the online format or upload our own format? Or do you want both? Is there a preference? If we do our own format, do we have to follow the online format exactly?

2) Regarding Travel expenses. Is flying someone into CA from out of state acceptable? Also, one of our main venues for distributing our plays and educational materials is via [a national conference]. I gather travel out of state to the conference is unacceptable expense. How about the conference fees?

3) Lastly, for those costs that are not acceptable to be paid from the grant, should we include those in the budget and show them being paid for from other sources?

A. Please see the answers below.

1) We are recommending that for the budget, applicants upload their own spreadsheets or other files, as the table feature is not ideal in the Grant Management System program. Please see answers to other questions in this document.

2) Please keep in mind that these funds are from the California state general fund, meaning from California taxpayers. Out of state travel – including bringing in people from out of state – should ideally be funded through matching funds and not Civil Liberties funds. In regards to national conferences, please remember that this program is a California and not a national program.

3) It is advised to include all budget components of a project, with information about funding sources included, as this shows information about matching funds, partners, and clarification about the use of Civil Liberties funding for components that are now allowed to be paid for with this grant program, per the information in the Guidelines.

Q. I just want to be clear on one thing based on your response #2 (above): As I read the RFP, the goal is to educate all Americans about the internment, not just Californians, correct? The Encouraged Project Components (p.7-8) repeatedly refer to increasing understanding among "the American public." We could hone our proposal more narrowly to Californians, but have cast it more broadly
based on the RFP. I am concerned now that you say the "principal audience" being national would be outside of what this program is interested in supporting.

A. Thank you for asking for more clarification on this question. You have highlighted an area of discussion concerning the purpose of state funding for grant purposes. There is not a hard and set rule about the audience, and a national audience would certainly be welcome for this program. But please also remember that the California Civil Liberties Public Education Program funds are provided from California taxpayers, and as an overall guide, state funds are to be spent on state purposes and benefit those living in the state. Applicants with projects that have an expansive focus or programming components outside the state of California are recommended to provide information on and how the project benefits Californians. Proposals that do not clearly benefit Californians or appear to provide the bulk of their benefits outside the state may not be evaluated as high as others that clearly show a benefit to California, especially if all or most of the funding is from this program from the state of California.

Q. Is the webinar still available online? I was able to tune in for a portion of it and would like to review it.

A. The webinar recording has been uploaded to the California State Library’s YouTube channel, and the direct link is available on this page, as well as the slides: http://www.library.ca.gov/grants/civil-liberties/

Q. I had a couple other questions:

• Include Japanese internment have to be featured as a component of the proposed project itself?

• Does the proposed project have to disseminate information about Japanese internment?

A. In order to answer your question, I’d direct you to the Guidelines that directly pull from the law governing the Civil Liberties program. On pages 6-7 it states:

General Project Requirements, All Applicants

Project proposals for funding from the civil liberties program must address the following:

(A) Projects link the Japanese American exclusion and detention experience with the experiences of other communities or 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 link those experiences with current civil liberties challenges, including, but not limited to, civil liberties injustices that are perpetrated on the basis of an individual’s race, national origin, immigration status, religion, gender, or sexual orientation.

(B) Projects are designed to maximize the long-term educational impact of this chapter.
(C) Projects build upon, contribute to, and expand upon the existing body of educational and research materials on the exclusion and detention of Japanese Americans during World War II or similar violations of civil rights or acts of injustice carried out against a particular community or population.

(D) Projects include the variety of experiences regarding the exclusion and detention of Japanese Americans and its impact before, during, and after World War II, including those Japanese Americans who served in the military and those who were incarcerated in Department of Justice camps, and link those experiences with current civil liberties challenges, including, but not limited to, civil liberties injustices that are perpetrated on the basis of an individual’s race, national origin, immigration status, religion, gender, or sexual orientation.

Q. I was wondering for the Support Materials, if we share video clips from previous work, how long of a segment would be preferred for viewing? Should we include multiple videos or just one?

A. Videos and other media provided in the Support Materials section may be of any length and multiple examples may be submitted; however, please keep in mind that the advising review team will be reading and analyzing dozens of applications, and appropriate brevity that still allows for good analysis is always appreciated.

Q. I have multiple questions:

1) Is the organization a fiscal sponsor? - Unsure what this means

2) Assembly, senate, etc. Can I just put the number of the district, or do you want the name of the person?

3) Timeline: It is difficult to quantify an exact timeline. I do not live in the area where the project takes place, but I will travel there a number of times. It is hard to schedule how many hours I will work on it per month. Do I estimate?

4) Project budget: Most of my project will entail time spent during travel, interviews, photography, scanning, research, etc. In other words, it is mostly the cost of time, not materials. Can you recommend how I should fill out this section?

5) Project budget: Unsure of what the category "Services" is about.

6) Project budget: Unit, rate, number, etc. Unsure what these categories mean.

7) Project Income. Am I to assume that I must make money on the project? I don’t understand this section.

8) Key personnel. That would be me only. Unless this section includes the people I’m interviewing, etc, which I cannot say at this point.

A. These are answered in order of asked above.
1) Please see the definition of a fiscal sponsor, also known as a fiscal agent, in the guidelines on page 6 and in the endnote at the end of the document (endnote #8).

2) District number is just fine.

3) Timelines for grant proposals are guides for evaluators, and realistic estimations are expected.

4) The budget section has two options – submitters can utilize the table provided, or if the main categories are not appropriate, submitters can create their own budgets and upload the file as part of the application.

5) Costs of various services to fulfill a project are common in budgets. If this isn’t an appropriate category for the submitted project, please follow the advice in #4 above.

6) These tables were included in the form under the budget category as guides and fit common calculations in budgeting. If this isn’t an appropriate structure for the submitted project, please follow the advice in #4 above.

7) Nonprofits fulfilling projects often have multiple sources of income for fulfillment, and the Civil Liberties program encourages partnerships and matching funding. The Project Income section is designed to inform the reviewers about the financial contributions of such partnerships and contributions. If this isn’t an appropriate structure for the submitted project, please follow the advice in #4 above.

8) Please submit information about the principal fulfillers of this project, even if it’s a one person. If an individual is applying under a financial sponsorship (also known as a fiscal agent), please provide information about the financially sponsoring organization as well.

Q. Is the writing and/or production of a play [that takes place] in an internment camp the type of project that would be eligible for a grant?

A. Please see the information about Community Projects on pages 10-12 in the Guidelines, as well as the review criteria on page 12.

Q. Our full-time staff will be a significant part of the project proposal. Would it be ok to cost estimates for these staff that matches what we will be paying for outside consultants doing the same or similar work, both in quality and quantity (time)?

A. Supplying an estimated cost for the work by full-time salaried staff is recommended, as reasonable cost allocations for direct services are perfectly acceptable in the budget.

Q. Would the California Civil Liberties Public Education Program fund existing programs?

A. Access for new audiences to an ongoing exhibit that would fit within the Civil Liberties description. If these funds would be utilized to replace funding spent on a current program and not provide access to
new audiences or some other additional benefit beyond the status quo, the application may be eligible but potentially be evaluated with a lower score through the review criteria.

Q. I wanted to know if you accept proposals from university research centers for archiving materials. We have a collection that was donated to our library system that we are in possession of that has not yet been archived due to budget constraints at the university.

A. Archiving projects by universities would be fundable under this program, especially if there is an explanation of the importance of the project, the public benefit and outreach potential for the general public is included, and the funds go for the direct work and not for general overhead beyond 5%.

Q. We are planning on submitting an application for a documentary film project. Since the project is at its infancy stage; however, we are hoping to get funds for planning and research stage of the project for the current cycle, and request for funding for actual film production in the following cycle. Do we have a good chance of being funded?

A. Please see the review criteria on page 12 of the Guidelines, as well as the definition of Public Media projects (in the higher funded category) versus the film sub-category in Community Projects.

Q. We are considering applying for a Community Project grant, but with a focus on our local Chinese-American community and civil liberty issues surrounding this group historically. Is this acceptable for the Civil Liberties program?

The law concerning this program states that the purpose of the program, in addition to educating the public about the civil liberty violations from World War II and the Japanese-American community, is to:

- 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.
- Link historic civil rights violations or civil liberties injustices with current civil liberties challenges.

Q. I am thinking of applying for a California Civil Liberties Program grant but had a question about a fiscal sponsor. A nonprofit organization said that they were willing to be my fiscal agent, but they will be applying for a grant themselves (most likely in a different category).

A. Yes this would be allowed, but please make it very clear on both applications when the applying organization is applying as themselves, and when they are applying as a fiscal sponsor.
Q. I was wondering if the Community projects proposed have to be new projects? Could the grant fund a performance project which took place in a previous year (without grant funding) that we are looking to re-stage the performance in spring of 2019?

A. New productions and new audiences for previously created performances that fulfill the other components of the Civil Liberties guidelines would be eligible for funding.

Q. Are projects about the severe civil liberties and other crimes against Native Americans eligible?

A. Projects with a focus on groups that have historically or currently been the focus of civil liberty violations are eligible projects if all other criteria and requirements are met. Please see answers to similar questions throughout this document.

Q. If our organization received a grant last year in this program, are we eligible for one this year?

A. Organizations in good standing with proposals for new projects that fulfill all the requirements in the Guidelines are eligible for funding this year in the Civil Liberties program. A grant proposal for what could be characterized as “additional” or “finishing” funding for the same project from the previous grant may not be eligible, or could be scored harshly by the evaluation team.