

## Civil Liberties FAQ

Due March 4, 2019

EDITS MADE: February 27, 2019 at 3:30 pm

*Please note: some questions have been edited to protect privacy of questioner, or summarized because the question came in by phone.*

**Q. I have a quick question about the Civil Liberties grant guidelines. The guidelines say that “The program is also intended to educate the public about civil liberties injustices that have been carried out against other communities, both in the past as well as today.” So I am wondering if a theatre piece about the Holocaust in Europe in WW2 eligible for this grant? The goal for us is to use the play (and the education materials that would go along with it) to show connections between the Holocaust in Europe during WW2 and what is happening today, in terms of anti-Semitism rising up again, etc. Since we’re in California, the idea is to tie it to a broad range of civil liberty issues & injustices. The play is for young people (Ages 11/12 and up). If this sounds like it meets eligibility criteria, then we will apply.**

A. Thank you for your question. As noted in the [Guidelines](#), community projects should “Feature California and/or California-related groups and individuals impacted by the subject” (page 11). The Guidelines also note that project should inform the public of the civil liberty violations against Japanese Americans and others of Japanese descent, especially in California (page 5-6).

You are welcome to apply, of course. I would recommend looking at the Guidelines to help guide your decision-making and/or project planning.

**Q. I am interested in applying for the grant for my organization, which is a program of a large public school district that incorporates visual and performing arts into education. Do I qualify? We did a major exhibition in Dec. 7, 2017 on the Japanese Incarceration; this year's focus is on Human Trafficking.**

A. On page 6 of the Guidelines, it has relevant information regarding eligible organization. The Guidelines state that --

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.

Local Education Agencies (LEAs) such as school districts are considered units of local government and may apply.

**Q. Thank you for this effort. I just wonder when you might have programs to document the loss of civil liberties by Native Californians. The Native American population of California went from around 300,000 people in 1492 to less than 30,000 in 1900, with most of the loss of life occurring during the California gold rush. This kind of destruction of a population is called genocide. And it continues today.**

A. Projects that include information about other group who have experienced civil liberty violations in the past and today are eligible for this funding. As noted in the [Guidelines](#) –

“Legislation in 2017 by Al Muratsuchi...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.” (page 4).

Please see the Guidelines, especially the information on page 4 and the information on page 13 under “Review Criteria.”

**Q. I am looking to shoot a fictional film set in an internment camp during WWII. We plan to create a very realistic setting of what it was like to live in the camp, the kind of politics and realities people had to deal with, the despair and darkness a lot of people felt, as well as things they did to try to feel normal. When we came across your grant, it felt like our project was a good fit for the goals of the program, but I wanted to ask you:**

- **Do you think our film project would be a good match for the grant and program?**
- **If so, would you recommend us applying for the Education, Preservation Media grant or the Community Project Grant?**
- **If you think our project might be eligible to apply, are there specific things you'd be looking out for in our project for it to be a good match?**

***(Note: question has been edited and generalized to protect the integrity of the main proposed plotline.)***

A. These questions are answered in order:

1. The question of whether the proposal is a “good match” appear to be a question about guaranteed or likely funding. The advisory committee will be the ones to analyze the proposal and make their evaluations and recommendations. Potential grantees are encouraged to review the guidelines, especially the review criteria and evaluation components.
2. Based on the information provided – specifically the fact that this project is at the formation/creation state and does not have a guaranteed distribution component – it is recommended to be in the Community Project category.

3. On face value based on the sparse information provided, the project would likely be deemed eligible. Grants for the creation of or access to works of fiction based on real events involving civil liberties violations have been determined to be eligible in the past. Please review the Guidelines, specifically the eligibility of the applicants (ie the need for a fiscal sponsor if the entity is not a 501c3 nonprofit organization).

**Q. We are a nonprofit organization that would like to submit an application for a grant for our organization, but we've also been approached by another organization that has asked us to be a fiscal sponsor for their project. Do we have to choose which project to apply with, if one of them isn't ours but we're just trying to help out a fellow group with fiscal sponsorship?**

A. Nonprofit organizations serving as fiscal sponsors may sponsor multiple non-related projects on behalf of other organizations.

**Q. We have a project that involves the translation of a book of poetry in Arabic by a human-rights activist. While well known to the Arabic-speaking population, we would like to translate it into English to widen the audience. Would a project like this be eligible for funds?**

A. Projects that include information about other groups who have experienced civil liberty violations in the past and today are eligible for this funding. As noted in the [Guidelines](#) –

“Legislation in 2017 by Al Muratsuchi...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.” (page 4).

Please see the Guidelines, especially the information on page 4 and the information on page 13 under “Review Criteria.”

**Q. We would like to apply to the California Civil Liberties Public Education Program for grant consideration. I downloaded the 2018-2019 grant guidelines, and followed the link to your online application. However, once I pulled up the online application, I noticed that the dates listed on it under the “Timeline” section are for last year (award date June 2018 with funds expended by June 2019).**

A. Thank you for pointing out the typos. That info did indeed carry over from the previous year application, and should have been adjusted by one year. The online applications have been updated to note the award date in June 2019 with funds expended by June 2020.

**Q. My organization has received grants for the two previous years. This year we'd like to expand on our work. What has changed for this year?**

A. This year the principal evaluation for the grant applications will be conducted by the advisory committee for the Civil Liberties program. There is also a new area of evaluation that is included in the Review Criteria, “Relevance for Wide Audiences, Uniqueness, and Connection to Civil Liberties Issues

Today,” as noted on page 13 of the Guidelines. And as in previous years, grants are funded for new projects or new, not-previously-funded parts of a multi-step project.

**Q. I have written a performance with the subject matter of the Japanese-American experience during World War II, and I would like to stage it for the public. Would this be categorized as public media?**

A. A proposal of theatrical performances not involving the multi-media distribution with a public-media distribution would be in the Community Projects category.

**Q. When I save a draft of my application, where is that draft stored. On my hard drive?**

A. The California State Library used the grant management system Submittable, which is fully online with “cloud” based storage. When you save a draft of your grant application, that draft is stored by Submittable “in the cloud.” You may return to that draft of your application at any time to edit, add and review until you are ready to finalize and click submit.

Please note: The California State Library staff cannot see that draft until you click submit, so that drafts or unfinished submissions are not included in the queue of applications until the submitter is ready for the work to be viewed. If you do not finalize the submission by the deadline, the State Library staff will not be able to include the application for evaluation.

**Q. But what if I submitted my application and want to add information afterwards, but before the deadline?**

A. The California State Library staff can open up an application for editing by the submitter if the request is made before the application deadline. If your grant application is re-opened for editing, the grant submitter needs to finalize the application for it to be submitted. Please keep in mind the limitations on the grant program as the deadline approaches, as staff are not available during non-working hours.

**Q. We received a community projects Civil Liberties grant in the past for planning and preserving material for a project and would like to apply for a program grant for its exhibition. Would we be able to apply for a program grant this cycle?**

A. California Civil Liberties funds may be utilized for parts or steps of an overall larger project, especially ambitious projects that may require multiple years of work (more than 12 months’ time). Applicants with projects that were funded for earlier steps may apply for funding for the next step, given that all aspects of the previous grant proposal have been completed and the grantee is in good standing with the State Library. Other aspects of the Guidelines apply – see page 13 for the Review Criteria description.

**Q. We would like to expand the educational impact of an existing performing arts piece about the Japanese American experience during WWII through travel to new locations and adding additional outreach components (adjusting our performance time, adding a curriculum guide, creating a video) –**

**would these additions be eligible for a new grant, even though the performance project already exists?**

A. The addition of additional outreach, expanded educational and community outreach elements, and new audiences with an existing project is an eligible proposal for a Civil Liberties grant.

**Q. We are a university and thinking of requesting funds for a feasibility study with our graduate students to investigate the potential relocation a municipal facility to free up a WWII relocation camp and preserve it as a historic site. Would this be an education or preservation proposal?**

A. The proposal as described would fit under the preservation category.

**Q. We are looking to produce a theatrical play that has been funded by this program previously in other areas in the state. Are we a good candidate for funding anyway?**

A. Whether this proposal is funded will depend upon the evaluation of the proposal by the advisory committee. It is certainly eligible for an application. Also note that the evaluation criteria takes into consideration proposal that have new audiences and constructive discussions among diverse communities, especially communities that may be unaware of the civil liberties violations during WWII. See more information on page 13 of the guidelines.

**Q. For our proposal, we would like to include the funding of an expert who works for a quasi-federal agency (Smithsonian) as part of the project. Is this allowed?**

A. While the California Civil Liberties program does not directly fund federal agencies, the inclusion of appropriate funds for experts who work for a highly regarded quasi-federal institution like the Smithsonian would be allowed.

**Q. I'm confused by the timing of the grant programming. When would these funds have to be used and the project finished? The guidelines say it's for fiscal year 2018-19. Our project wouldn't take place until spring of 2020. Does that mean we're not eligible?**

A. A project that takes place in spring of 2020 would definitely be eligible. These funds are from the 2018-19 fiscal year, but programming may take place any time between June of 2019 and June of 2020.

**Q. We're filling out application and making copy. What type face and type size does application use?**

A. The Submittable services – where the application is uploaded -- appears to use a unique font called proxima-nova in 11.5 size font. But I don't think you need to worry about that – copy/paste should work fine for the system. For the uploaded documents (like the budget) any standard font like Ariel or Times is fine.

**Q. We are considering working with another organization on a series of components for a project or projects. We have expertise in one area and have plans, and the other organization has expertise and plans in another. Can we submit one application for both organizations? And can both organizations apply and receive funding?**

A. Partnership and teamwork between organizations for grant funds can be complex, especially since two organizations cannot ask for or be funded for the same project in two separate applications. But organizations working in parallel and supporting each other to strengthen each other's efforts would be allowed and encouraged. Grant applicants should examine whether their proposals can stand alone if the other is not funded and/or if the other organization was not part of the project. If the answer is that both organizations are necessary, then the project is a partnership (not simply support) and one application should be submitted.

**Q. I will be submitting our first Civil Liberties Community grant application. But I'm not a professional grant writer and would appreciate any advice that you have, if appropriate.**

A. All potential grantees are given the same general advice:

- Read the guidelines carefully. Pay attention to the eligibility information, the evaluation criteria, and the description of what we do not fund.
- Choose the right category and funding request. Keep in mind that the larger category is intended for large-scale projects. Localized, start-up and smaller scale projects are more appropriate for the Community Projects category. Community Projects can include education, public media and preservation projects.
- Utilize the excel templates available on the website for budget and timeline, or use your own.
- Read the "questions from the public" for additional guidance.
- Start an application early in the grant management system and save as a draft for continuous review.
- Remember to finalize and submit the grant application before March 4 - preferably before 5pm. Drafts of the grant application may be saved for your review, but we cannot see them here at the State Library. The application is essentially not submitted unless you finalize and click "submit" before the deadline.

**Q. On the timetable in the Guidelines on page 15, I think there may be a typo – the last row says that the funded activity period is “Spring/summer 2018 until June 30, 2019.” Is this a typo?**

A. Thank you for pointing this out – that is definitely a typo! It should read that the funded activity period is spring/summer of 2019 to June 30, 2020. We have fix this, but others who downloaded previous copies should know that the funded activity period indeed goes to June 30, 2020.

**Q. We have a music concert with the themes of the civil rights movement and experiences of field workers. Would this type of program be eligible?**

A. The description of the activity, as described, is eligible for applying. The application should include how the educating of the public on civil liberties and rights issues would be addressed and impact on the knowledge base and understanding of the public of the impact of these issues and the experiences of civil liberty violations like the Japanese American experience during WWII.