



California Civil Liberties Public Education Program

2023-2024 Grant Guidelines

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California Civil Liberties Public Education Program

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California Civil Liberties Public Education Project Grant Program GUIDELINES

Civil rights and civil liberties are the rights enumerated in the U.S. Constitution, federal statutes, and regulations, including freedom from discrimination on the grounds of race, sex, religion, national origin, age, disability, or genetic information, freedom of speech, free exercise of religion, due process of law, appropriate conditions of confinement, and protection from excessive force, unreasonable searches and seizures, and unlawful intrusions into personal privacy.¹

This document describes grant eligibility and funding requirements for the California Civil Liberties Public Education Program during the 2023-2024 fiscal year. *Please read these guidelines carefully when applying for a grant.*

Overview

“The purpose of the California Civil Liberties Public Education Act is to sponsor public educational activities and the 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.”²

This program is administered by the California State Library.³

Applicant Eligibility

- Applicants must be:
 - California-based non-profit organizations formed under section 501(c)(3) of the Internal Revenue Code in good standing⁴; or
 - California-based satellite offices of a regional or national non-profit organization formed under section 501(c)(3) of the Internal Revenue Code in good standing⁵; or
 - A unit of California local or state government.
- 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.

- Applicants can use fiscal agents.⁶ The fiscal agent, acting as the applicant organization, assumes financial and contractual responsibilities if awarded a grant.
- Applicants may submit only one application for the 2023-2024 fiscal year unless they are acting as a fiscal agent for other projects.
- Applicants will benefit from looking at projects that have received funding previously. Past projects can be found at <https://www.library.ca.gov/grants/civil-liberties/>. Applications must meet the requirements outlined in California Education Code Section 13015 and briefly addressed in these guidelines on pages 5 – 7.

History of Japanese Internment

Prior to World War II, California was home to more Japanese Americans than any other state. In the wake of Japan's attack on Pearl Harbor, wartime hysteria and widespread prejudice against individuals of Japanese descent led to President Franklin Roosevelt's signing of Executive Order 9066 on February 19, 1942.

The executive summary of *Personal Justice Denied*, a report published in 1982 (Part 1) and 1983 (Part 2) by the Commission on Wartime Relocation and the Internment of Civilians, says that this order:

"... gave to the secretary of war and the military commanders to whom he delegated authority, the power to exclude any and all persons, citizens and aliens, from designated areas in order to provide security against sabotage, espionage and fifth column activity. Shortly thereafter, all American citizens of Japanese descent were prohibited from living, working or traveling on the west coast of the United States."

As a result of this executive order, according to *Personal Justice Denied*:

"... 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."⁷

Over 122,000 United States citizens of Japanese ancestry and permanent resident immigrants of Japan were affected – many of them Californians.

As the Commission on Wartime Relocation and the Internment of Civilians says:

"For a large number ... 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."⁸

Congressional Action in the 1980s

Almost 40 years after Executive Order 9066, Congress conducted a bipartisan review of the executive order's impact. As a result, a federal law was enacted to issue a public apology for internment, make individual restitution to those interned and create a public education fund.

The federal Civil Liberties Public Education Fund spent \$5 million in grant money over three years to support various projects throughout the United States.

The California Civil Liberties Public Education Program

In 1998, the state Legislature created the California Civil Liberties Public Education program. The original legislation establishing the program, Assembly Bill 1915, was carried by then Assembly member Mike Honda of Santa Clara. Legislation in 2000 by Assembly member George Nakano of Torrance continued the program for several more budget years.

Absent additional allocations in the California State budget, this will be the final round of applications for this program.

Purpose

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 says:

Grants 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."

More specifically, grants shall:

- (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.

Overall Funding and Grant Request Amounts

The state budget for the 2021-2022 fiscal year contained \$5 million for the California Civil Liberties Public Education program. Of these funds, approximately two-thirds have already been awarded to support projects around the state. The California State Library expects to allocate the remaining funding in the spring of 2024.

Grant requests may be made in the following two categories:

- **Statewide Project** – Maximum grant request of \$125,000
Statewide projects are those that have the capability to create broad awareness of the events surrounding the exclusion, forced removal and internment of citizens and permanent residents of Japanese ancestry and other civil liberties violations by reaching audiences across the entire State of California.
- **Community Projects** – Maximum grant request of \$50,000
Community Projects are those that result in a more local or regional impact of awareness surrounding the events surrounding the exclusion, forced removal and internment of citizens and permanent residents of Japanese ancestry and other civil liberties violations.

General Applicant Requirements, All Applicants

Successful applicants must demonstrate **in the application** that they meet the following criteria:

- (1) The capability to administer and complete the proposed project within specified deadlines and within the specified budget.
- (2) The experience, knowledge, and qualifications to conduct quality educational activities regarding the exclusion and detention of Japanese Americans during World War II and to link that period of history with current civil liberties challenges, 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.

General Project Requirements, All Applicants¹⁰

Project proposals for funding from the civil liberties program must address all of the following with application scoring affected by the following criteria:

- (A) 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) Maximize the long-term educational impact of this chapter.
- (C) 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) 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.

Project Components

For a stronger application, applicants should do as many of the following as is practical ¹¹:

- (1) Develop a strategy and plan in the development and implementation of projects for raising the level of awareness and understanding among the American public regarding current civil liberties challenges, 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.
- (2) Coordinate and collaborate with organizations and individuals engaging in similar educational, research, and development endeavors to maximize the effect of projects.
- (3) Seek matching funds, in-kind contributions, or other sources of support to supplement their proposal.
- (4) Involve former detainees, those excluded from the military area, and their descendants in the development and implementation of projects.
- (5) Involve individuals and their descendants from communities or populations that have experienced civil rights violations or acts of injustice in the development and implementation of projects.
- (6) Develop a strategy and plan for raising the level of awareness and understanding among the American public regarding the exclusion and detention of Japanese Americans during World War II so that the causes and circumstances of this and similar events may be illuminated and understood.
- (7) Develop a strategy and plan for reaching the broad, multicultural population through project activities.
- (8) Develop local and regional consortia of organizations and individuals engaged in similar educational, research, and development efforts.
- (9) Utilize creative and innovative methods and approaches in the research, development, and implementation of their projects.

- (10) Use a variety of media, including new technology, and the arts to creatively and strategically appeal to a broad American public while enhancing and enriching community-based educational efforts.
- (11) Include in the grant application scholarly inquiry related to the variety of experiences and impact of the exclusion and detention of persons of Japanese ancestry during World War II, as well as its relationship to the experience of other populations so that the causes, circumstances, lessons, and contemporary applications of this and similar events will be illuminated and understood.
- (12) Include in the grant application scholarly inquiry related to the variety of experiences and impact of civil rights violations or acts of injustice carried out against a particular community or population, as well as their relationship to the experience of other communities or populations so that the causes, circumstances, lessons, and contemporary applications of this and similar events will be illuminated and understood.
- (13) Add relevant materials to or catalogue relevant materials in libraries and other repositories for the creation, publication, and distribution of bibliographies, curriculum guides, oral histories, and other resource directories and supporting the continued development of scholarly work on this subject by making a broad range of archival, library, and research materials more accessible to the American public.

Application Categories

Of the two project types – Statewide or Community – there are four types of statewide grants that can be applied for. Each has different eligibility and project criteria. The maximum amount for Education, Preservation, Public Media, and Museum projects is \$125,000.

Please see below for more details

- **Education**
- **Preservation**
- **Public Media**
- **Museums**

Education Projects

Applicants are educational organizations or units of government, or nonprofits or units of government that can provide high-quality educational support services to the K- 12 and higher education community.

This funding is intended for large-scale education projects that reach a significant portion of the K-12 and/or college-level population in California. Smaller projects in this subject area or that reach a limited audience should apply in the "Community Projects" category.

Key Components

Successful projects should:

- 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.
- 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.
- Link historic civil rights violations or civil liberties injustices with current civil liberties challenges.
- Follow educational protocols and standards appropriate for the educational level.
 - For K-12 education, projects should align with the standards and framework for History-Social Science¹², as well as augment the learning in other subject areas¹³ including but not limited to English Language Arts, English Language Development, Visual and Performing Arts, Ethnic Studies¹⁴.
 - For college-level education, projects should be appropriately academically rigorous, follow higher-education protocols, and include expertise from widely accepted experts within the academic arena.

Include detailed plans for implementing and disseminating educational materials to teachers, administrators, students and the general public in California with realistic and

measurable fulfillment goals.¹⁵

Projects may include the development of videos, plays, presentations, speaker bureaus, and exhibitions for presentation to elementary, secondary, and community college audiences.

Preservation Projects

Applications should include projects that preserve vital records, digitize materials and multi-media items, and other preservation activities that protect source materials documenting the history, records and personal histories of the internment of Japanese-Americans and others during World War II and/or other groups in California that have experienced civil liberties injustices that are perpetrated on the basis of an individual's race, national origin, immigration status, religion, gender, or sexual orientation.

These funds are intended for large-scale, complicated preservation projects that are fully or nearly fully devoted to the subject of this grant program. Smaller projects in this subject area should apply in the "Community Projects" category.

Key Components

Preservation efforts may include digitization, digital reformatting and preservation, in-house repair, improved storage and handling, security, environmental control and stabilization, conservation treatment and other preservation efforts.

Public Media Projects

Applicants 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.

These funds are for comprehensive, multi-faceted projects and programs that have a large and widespread audience. Applicants with smaller projects and/or a smaller audience should apply in the "Community Projects" category.

Key Components

Public Media projects should:

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

- Feature California and/or California-related groups and individuals impacted by the subject of civil liberties and civil-liberty violations.
- 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.
- Promote civic engagement, encourage collective problem solving and connect cultures, communities, and groups.

Museum Projects

Applicants are museum or museum-related nonprofit organizations or units of government that can offer high-quality museum programming or displays to the California public.

This funding is intended for large-scale museum projects that are fully or nearly fully devoted to the subject of this grant program and reach a large number of California residents and visitors. Smaller projects in this subject area or that reach a limited audience or provide a portion of the above requirements should apply in the "Community Projects" category..

Key Components

Museum Projects should:

- Provide displays, lectures and other programming that educates the California public 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.
- Provide displays, lectures and other programming that educates the California public regarding the history and the lessons of the World War II exclusion, removal, and detention of persons of Japanese ancestry.
- Link historic civil rights violations or civil liberties injustices with current civil liberties challenges.
- Feature California and/or California-related groups and individuals impacted by the subject of civil liberties and civil-liberty violations.
- Foster community dialogue and engagement through physical displays and virtual content,
- Promote civic engagement, encourage collective problem solving and connect cultures, communities, and groups.
- Include educational materials available for K-12 students and educators,

including information and curriculum supports for in-person educational activities and online educational use that follow educational protocols and standards appropriate for the educational level:

- For K-12 education, projects should align with the standards and framework for History-Social Science¹⁶, as well as augment the learning in other subject areas¹⁷ including but not limited to English Language Arts, English Language Development, Visual and Performing Arts, and Ethnic Studies.
- For college-level education, projects should be appropriately academically rigorous, follow higher-education protocols, and include expertise from widely accepted experts within the academic arena.
- Online educational components should comply with student-data privacy law in California, and potential users – students, educators, and general members of the public – should not have barriers to access, either online or in person.
- Include activities for members of the public, including but not limited to tours, lectures, online information, and specialized programming related to the project.
- Ensure physical and online programming is accessible to individuals with disabilities.¹⁸
- Provide physical and online programming in languages other than English.
- Offer easy, no-cost access to low-income California residents and visitors to view and participate in the museum project.
- Conduct outreach and public awareness efforts and activities for new, unique, and underserved audiences to the museum facility. Provide such outreach effort and activities in languages other than English.

Projects may include:

- Media for physical and online displays and program supports including --but not limited to -- videos, presentations, speaker bureaus, interactive online discussions, unique use of technology, including virtual and augmented reality as well as other means.
- Preservation of physical items or digitization
- Museum facility and project display must be physically located in California and open to the public, with adherence to all local and state safety protocols concerning COVID-19 or other public-health issues or situations.

Community Project

This funding can be used for a wide range of projects that focus on California and/or California-related groups and individuals whose civil liberties have been violated, using the civil rights violations set in motion from Executive Order 9066 as a principal topic, example, or discussion point.

Smaller organizations with limited audiences are encouraged to apply in this category. Projects proposed by smaller organizations can address areas covered in preservation, museum, education, and media in a community project capacity for a more limited audience.

Community projects that include preservation, museum, education, or media must still be of high quality and follow guidelines set forth in California Education Code Sections 13000, 13015, 13020, 132025, and 13030.

Key Components

Community Projects should do the following:

- Feature California and/or California-related groups and individuals impacted by the subject of civil liberties and civil-liberty violations.
- Provide opportunities for community participation and involvement in activities and discussions concerning civil liberties.
- Foster constructive community dialogue and engagement on the topic of civil liberties.
- Promote civic engagement, encourage collective problem-solving and improve relationships between cultures, communities, and groups.
- Include the development of videos, plays, presentations, speaker bureaus, and exhibitions for presentation to elementary, secondary, and community college audiences.
- 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
- 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.

Community projects that educate the public about civil liberties and internment camps during World War II can take various forms. Past projects have included:

- 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 supplemental curriculum
- Website tools
- Essay and literature projects
- Public art and monuments
- Music and recordings

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 matches, including labor from experts, volunteers, administrators, and others. Matches are strongly encouraged but not required.

Application Process

The application for the California Civil Liberties Public Education Program grants will be available in November 2023 through the California State Library website. Grant applications are submitted through the online grant management system on the California State Library website at <http://www.library.ca.gov/grants/civil-liberties/>.

There are various sections to the Civil Liberties grant application, and applicants will be expected to include the following:

- Basic Information -- Provide general information about the organization and project leads
- Legislative Information Tell the State Library who are the state Senate, Assembly, Congressional and local representatives for the applicant)
- Information about the Project
- Requested Amount
- Timeline
- Budget
- Applicant Information and Key Personnel
- Supplementary Materials

Helpful Templates

The California State Library has created templates in Excel to assist with the Timeline and Budget requirements of the application. Please see downloads available on the website at <http://www.library.ca.gov/grants/civil-liberties/>

Budgetary information needed for the application includes the project's budget, the proposed use of grant funds, and any project income. Instructions and information are available in the Budget template as well as in the online application.

Partial Save Feature

Applicants may save an application as a draft at any time and add additional information, as long as all information is submitted, and applicants click "Apply" by the deadline date at 12:00 noon PST.

NOTE: Applicants must click "Apply" before the due date for the application to be considered. California State Library staff may not be able to see partially completed applications. If applicants save drafts, they need to come back and finalize the application before the deadline!

Deadline: The deadline is Wednesday, **January 15, 2024, at 12:00 pm noon PST.**

Questions: Questions may be addressed to civil.liberties@library.ca.gov. *Please note that technical assistance is only available during working hours 8:00 am – 5:00 pm Monday-Friday, excluding holidays.*

Review Criteria

A nine-member advisory review panel comprised of five gubernatorial and four legislative appointees¹⁹ will evaluate applications based on the following 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 "Key Components" sections for all grant categories. Analysis will include:

- Does the project fall within the purpose of the California Civil Liberties Public Education Program and the specific category of funding?
- Does the project feature California and/or California-related groups and individuals impacted by the subject of civil liberties and civil-liberty violations?
- Does the project connect the Japanese American exclusion and detention experience with the experiences of other populations so that the causes and circumstances of this and similar violations of civil rights or acts of injustice may be illuminated and understood? The Japanese American experience does not need to be the main subject of the project, but a connection should be made.
- Does the project provide opportunities for community participation, education,

and involvement in activities and discussions concerning civil liberties? For preservation projects, does the project produce work or information that can be freely accessed by the public after its creation - ideally in a means or method that is shareable via digital media and the internet - without restriction or barriers to access?

- Does the project provide insight and information so that the causes and circumstances of this and similar events may be illuminated and understood by audiences beyond the groups affected by the civil liberties violations?

Relevance for Wide Audiences, Uniqueness, and Connection to Current Civil Liberties Issues

The proposed project should be relevant to wide audiences, include unique or underserved populations, and connect to civil liberties issues today. Factors considered by the review panel include geographical distribution and underserved areas, intended audience, and unique techniques of engagement.

Analysis will include:

- Is the applicant presenting a project in an under-served geographic area that is being impacted today by civil liberties issues?
- Does the project provide new and relevant information and engage audiences that would likely have little to no exposure or knowledge of the project's subject matter.
- Does the project employ a unique method of engagement that has a high likelihood of positive impact and should be explored? Does it use engagement techniques that include new technologies? Is the specific subject matter and insight from this project new, unique, and/or engage audiences impacted by civil liberties issues today?

Project Impact:

The project demonstrates both reach and strong engagement with the public on the issue of civil liberties as well as significant education and awareness, information-sharing, participation, and discussion to improve relationships between cultures, communities, and groups.

Analysis will include:

- Does the project demonstrate outreach and education to a significant portion of Californians? For preservation projects, does this project preserve and/or expand access to vital records, materials, multi-media items, information and other vital source materials documenting the history, records and personal histories that cannot be found elsewhere?
- Does the project foster positive community dialogue with members of the public

on the issue of civil liberties? For preservation projects, does the project provide opportunities for reasonable and open access to materials to a broad segment of the population that may lead to activities and discussions concerning civil liberties?

- Will the project create strong interest from the public? Will individuals be encouraged to contemplate the issues of civil liberties and potentially participate in civic-engagement activities concerning civil liberties? For preservation projects, does the information preserved inspire interest and exploration from diverse groups, including the general public?
- Does the project include activities, information and interactions that may encourage positive collective problem-solving to improve relationships between diverse cultures, communities, and groups? For preservation projects, does the content provide a unique perspective that may inspire such discussions and interaction?
- Does the project produce work or information that can be accessed by the public after its creation - ideally in a means or method that can be shared via digital media and the internet? For preservation projects, does this project utilize the best available resources to maximize the preservation, access, and long-term educational impact to the California public and/or specific segments of the California public?

Fiscal Management & Project Leadership:

The project has realistic and achievable outcomes, demonstrates accountability, and includes an appropriate and complete budget. These criteria include the caliber of a project team, viability of a project budget, quality of implementation plans, overall fiscal health, and the organizational capacity of an applicant, and/or the strength of collaborative partnerships, if applicable.

- Does the project have realistic and achievable outcomes?
- Does the application demonstrate an appropriate and complete budget?
- Does the applicant organization and project team have sufficient funding and capacity to fulfill the project?
- Is the timeline for project completion realistic?
- Does the applicant and project team demonstrate the skills, expertise, and experiences central to the project's success?

Advisory Panel Evaluation and Ranking Process

The advisory panel will review all applications and work samples in a multi-step process that involves a 100-point ranking system. There are four criteria subjects used in evaluation. The four criteria subjects include appropriateness of project, uniqueness

and relevance for wide audiences and connection to today, project Impact, and fiscal management & project leadership. Each of the four criteria subjects utilizes five questions for evaluation, with an evaluation between zero and five points per question. It is not expected that grantees rank at the highest level for all aspects of their proposed projects. Rankings by panelists will be averaged to obtain the final score and comments will be noted to provide insight and information for final decisions.

The evaluation rubrics for Statewide and Community education, preservation, museum, and public media grant applications are almost identical but differ slightly depending on project type. The rubric for public media is shown below for illustration.

Public Media Quality and Appropriateness of Project	
Main Purpose	Does the project fall within the purpose of the California Civil Liberties Public Education Program?
About Californians	Does the project feature California and/or California-related groups and individuals impacted by the subject of civil liberties and civil-liberty violations?
Japanese American Experience	Does the project 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?
Community Connections	Does the project provide opportunities for community participation and involvement in activities and discussions concerning civil liberties?
Prevention Potential	Does the project 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?
Project Impact	
Significant Public Outreach	Does the project have broad outreach and education to a significant portion

	of Californians 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 events?
Community Dialogue	Does the project foster positive community dialogue with members of the public on the issue of civil liberties – through interactions with the project team, as well as between members of the public with each other?
Impactful Engagement	Does the project show that it can create strong, impactful engagement and interest among the public that encourages individuals to contemplate the issues of civil liberties and potentially participating in civic engagement activities concerning civil liberties?
Problem Solving for Diverse Groups	Does the project include activities, information and interactions that may encourage positive collective problem-solving to improve relationships between various diverse cultures, communities and groups?
Lasting Potential	Does the project produce work or information 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?
Fiscal Management & Project Leadership	
Realistic Outcomes	Does the project have realistic and achievable outcomes?
Reasonable Budget	Does the application demonstrate an appropriate and complete budget?
Organizational Strength	Is the applicant organization and project team in sufficient financial and capacity standing to fulfill the project?
Appropriate Timeline	Is the timeline reasonable for completion of the project?

Personnel Expertise	Does the applicant and project team demonstrate the skills, expertise, and experiences central to the project's success?
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Final Decisions for Funding

After receiving and reviewing the advisory panel's evaluations and recommendations, the State Library will announce final funding decisions.

If approved for support, grant totals may differ from the amount sought due to the level of funding available for the program. Determinations of final funding for grantees may be determined by the demand on the funding, the ranking of the application, and/or the comments the State Library 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. If the awarded amount is significantly different than the proposed amount, the potential grantees will be requested to submit a subsequent budget with the approved amount of funding.²⁰

Funding is not available under this program for:

- Grantee organizations not currently in compliance on another California State Library grant.
- Costs of organized fundraising activities, grant writing, financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or to obtain contributions.
- Grantee organizations that are not currently in compliance with all relevant control agencies, such as the Internal Revenue Service, Franchise Tax Board, Secretary of State, California Department of Justice/Attorney General, and other government control agencies for nonprofit corporations.
- Grant requests for payments to federal agencies.
- For-profit organizations as applicants -- unless there's a nonprofit fiscal sponsor.
- Programs, projects, or services intended for private use or for use by restricted membership.
- Programs or projects not accessible to the public.
- Programs or projects that promote or appear to promote a particular political, religious, or ideological point of view.
- Indirect overhead costs over 5 percent, including schools, colleges, or universities.²¹

- Cash reserves and endowment holdings.
- Purchase of major equipment, land, buildings, or major construction or equipment or technology not specifically needed to carry out the goals of the grant.
- Out-of-state activities including travel.
- Non-educational social activities such as receptions, parties, or galas, amusement, diversion, and social activities, and any costs associated with such activities like food, entertainers, rentals, gratuities, or alcohol.
- Costs of ticket to shows or sporting events.
- Hospitality expenses or food and refreshment costs that are unrelated to travel.
- Gifts and prizes, including cash prizes as well as physical items or gift certificates with monetary value.
- Giveaway items included, but not limited to, prizes, treats, books, including books for the purpose of building at-home-libraries.
- Gifts, models, souvenirs, and other "promotional" items.
- Contributions and donations to other entities.
- Fines and penalties, bad debt costs, and/or deficit reduction.
- Expenses incurred before the start of the grant period, or after the ending date of the grant period without extension request and approval.
- Administrative fees or costs such as fringe benefits, payroll taxes, pension liability, and sales taxes.
- Costs incurred by advisory councils or committees unless authorized by statute.
- Alcoholic beverages.
- Fines and penalties.
- General Government Expenses – The costs of government, including services normally provided to the general public, such as fire and police, are unallowable.
- Gifts, honorarium, stipends, incentives, or awards (Speaker fees are an allowable expense).
- Interest and other financial costs and capital expenditures.
- Lobbying - The cost of certain advocacy or influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans, is unallowable. Costs of membership in organizations substantially engaged in lobbying are unallowable.

- Salaries or benefits for individuals not working on the project and contingencies (contractors that are not offering services for the project).
- Losses on other grants (excess costs for one grant application is not chargeable to another grant application).

Timeline

Date	Activity
Thursday, November 16, 2023	Program Open and Guidelines Available
December 2023	Optional Informational Webinar by Zoom (sign up for notification on the Civil Liberties program mailing list to be emailed information or request Zoom information. The session will be recorded.
Monday, January 15, 2024, 12 pm noon PST	Application Deadline
Early March 2024	Advisory Panel Review
Late March 2024	Funding Notifications (expected)
April 2024 until June 30, 2025	Funded Activity Period

Grantee Requirements

- Include in the approved grant agreement copies of signed letters sent to the governor and state Senate and Assembly representatives informing them of the grant award and proposed program.
- Use the California State Library logo on printed, electronic materials and websites that specifically reference a grant.
- Credit on all printed and electronic materials must include: "This activity is funded by the California Civil Liberties Public Education Program."²²
- Give verbal credit to the California Civil Liberties Public Education program and the California State Library when discussing the project and activities supported by this grant.
- Submit a final report summarizing grant-funded activities and accomplishments at the end of the grant period.

Budget Modifications & Equipment

All budget modifications must be discussed in advance with the assigned Grant Monitor. All budget modifications require the approval of the Grant Monitor and require a Budget Modification Form be submitted. The Budget Modification Form must be submitted for changes of any amount. Any modifications in the approved budget must be documented and documentation retained in project files.

- If you need to modify your budget please contact the Grant Monitor listed in your award materials.
- If there is an issue with your grant spending or timeline, please contact the grant Monitor listed in your award materials right away.

Questions?

Email civil.liberties@library.ca.gov and a member of the California State Library's staff will respond.

Endnotes

¹ U.S. Customs & Border Protection, last modified May 24, 2022, <https://www.cbp.gov/employee/eeo/faqs/what-are-civil-rights-and-civil-liberties#:~:text=Civil%20rights%20and%20civil%20liberties%20are%20the%20rights%20enumerated%20in,religion%2C%20due%20process%20of%20law%2C>

² Education Code Section 13000. (a). See full code at http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=1.&article=

³ Education Code Section 13015-13030 may be found at http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=

⁴ For a nonprofit corporation (under 501(c)(3)) of the Internal Revenue Code to be considered for this program, all required filings and paperwork with control agencies must be up to date and in good standing with relevant government control agencies. For California 501(c)(3) nonprofit corporations, control agencies include but may not be limited to the federal Internal Revenue Service, the Franchise Tax Board, the Secretary of State, and the Department of Justice/Attorney General. Nonprofits residing in other states may have additional control agencies at the state government level and are required to be in good standing as well.

⁵ Charitable organizations (under 501(c)(3) of the Internal Revenue Code) associated with an accredited college or university that are in good standing are eligible for the CA Civil Liberties Program.

⁶ 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 www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits

⁷ From *Personal Justice Denied*, an extensive investigation that included 20 days of hearings in cities across the country, particularly on the West Coast. Testimony was taken from more than 750 witnesses including evacuees, former government officials, public figures, interested citizens and historians. See the full report from the National Archives at <https://www.archives.gov/research/japanese-americans/justice-denied>

⁸ *Personal Justice Denied*.

⁹ This information may be found in the California Education Code 13000-13030 at http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=

¹⁰ These general project and applicant requirements are based on the requirements as outlined in the California Education Code 13000-13030 – see http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=

¹¹ Information on the encouraged components of grant projects may be found in the California Education Code 13015(e).

¹² The History and Social Science Framework adopted in 2016 may be found on the California Department of Education's website at <https://www.cde.ca.gov/ci/hs/cf/hssframework.asp> .

¹³ A listing of standards and support materials for K-12 education may be found on the California Department of Education's website at <https://www.cde.ca.gov/be/st/ss/> .

¹⁴ The California State Board of Education adopted Ethnic Studies Model Curriculum on March 18, 2021. Information can be found at <https://www.cde.ca.gov/ci/cr/cf/esmc.asp>.

¹⁵ There are approximately 6 million children in California's ten thousand K-12 schools in over a thousand school districts. Additional information is available at <https://www.cde.ca.gov/ds/sd/cb/ceffingertipfacts.asp> .

¹⁶ The History and Social Science Framework adopted in 2016 may be found on the California Department of Education's website at <https://www.cde.ca.gov/ci/hs/cf/hssframework.asp> .

¹⁷ A listing of standards and support materials for K-12 education may be found on the California Department of Education's website at <https://www.cde.ca.gov/be/st/ss/> .

¹⁸ Applicants may want to view the federal Institute of Museum and Library Services' various resources on accessibility at <https://www.ims.gov/issues/national-issues-priorities/accessibility-resources-museums-and-libraries>

¹⁹ The bill by Assemblyman Al Muratsuchi, AB 491, signed into law in 2017 by Governor Brown established the advisory panel; see California Education Code 13015(c) at http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=

²⁰ Modification of proposed goals because of lesser grant amounts must be approved by the California State Librarian.

²¹ These grants are project-based funds. Appropriate and reasonable administrative costs are allowed, but not basic overhead in excess of 5%.

²² In some situations the title of the program may be shorted to "California Civil Liberties Program" or "CA Civil Liberties Program."
