



California Civil Liberties Public Education Program FY 2016-17

Before You Start Your Application

This document provides an overview of the different sections of the California Civil Liberties Public Education Program online application. The online application for the California Civil Liberties Public Education Program is separated into six different sections:

SECTION 1: Basic Information (fill-in)

Find your legislators before starting the application!

SECTION 2: Information About Your Project (fill in and essay)

The Essay Questions

SECTION 3: Timeline (PDF)

SECTION 4: Budget (PDF)

SECTION 5: Applicant Information and Key Personnel (PDF)

SECTION 6: Supplementary Materials (up to 3 PDFs)

SECTION 1: Basic Information (fill-in)

The first section of the application concerns basic information about your organization. These are “fill-in” fields and include the following:

- Official Name of Applicant Organization
- Is the applicant a state or local governmental organization, or a 501(c)3 nonprofit corporation?
- Federal Employee Identification Number (FEIN, sometimes known as an EIN) (no dashed please!)
- Nickname of Organization

- Contact Information for both the Programming lead and the Billing lead (no dashed in phone numbers, please!)
- Legislative information about applicant*

*** This application has a field concerning legislative representative information. The instructions are as follows:**

“Please let us know the legislative and Congressional districts for the applicant organization so the California State Library can best inform the Legislature about this program. If the application utilizes a Fiscal Agent, please submit the legislative district information for the project lead and/or the location where this project most impacts. If the application has a statewide or regional impact, please click "multiple districts" and give a description of the area(s) of the state most impacted.”

Find your legislators before starting the application!

To find your legislative and congressional Districts, the following website can be of help:

- Legislature: http://www.legislature.ca.gov/legislators_and_districts/districts/districts.html
- Congress: <http://www.house.gov/representatives/find/>

SECTION 2: Information About Your Project (fill in and essay)

The next section concerns information about your project. We strongly suggest that you draft answers to the questions in this section before you start the application process.

The first series are fairly straightforward, but you should know your responses ahead of time:

- This application is for what time of funding? (Major Preservation/Public Media OR Community Projects)
- Grant amount requested (remember the max requests in the Guidelines)
- Grant Category (important for the Community Projects, with choices including performing arts, historical documentation, community enrichment, etc)

The Essay Questions

The following sections require narrative answers (written in paragraph form).

- **Brief description of project** – this is very brief, at only 500 characters. Write this as if you were drafting a “quick pitch” in a publicity listing
- **Detailed description of project** – this entry is up to 6000 characters, or the average length of a college essay. Stick to the components of the project, as there are other questions dealing with significance, outreach, and staffing later in the application.
- **Significance of the Project** – this entry allows a count of 3500 characters, or about half the length allowed for the previous question. Please describe the significance of the project, including how it applies to the Purpose of the CA Civil Liberties Program, as described in the

"Purpose" section of the California Civil Liberties Public Education Program 2016-17 Grant Guidelines.

- **Public Education and Outreach Capacity and Benefit** – this entry allows a count of 4500 characters, and is where the applicant explains how the project will educate the public and help the citizens and residents of California become more aware of the issues surrounding the purpose of the CA Civil Liberties Project.

SECTION 3: Timeline (PDF)

Please provide a timeline of the different steps of the proposed project. **Document must be uploaded as a PDF.** Funded applicants must have an aspect of the Project start at some point between mid-April and June 30, 2017, and Project must be completed by June 30, 2018.

SECTION 4: Budget (PDF)

Please provide a project budget for the application, including Services, Materials, Employee/Contractor costs (salary, contractor costs, etc), Travel, etc. A reasonable amount of Administration Costs is acceptable, including a reasonable Fiscal Agent fee; General Overhead over 5% is not allowed.

Document must be uploaded as a PDF.

Please include information about the matching funds (corporate contributions, private contributions, local government, earned income, or in-kind, etc.) – a dollar-for-dollar match is ideal for the CA Civil Liberties Program 2016-17 (in-kind contributions of services, administration and materials are acceptable).

Please note that there are restrictions for the CA Civil Liberties Program funds, and some items cannot be paid for from this grant program. See "What the CA Civil Liberties Program Does Not Fund" in the Guidelines for more information.

SECTION 5: Applicant Information and Key Personnel (PDF)

Please provide general information about your organization, including mission, goals and other overview information. This document should be crafted in a word processing program and must be saved/submitted as a PDF. (Please include information about the Fiscal Agent, if appropriate.) Also provide biographical information about the key personnel involved in the proposed project for CA Civil Liberties Program funding. **Document must be uploaded as a PDF.**

Provide the information in narrative form (not resume or CV format). Please keep the organization(s) and each individual's description to 4500 characters or less if possible, although a little extra information here is fine.

SECTION 6: Supplementary Materials (up to 3 PDFs)

This section is where applicants can provide additional information to strengthen their application through samples of past projects, additional information about the organization or project participants, documents and detailed plans for the project, and other information that can help in the evaluation of applications. Up to three (3) PDFs may be submitted in this section. **Document(s) must be uploaded as PDFs.**

NOTE: There is a fairly low maximum on the size of the attachments for this application. If you are interested in submitting samples such as videos, photos, information about books or other projects, etc, we recommend creating a list of links to these work samples and submitting that list as a PDF. If you prefer to submit large files directly or by mail, please contact Mary Beth Barber at Marybeth.barber@library.ca.gov. All items must be received at the California State Library by the application deadline date on March 15, 2017. (THIS IS NOT A POSTMARK DATE.)

Thank you for your interest in the California Civil Liberties Public Education Program!