



# California Civil Liberties Public Education Program

## 2016-2017 Grant Guidelines

*A program of the California State Library*

Deadline: **March 15, 2017** Online Submission

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# California Civil Liberties Public Education Program

FY 2016-17

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# California Civil Liberties Public Education Project Grant Program GUIDELINES

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This document describes grant eligibility and funding requirements for the California Civil Liberties Public Education Program during the 2016-2017 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 development of educational materials to ensure that the events surrounding the exclusion, forced removal, and internment of civilians and permanent resident aliens of Japanese ancestry will be remembered so that the causes and circumstance of this and similar events may be illuminated and understood.”<sup>1</sup>

This program is administered by the California State Library.<sup>2</sup>

## 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 in Hawaii, 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.”<sup>3</sup>

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

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

“For a large number, however, the war years were spent behind barbed wire; and for those who were released, the prohibition against returning to their homes was not lifted until December 1944.”<sup>4</sup>

### **Congressional Action in the 1980s**

Almost 40 years after Executive Order 9066, Congress conducted a bipartisan review of the executive order’s impacts. 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.

The program received funding of as high as \$1 million annually from 1998 through 2011. Funding was eliminated in the budget for the fiscal year beginning July 1, 2011. At the request of Assemblyman Phil Ting of San Francisco, Gov. Brown approved \$1 million in one-time funding for the program in the 2016-2017 fiscal year.<sup>5</sup>

### **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.”

### **Overall Funding and Grant Request Amounts**

The state budget for the 2016-2017 fiscal year contains \$1 million for the California Civil Liberties Program, of which 90 percent (\$900,000) will be made available for program grants.

Grant requests may be made for one of two categories:

- **Major Preservation Projects or Public Media Projects** – Maximum grant request of \$150,000
- **Community Projects** – Maximum grant request of \$40,000

## 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<sup>6</sup>; 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.<sup>7</sup> 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 2016-2017 fiscal year.

## General Applicant Requirements, All Applicants

Successful applicants to the civil liberties program 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 successful educational activities regarding the exclusion and detention of Japanese-Americans during World War II.

## General Project Requirements, All Applicants<sup>8</sup>

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

- (1) Link Japanese-American exclusion and detention with the experiences of other populations so that the cause and circumstances of this and similar violations of civil rights or acts of injustice may be illuminated and understood.
- (2) Maximize the long-term educational impact to the California public and/or specific segments of the California public.
- (3) Contribute to or expand upon the existing body of educational and research materials regarding the exclusion and detention of Japanese-Americans during World War II and similar violations of civil rights or acts of injustice to a particular population or group.
- (4) Include a variety of experiences and perspectives of those impacted by civil-rights violations. For example, regarding the exclusion and detention of Japanese-Americans and its impact before, during, and after World War II, include those Japanese-Americans who served in the military and those who were interned in Department of Justice camps.

- (5) Include an outreach component to the public and, if possible, represent a collaboration between organizations (if applicable) in order to boost public awareness of the subject of civil liberties.

## Application Categories

There are two categories of grant projects:

- **Major Preservation or Public Media Projects**
- **Community Projects**

Each has different eligibility and project criteria. Please read below.

### Major Preservation or Public Media

In keeping with the goals of the civil liberties program, the State Library, in consultation with various entities, has identified two key areas of investment for an estimated \$500,000 of total civil liberties funding.

#### *Major Preservation Projects*

Applications in this category include projects that preserve vital records, digitize materials and multi-media items, and other preservation efforts that protect source materials documenting the history, records and personal histories of the internment of Japanese-Americans and others during World War II.

#### **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 vital preservation efforts.

**Please Note:** This category of funding is 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 or larger projects with only a portion of the project devoted to the subject of internment of American citizens and residents during World War II should apply in the “Community Projects” category.

#### *Major Public Media Projects*

Applicants in this category are nonprofit media organizations; nonprofit organizations with media production, distribution or directly related support services as their central mission and activity; or units of government that have a public-media function such as operating a public media outlet.

#### **Key Components**

Major Public Media projects should:

- 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 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;
- 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.

**Please Note:** This category of funding is for significant, comprehensive, multi-faceted projects and programs that have a large and widespread audience. Applicants with smaller projects should apply in the “Community Projects” category.

The maximum request amount for “Major Preservation or Public Media” projects is \$150,000.

## Community Projects

This category provides an estimated \$400,000 for 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 principle topic, example or discussion point.

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

The list above is by no means inclusive and is based on past projects during a time before the widespread use of social media, internet applications and other technical advances in communities, libraries, classrooms and other learning environments.

Projects involving mediums and venues reflective of these changes that still achieve the “Key Components” listed above are strong potential candidates for this program.

The maximum request amount for a “Community Project” grant is \$40,000.

**PLEASE NOTE:** California Civil Liberties Program funds in both the “Major Preservation/Public Media” and “Community Project” categories cannot be used for hospitality; purchase of equipment; out-of-state travel; direct fundraising activities; advocating for specific policies, legislative action or partisan agendas; be promotional or purely celebratory in nature. Please see information under the heading “Proposals involving any of the following are NOT eligible under the program” for more detail on limitations.

## 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.

## Application Process

The application for the California Civil Liberties Public Education Program grants is online at on the [Application Page](#).

**Applicants should first thoroughly review “Before Filling Out Your Application” prior to an online application session.** Please see information through the informational [PDF document](#).

**Deadline:** March 15, 2017, 11:59 pm. Questions may be addressed to Mary Beth Barber at 916-323-9758 or [Marybeth.barber@library.ca.gov](mailto:Marybeth.barber@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

An advisory review panel 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 the "Key Components" for all grant categories.

### **Project Impact:**

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

### **Fiscal Management & Project Leadership:**

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

## Advisory Panel Evaluation and Ranking Process

An advisory panel will review all applications and work samples in a multi-step process that involves a 10-point ranking system. Rankings by panelists will be averaged to obtain the final score.

### **10-Point Numerical Ranking System**

10	Model	Meets all of the review criteria to the highest degree possible.
8-9	Excellent	Designates an applicant as a high priority for funding.
5-6-7	Good	Meets the review criteria but some improvement or development is needed.
2-3-4	Developing	Has merit but does not meet the criteria in a strong or solid way.
1	Ineligible	Inappropriate for the California Civil Liberties Program support.

## Final Decisions for Funding

As noted in the Education Code, final authority for grant decisions rests with the California State Library.<sup>9</sup> After receiving and reviewing the advisory panel's 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, 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.<sup>10</sup>

**Proposals involving any of the following are NOT eligible under the program.**

- Projects involving fundraising activities, including grant writing
- Grantee organizations not currently in compliance on another California State Library grant
- Federal agencies
- For-profit organization as applicants
- Programs not accessible to the public
- Projects that seek to promote a particular political, religious, or ideological point of view
- Indirect overhead costs over 5%, including for schools, colleges, or universities<sup>11</sup>
- Trust or endowment funds
- Purchase of equipment, land, buildings or construction
- Out-of-state activities
- Hospitality or food costs
- Expenses incurred before the start or after the ending date of the grant period

**Timeline**

<b>Date</b>	<b>Activity</b>
February 1, 2017	Application Available
February 17, 2017*	Informational Webinar
March 15, 2017	Application Deadline
Mid-March to mid-April, 2017	Advisory Panel Review
April 15, 2017	Funding Notifications
Spring 2017 until June 30, 2018	Funded Activity Period

*\* The date of this webinar was revised from February 15 to February 17 because of staff illness.*

**Grantee Requirements**

- Include in the approved grant agreement copies of signed letters sent to the governor and state Senate and Assembly representatives thanking them for the grant award.
- Use the California State Library logo on all 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."
- 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.

## Endnotes

<sup>1</sup> Education Code Section 13000. (a). See full code at <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=12001-13000&file=13000>

<sup>2</sup> Education Code Section 13015-13030 may be found at <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=13001-14000&file=13015-13030>

<sup>3</sup> 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>

<sup>4</sup> *Personal Justice Denied*.

<sup>5</sup> The California State Library retains 10 percent of the budgeted amount to improve public access and maintain the educational value of materials created previously under this program, as well as administrative costs.

<sup>6</sup> Charitable organizations (under 501(c)(3) of the Internal Revenue Code) associated with an accredited college or university are eligible for the 2016-17 CA Civil Liberties Program.

<sup>7</sup> 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>.

<sup>8</sup> 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=](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=1.&title=1.&part=8.5.&chapter=2.&article=)

<sup>9</sup> Chapter 13015 of the California Education Code reads: "(a) The State Librarian shall allocate grants pursuant to the program established by this part. The grants awarded under the program shall be awarded on a competitive basis. (b) The State Librarian may contract with independent review panelists and establish an advisory panel to evaluate and make recommendations to the State Librarian based on grant applications."

<sup>10</sup> Modification of proposed goals because of lesser grant amounts must be approved by the California State Librarian.

<sup>11</sup> These grants are project-based funds. Appropriate and reasonable administrative costs are allowed, but not basic overhead in excess of 5%.