

Preserving Diverse Cultures (PDC)



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Funding Restrictions

In general, the PCA does not fund the following:

- Capital expenditures, including equipment costing \$500 or more per item.
- Activities for which post-secondary academic credit is given.
- Activities that have already been completed.
- Activities that have a religious purpose.
- Performances and exhibitions not available to the general public.
- Performances and exhibitions outside PA.
- Cash prizes and awards.
- Benefit activities.
- Hospitality expenses, i.e. receptions, parties, gallery openings.
- Lobbyists' payments.
- Competitions.

DIVISION DESCRIPTION

The Preserving Diverse Cultures (PDC) Division of the Pennsylvania Council on the Arts (PCA) supports the creation, development and stabilization of organizations, programs and projects whose mission and artistic work are deeply rooted in and reflective of the African American, Latino, Asian, Asian American, Native American and Hispanic (ALANAH) perspectives. The applicant's programs and staff are representative of those communities.

PDC PROGRAMS

The PDC Division offers three funding opportunities to individuals and groups within ALANAH communities in Pennsylvania:

COMMUNITY-BASED ENGAGEMENT PROJECTS

This program aims to engage ALANAH communities in the development and implementation of community-based arts and culture projects. Applicants may apply for artist initiated projects with a sponsor non-profit organization.

A complete description of this program and how to apply follows on page 2 of this packet.

Deadline to apply: April 7, 2017 (for initial Letter of Interest)

STRATEGIES FOR SUCCESS

This program addresses and supports organizational development for groups in ALANAH communities. There are three levels within Strategies for Success: Basic, Intermediate and Advanced.

A complete description of the program and how to apply follows on page 4 of this packet.

Deadline to apply: March 27, 2017

RESOURCES FOR INDIVIDUAL ARTISTS

This program provides funding for technical assistance, short-term professional development and consultation, and professional development for individual artists. Also, when resources allow, PDC offers an Organizational Development Conference, workshops and publications.

See page 9 of this packet for more information about PDC Resources for Individual Artists.

Deadline to apply: Rolling

ADDITIONAL TERMS & CONDITIONS AND GENERAL PROVISIONS

These documents apply to all PCA grantees. Please read these to understand the legal requirements. You can find these documents on the PCA's website:

arts.pa.gov > **Manage Your Award**



COMMUNITY-BASED ENGAGEMENT PROJECTS

ABOUT

Community-Based Engagement Project Support Grants are designed to engage the ALANAH communities in the development and implementation of community-based arts and culture projects. Applicants may apply for artist-initiated projects with a sponsor nonprofit organization. Community projects may include but are not limited to: exhibitions, performances, artist-in-community residencies, and murals. For example, the African American community in Harrisburg, Pennsylvania is planning a mural commemorating their civic leaders.

Funding amount: Up to \$3,500 total for planning and programming.

Eligibility: Applicants to this program may not submit an application to the PCA's Entry Track or PPA Project Stream programs.

APPLICATION PROCESS

Applicants may apply annually for up to four years.

Stage 1) Letter of Interest -- Submission Deadline: April 7, 2017

The Letter of Interest should contain the following information:

- A brief description of the proposed community project that includes an outline or general plan.
- The proposed timetable for the project (the project must take place between January 2018 – December 2018).
- Support materials:
 - Anticipated cost of the project, including PCA funding and match (include on separate sheet of paper)
 - A list of the project partners and community members (include on separate sheet of paper).

Review Criteria

Letters of Interest are reviewed by the following criteria to determine project readiness:

Quality

- Soundness of plan
- Potential impact of project

Access

- Plan for community engagement

Management

- Management structure of partner organizations and artists to carry out the project

NOTIFICATION PROCESS: Applicants who have been approved to submit an application for project funding will be notified in August 2017.

Stage 2) Project Application -- Submission Deadline: October 6, 2017

Narrative Questions

Describe the project including the community participants, artists and partner organizations, number of participants, and timeline.

1. Describe the proposed project.
2. Why is this project needed in the community?
3. Who will be involved and how will they be involved?
4. What is the projected outcome of the project?
5. How will you evaluate the impact of the project in the community?
6. What avenues of communication will you use to promote the project?

Project Review Criteria:

Quality

- Quality of the artists, artistic product, process or service
- Evidence of diverse representation or involvement of the community
- Potential impact of the project and outcomes

Access

- Evidence that the project is open to the targeted community
- Evidence of effective marketing and outreach plan in the community

Management

- Appropriate structure to accomplish the project.
- Appropriate project venue(s), supplies and materials
- Realistic project budget
- Plan for assessment of the impact of project within the community

Matching Requirements:

- First two years: no match is required
- Third year: 50 percent match
- Fourth year: 1:1 match

COMMUNITY-BASED ENGAGEMENT PROJECTS

LETTER OF INTEREST - INSTRUCTIONS & CHECKLIST

Application deadline: Postmarked by April 7, 2017

Complete the following information:

Lead/sponsoring organization: _____

What is your PA city, township or borough? _____

What is the name of your neighborhood/community? _____

What is your project contact's name? _____

Project contact's phone number: _____

Project contact's email: _____

Project contact's mailing address: _____

Include the following items in your packet (DO NOT USE STAPLES):

- Letter of Interest on lead/sponsoring organization's letterhead (2 copies)
- Support materials:
 - A list of the project partners and community members (2 copies)
 - Anticipated cost of the project, including PCA funding and match (2 copies)
- Lead/sponsoring organization's IRS tax exempt letter (1 copy)
- Include this page in your packet (1 copy)

Mail this page and the completed packet (POSTMARKED BY APRIL 7, 2017) to:

2018 Community-Based Engagement Project Letter of Interest
Pennsylvania Council on the Arts
Room 216, Finance Building
Harrisburg, PA 17120

**If you have questions, contact Dana Payne with the PA Council on the Arts:
717-525-5544 or danpayne@pa.gov**



STRATEGIES FOR SUCCESS

ABOUT

The Strategies for Success program addresses and supports organizational development for groups in ALANAH communities. There are three levels within Strategies for Success: Basic, Intermediate and Advanced. Unincorporated groups must apply through a nonprofit corporation that acts as a fiscal sponsor.

Note - Applicants to Strategies for Success are eligible to apply to the PCA's PA Partners in the Arts (PPA) Project Stream.

Application deadline (for Basic, Intermediate and Advanced Levels): March 27, 2017

BASIC LEVEL

This level is designed to support ALANAH organizations that seek assistance with the development of a formal board structure, more consistent arts programming and the establishment of 501(c)(3) IRS status.

Funding amount - the Basic Level awards up to \$7,000 per year in non-matching funds, which can be used as follows: up to \$4,500 to support programs and staff expenses; up to \$2,500 to pay consultant fees (as assigned by agreement/consent of the PCA).

Allowable expenses:

- Staff development materials (fiscal management systems, publications, workshops)
- Conference costs (fees, lodging and transportation not to exceed \$500)
- Artists' fees
- Equipment/facility rental (not to exceed \$500)
- Printing
- Other needs as determined by the assigned consultant(s)

Eligibility:

- Must be deeply rooted in and reflective of one or more of these communities African American, Latino, Asian, Asian American, Native American and Hispanic (ALANAH) communities.
- Show evidence of two years of active arts and cultural programming
- Unincorporated ensembles, artists' cooperatives, organizations in need of restructuring or social service, community and non-arts organizations interested in cultivating professionally staffed arts programs.
- Applicants must have an EIN number and an established board or community support group. Unincorporated groups must apply to the PCA through a nonprofit organization that acts as a fiscal sponsor. After two years receiving Strategies for Success funding, groups must have nonprofit, tax-exempt corporate status.
- Generally, applicants' annual budget may not exceed \$24,000.

Advisory Panel Review Process and Review Criteria (applicable to Basic, Intermediate and Advanced Levels)

Strategies for Success applications are reviewed by an advisory panel that convenes annually to make recommendations to the Council for support. The advisory panel will apply the following weighted criteria to an applicant's past and current performance to determine a recommended award.

Review Criteria - Basic Level (review criteria aligns with the narrative questions on the following page)

Quality of Artistic Product/Process/Services – 35 points

- Quality of artistic leadership, artists and venue of activities (if applicable)
- Quality of Work (as evidenced by work samples)
- Evidence that activities relate to mission
- Effective evaluation of the artistic product and/or service

Access to the Arts – 35 points

- Addresses needs of target constituents or audience as applicant defines it
- Evidence of the development of educational activities
- Evidence that activities are accessible to general audiences

Management – 30 points

- Appropriate design and content of materials
- Demonstrated ability to communicate with and connect to the community
- Ability to market and promote activities
- Creative effort in developing other support
- Evidence that structure of staff and board is effective
- Ability to plan and implement plan
- Evidence of growth or stabilization
- Effective evaluation process

Note - Information about the Intermediate and Advanced Levels of Strategies for Success follows on page 6.

STRATEGIES FOR SUCCESS

Narrative Questions – Basic Level

- I. *Quality of Artistic Product/Process/Service*
 - A. Mission - what is the mission of the organization?
 - B. History - provide a brief history of the organization. Focus on past projects and/or funding for projects from the PCA and other funders.
 - C. Development - specific activities:
 1. What is the role Strategies for Success funding will play in the organization's development?
 2. Describe the project and how the organization/program will spend the requested funds. Here is an example of how the request should be worded: [Name of organization] requests acceptance into the Strategies for Success Basic Level. The request is for \$7,000 to be used for the following expenditures: \$4,500 programmatic funds for (artists' fees, printing, contracted services, space rental) and \$2,500 for consultant fees for (board development, fundraising, fiscal management, etc.). List consultant funds in prioritized order, no more than three areas for technical assistance.
 - D. Past & Current Strategies Grantees (only) - What progress was your organization able to achieve from prior Strategies for Success funds?
 - E. Artistic Success
 1. How does the organization define artistic success as it pertains to the community?
 2. Describe the need for your organization within the designated ALANAH community(ies).
 3. Does your organization collaborate or partner with other community organizations to present programming or events?
- II. *Access to the Arts*
 - A. Audience
 1. Summarize the arts/cultural service or specific services your organization/program provides to ALANAH communities addressed by your activities.
 2. Describe the participants and/or audience. Provide the total number of participants/audience in workshops, performances, etc. *Example: The Greater Pittsburgh Arts Council offers accessibility workshops to 30 arts organizations in their region annually.*
 - B. Outreach - Describe the facility(s) the organization uses to provide programming.
- III. *Management*
 - A. Organization
 1. List the key individuals in your organizations and their roles.
 2. Why did they join your organization?
 3. What support do they provide?
 4. Is there total board giving (financial and/or in kind)?
 5. Describe your organization's board of directors or advisory committee, and their roles and responsibilities in the organization.
 - B. Planning - Summarize your organization's plans for expansion or stabilization of programming, facilities and administration.

STRATEGIES FOR SUCCESS

INTERMEDIATE LEVEL

The primary focus of the Intermediate Level of Strategies for Success is capacity building. This level is designed for independent arts organizations or arts programs within social service, community and non-arts organizations interested in developing professionally staffed arts programs with an active board of directors and professional staff. Grantees may need administrative and programmatic stabilization. In the past, areas of assistance have included support for staff, specialized staff training, long-range planning and creating programmatic initiatives. The intent of the funded staff position is to assist the organization in developing professional staff who are committed to the growth of the organization. Once accepted into this level, organizations may be funded annually for a maximum of four years.

Funding amount - the Intermediate Level awards up to \$12,500 per year, which can be used as follows: up to \$7,500 for implementation or augmentation of up to two staff positions; up to \$2,500 for programming; up to \$2,500 to pay consultant fees.

Eligibility:

- Federal I.D. Number and pending 501(c)(3) status
- Formal board of directors with committee structure and regular meetings
- Formal bookkeeping system, regular office hours and accessible place of business
- Evidence of successful fund raising
- Demonstrated consistent community and audience support
- Annual programming that is an artistically significant and effective presentation of cultural activities
- Three consecutive years of operation
- At least one staff position working a minimum of 20 hours per week
- An annual budget of approximately \$24,000-\$100,000
- Applicants must have nonprofit incorporation and a formal board of directors

ADVANCED LEVEL

This level of Strategies for Success focuses on arts organizations that are viewed as institutions within their community(ies) and that provide consistent arts and cultural programming. Such organizations must document a track record of quality presentations and commitment to and from their community. Allowable projects include fund raising, long-range planning, program development, facility development, board development and expansion. Special programmatic initiatives in the planning stages of the proposed application should also address the long-term stability of the institution. An Implementation Grant of up to \$20,000 may be awarded. Recipients must present a budget that shows \$40,000 (\$20,000 PCA and \$20,000 match). Once accepted into this level, organizations may be funded annually for a maximum of three years.

Funding amount - the Advanced Level awards up to \$20,000 per year. Implementation grants can request funding for all or one of the three categories (staff, program, consultant) for the project in question.

Eligibility:

- Federal I.D. Number and pending 501(c)(3) status
- Formal board of directors with committee structure and regular meetings
- Formal bookkeeping system, regular office hours and accessible place of business
- Evidence of successful fund raising
- Demonstrated consistent community and audience support
- Annual programming that is an artistically significant and effective presentation of cultural activities
- Three consecutive years of operation
- At least one staff position working a minimum of 20 hours per week
- An annual budget of approximately \$125,000
- Applicant organizations must be in existence for ten years, considered an institution within their respective community

STRATEGIES FOR SUCCESS

Review Criteria - Intermediate and Advanced Level (review criteria aligns with the narrative questions on the following page)

Quality of Artistic Product/Process/Services – 35 points

- Quality of artistic leadership, artists and venue of activities (if applicable)
- Quality of Work (as evidenced by work samples)
- Evidence that activities relate to mission
- Effective evaluation of the artistic product and/or service

Access to the Arts – 35 points

- Addresses needs of target constituents or audience as applicant defines it
- Evidence of the development of educational activities
- Evidence that activities are accessible to general audiences

Management – 30 points

- Appropriate design and content of materials
- Effective communication tools
- Effective marketing and promotion of activities
- Creative effort in developing other financial and/or in-kind support
- Evidence that structure of staff and board is effective
- Ability to plan and implement plan
- Evidence of growth or stabilization
- Effective evaluation process

Note: Narrative questions for Intermediate and Advanced Levels follow on the following page.

STRATEGIES FOR SUCCESS

Narrative Questions – Intermediate and Advanced Level

Advanced Level ONLY – Implementation grants can request funding for all or one of the three categories (staff, program, consultant) for the project.

- I. *Quality of Artistic Product/Process/Service*
 - A. Mission - What is the mission of the organization?
 - B. Detailed description of activities – address the following areas:
 1. Specific activities:
 - a) Job description of the proposed staff position
 - b) Schedule of staff position
 - c) Schedule of program activities
 - d) Number of participants
 2. Objectives of the project as they relate to your mission:
 - a) Identify the artist(s) working in the programs listed above
 - b) Describe the selection process for the artist(s) and staff
 - c) Describe the evaluation process for programs and staff
 - d) Describe the intended outcomes of the project and staff position
- II. *Access to the Arts*
 - A. Outreach/Audience – Identify the target audience within the designated community.
 - B. Outreach – How will you market/publicize the project?
 - C. Outcomes/Collaborations – Identify collaborations and/or partnerships within and/or outside of your community.
- III. *Management*
 - A. Organization
 1. Describe your organization's structure.
 2. How will the implementation or augmentation of requested staff position assist in the organization's growth and/or stabilization?
 3. What are the desired outcomes of the staff position?
 4. What is the level of volunteer involvement by the Board? Community?
 5. Does the organization have a strategic plan for infrastructure and growth? If yes, provide a brief outline of key strategies.
 6. Did the organization complete any of the above outlined points in the strategic plan?
 - B. Planning – Describe your organization's planning. Include an explanation to eliminate deficit equal to or greater than 20%, or plans for a surplus of 20% or more (if applicable).
 - C. Budget – Describe your organization's strategic plans to stabilize the budget. What is the timetable to incorporate the staff position into the general operating budget as an ongoing expense?
 - D. Stabilization – What is the time frame for stabilization? (List the schedule of fundraising events, pending foundation proposals, and earned income events for the proposed project year.) If your organization doesn't charge an admission price or workshop fee, explain the rationale.
 - E. Development/Fundraising
 1. What is the role Strategies for Success will play in the organization's development?
 2. Past and current Strategies grantees – What progress was your organization able to achieve from prior Strategies for Success funding?
- IV. *Institutional (Advanced Level organizations ONLY)*
 - A. Institutional Status – Describe the activities that cause the community to define your organization as an institution within the community.

RESOURCES FOR INDIVIDUAL ARTISTS

TECHNICAL ASSISTANCE & PROFESSIONAL DEVELOPMENT

Organizational Short-Term Professional Development and Consultation (PD&C) Professional Development and Consultation awards of up to \$2,000 non-matching funds are available to ALANAH organizations that may be ineligible to participate in the Strategies for Success Program.

PROFESSIONAL DEVELOPMENT FOR INDIVIDUAL ARTISTS

The Program offers individual artists up to \$200 to attend conferences and other professional development opportunities. In the past, artists have received funds to cover conference fees, non-credit career advancement, and promotional materials.

ORGANIZATIONAL DEVELOPMENT CONFERENCE & WORKSHOPS

Addresses the professional development of administrators through workshops and conference opportunities and will be managed by the National Guild for Community Arts Education in partnership with the Pennsylvania Council on the Arts. Please contact Dana Payne for more information.

PUBLICATIONS

The PDC Division's Publications: "The ALANAH" newsletter is produced by JOMA Arts and consultants in partnership with the PDC Division and accepts submissions. Contact Dana Payne for more information.

**Contact PDC Program Director Dana Payne with questions:
danpayne@pa.gov or 717-525-5544.**

PROGRAM/ARTS DISCIPLINE DESCRIPTIONS

Note: If you are an applicant to the Strategies for Success program, you must identify a discipline program that best describes your organization or program.

Arts Education Organizations

Supports organizations and programs whose primary mission and activities involve arts education or arts in education and that include a public participation component.

Art Museums

Supports organizations and programs that exhibit, preserve, and interpret visual material through exhibitions, residencies, publications, commissions, public art works, conservation, and documentation, services to the field, education and public programs.

Arts Service Organizations

Supports organizations and programs whose primary mission is to provide services to Pennsylvania arts organizations and artists.

Crafts

Supports contemporary (not folk arts) craft organizations that exhibit and interpret crafts through exhibitions, residencies, publications, commissions, public art works, education and public programs.

Dance

Supports dance organizations, dance companies and ongoing dance programs whose primary purpose is public performance. Dance schools, civic ballets, training institutions and non-professional dance companies' support is restricted to funding guest teachers and choreographers.

Folk and Traditional Arts

Supports organizations who work to sustain and preserve folk and traditional communities whose artistic traditions are rooted in ethnic, religious, linguistic, occupational, or regional groups. These arts are shaped and shared within families, neighborhoods, and communities and are passed down from master to apprentice.

Literature

Supports publications, readings and other related activities that deliver programs and services to the public.

Local Arts

Supports organizations and programs that support, coordinate and provide a broad range of arts programs and administrative services based on the needs of the designated region or community. Applicants are generally multi-discipline art centers, arts councils, arts festivals and/or multi-discipline arts programs in a social service center, nonprofit organization or government agency.

Media Arts (formerly Film & Electronic Media)

Supports organizations or programs that create, produce, exhibit, broadcast or distribute media arts and provide educational programming. Media Arts includes film, audio, video, and digital work.

Music

Supports music organizations and programs whose primary purpose is public performance.

Presenting

Supports organizations/programs that present professional performing arts beyond primarily local artists. A performing arts presenting organization engages professional touring artists, pays their fees, handles the local presentation, promotion and ticket sales, and arranges for the facilities and technical support for the events.

Theatre

Supports theatre organizations who create, produce and present plays and explore new theatre forms for public performance.

Visual Arts

Supports contemporary visual arts organizations that exhibit and interpret visual arts through exhibitions, residencies, publications, commissions, public art works, education and public program.

REQUIRED ATTACHMENTS

REQUIRED ATTACHMENTS FOR ALL APPLICANTS

This list is provided to help you prepare the required elements of an application, which you will upload in eGrant when prompted by the system.

- Key artistic and managerial staff and brief biographies
- Board of directors with professional affiliations and race/ethnicity
- Highlights of activities from last two completed years
- Consultant letter of interest/agreement
- Program specific attachments (see below)
- PCA Financial & Statistical (F&S) Report

PROGRAM-SPECIFIC REQUIREMENTS

Below are specific requirements per arts discipline. Additional application instructions and details follow on the next page, as well as in eGrant. Work samples must be from the past two years and should be referenced in the narrative.

ARTS EDUCATION ORGANIZATIONS

Video: One five-minute selection showing a sampling of programs.

Other: Educational materials; evaluation samples.

ART MUSEUMS

Images: 20; note: three images should show the physical site, i.e. the galleries, exterior of the exhibition space(s), etc.

Other: List of catalogs; up to two catalogs (pdf) per year. Note: at least one hard copy of one catalog also should be submitted.

ARTS SERVICE ORGANIZATIONS

Other: List of membership, dues and benefits (if applicable).

CRAFTS

Images: 20; note: three images should show the physical site, i.e. the galleries, exterior of the exhibition space(s), etc.

Other: List of catalogs or exhibition publications (pdf); up to two publications per year. Note: at least one catalog or exhibition publication also should be submitted as a hard copy.

DANCE

Schedule of Activities: Include company repertoire.

Video: One complete piece up to 20 minutes.

FOLK AND TRADITIONAL ARTS

Images/Audio/Video (choose two of the following):

Images: Up to 20; Audio: 10 minutes maximum;

Video: One complete piece up to 20 minutes; one five-minute selection.

Other: Two or three letters of support demonstrating the appropriateness and significance of your work. Up to three programs, if applicable.

LITERATURE

Schedule of Activities: Include a list of publications with production and distribution schedule in chronological order

Other: Up to two publications per year. Note: at least one publication should also be submitted as a hard copy.

Up to three programs, if applicable.

LOCAL ARTS

Images: 20, showing the variety and range of arts activities and public participation.

Video: One five- to twenty-minute selection giving an overview of the organization and its activities.

Other (optional): PowerPoint presentation in pdf form, if applicable.

MEDIA ARTS (formerly Film & Electronic Media)

Schedule of Activities: Include programming schedule

Images: 20 showing the variety and range of arts activities and public participation.

Video/Audio: One five- to 20-minute selection showing the media arts production of the organization (not a trailer).

Other: Programs/publications.

MUSIC

Schedule of Activities: Include a list of performances including the date, venue, repertoire and guest artists.

Audio/Video: 20-minute selection. Should illustrate highlights that show diversity and a variety of repertoire. Do not exclusively include pieces that highlight guest artists. Note: If choral, please include at least one A Capella selection; if opera, a video is highly recommended.

Other: Up to three programs.

PRESENTING

Schedule of Activities: Include the date, venue and artist(s).

THEATRE

Images: 20 images showing the variety of the organization's range of arts activities and public participation

Video (if allowed): One five- to 20-minute selection showing the production value of the organization

Other: Up to three programs.

VISUAL ARTS

Images: 20; note: three images should show the physical site, i.e. the galleries, exterior of the exhibition space(s), etc.

Video: Up to 5-minute-long video is optional.

HOW TO APPLY FOR PDC FUNDING

Step 1. Read the entire PDC Program Guidelines.

If you have questions about completing the application form and submitting requirements, contact Dana Payne, PDC Program Director: danpayne@pa.gov or 717-525-5544.

Step 2. Create a DUNS Number (see page 13 for instructions).

Step 3. Register and create a Commonwealth Vendor Number (see page 14 for instructions).

Step 4. Complete the eGrant registration form (see page 16) and email the completed form to Dana Payne (danpayne@pa.gov) to create a PDC eGrant account.

Step 5. Apply online through eGrant.

With the exception of the Letter of Interest that begins the Community-Based Engagement Project application process, you must apply using the PCA's eGrant portal. Go to arts.pa.gov, then click on the eGrant link in the top right-hand portion of the screen. Be sure to have steps 1-4 (above) completed before you access eGrant.

Note Re: Narrative Questions: For longer sections of text, we recommend that you compose the text in a separate word processing document and cut & paste it into the application text box. This will help prevent accidental loss of unsaved work. eGrant text boxes only allow plain text – no bold, italics, underline, bullets or font variations are supported. Use paragraph breaks to separate text sections.

Wherever applicable, you **must** provide specific references to your data in the PCA Financial & Statistical (F&S) Report and include any observations or conclusions drawn from that data or other pertinent data or you may be penalized in your final score.

Step 6. Data Collection (Financial & Statistical (F&S) Report)

The PCA F&S form collects financial, organizational and programmatic information from applicants. The PCA F&S report, which is available in the Resources column on the PCA's homepage (arts.pa.gov), must be mailed with the completed eGrant application.

Step 7. Print, sign and mail your application.

The completed application must be submitted online via eGrant, printed, signed by the appropriate members of your organization and combined with the printed PCA F&S report.

Step 8. Mail the completed application to the following address:

Pennsylvania Council on the Arts
Preserving Diverse Cultures Division
Room 216 Finance Building
Harrisburg, PA 17120

Application Deadlines

- Strategies for Success: March 27, 2017
- Community-Based Engagement Projects:
Letter of Interest - April 7, 2017 | Application deadline - October 6, 2017

Contact Us

For technical login questions, contact Seth Poppy, 717-787-6883 or spoppy@pa.gov

For narrative and attachment questions, contact Dana Payne, 717-525-5544 or danpayne@pa.gov



How to Register for a DUNS Number

ABOUT DUNS NUMBERS

Before accessing eGrant to apply for PDC funding, all grantees must secure a DUNS number, which is a unique, nine-digit identification, assigned by Dun & Bradstreet, for each physical location of a business. DUNS number assignments are **free** for all businesses and required in order to register for federal contracts or grants.

If you encounter difficulties registering for a DUNS number, contact govt@dnb.com.

HOW TO REGISTER

Step 1. Go to this web address: <http://fedgov.dnb.com/webform>

See below for what the page will look like. Once you are on the page, click on the blue link in the middle of the page that reads "Click here to request your D-U-N-S Number via the Web."



NOTICE: If you are attempting to join the Apple Developer Program please go to <https://developer.apple.com/support/D-U-N-S/>

[Begin D-U-N-S Search/
Request Process](#)

[About the D&B
D-U-N-S Number](#)

[Frequently Asked
Questions \(FAQ\)](#)

[D&B, SAM, Grants
Contacts](#)

[D&B's Privacy
and Data Policy](#)

[Accessibility](#)

Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Assistance Awardees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact govt@dnb.com

Spam-blockers and other security features on your computer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive emails from govt@dnb.com. Adding govt@dnb.com to your address book may help prevent our emails from being inadvertently blocked.

Step 2. See below for a reference of what the next screen will look like. Select 'United States of America' in the drop-down box in the middle of the screen.



[Company Lookup >](#)

[D&B D-U-N-S Request
Home Page](#)

[About the D&B
D-U-N-S Number](#)

[Frequently Asked
Questions \(FAQ\)](#)

[D&B, SAM, Grants
Contacts](#)

[D&B's Privacy
and Data Policy](#)

[Accessibility](#)

Search

Please select the country or territory where your company is physically located, then click continue.

Please **DO NOT** enter any periods or special characters anywhere in the form, including a + or () in the phone number. Invalid characters include > < () # % { } + ;

For questions regarding the countries listed please contact Dun & Bradstreet at SAMHelp@dnb.com

How to Register for a DUNS Number

Step 3. See below for a reference of what the next screen will look like. Read the information, then click the blue arrow labeled 'Continue to Government iUpdate.'

The screenshot shows the Dun & Bradstreet Government iUpdate website. The header includes the Dun & Bradstreet logo and the text "Government iUpdate". Navigation links include "Welcome Page", "Webform Home", and "FAQs". A breadcrumb trail shows "Home > iUpdate - Webform Page > iUpdate - Webform Page". The main content area contains a message from Dun & Bradstreet (D&B) announcing a new authentication security protocol for the D-U-N-S Number request process. It lists the updated site's features: establishing an association, authenticating users, and requiring principal/owner/officer status. It also provides options for viewing, requesting, or changing D-U-N-S numbers. A note states that authentication is a one-time process and provides contact information for assistance. At the bottom of the message box are two buttons: "Return to Webform" and "Continue to Government iUpdate". The footer contains the copyright notice "© Dun & Bradstreet, Inc., 2000-2015. All rights reserved." and the text "FAQs".

Step 4. See below for a reference of what the next screen will look like. Read the information presented, then click the box labeled 'Start Now' in the middle box titled 'Find DUNS or Request new DUNS.'

The screenshot shows the Dun & Bradstreet Government iUpdate website. The header includes the Dun & Bradstreet logo and the text "Government iUpdate". A navigation link "Webform Home" is visible. The main content area features a welcome message: "Welcome to Government iUpdate - The easy way to manage Dun & Bradstreet's information on your company!". Below this is a paragraph explaining that Government iUpdate provides non-publicly traded companies with convenient access to Dun & Bradstreet information and allows them to view, print, and submit updates to their record, as well as request a new DUNS Number. The page is divided into three main action boxes, each with a "Start Now" button: 1. "Register to use iUpdate!": Sign-up now to access your company's information. To safeguard your identity, registrants will be asked to answer a short authentication quiz. Click below to get started. 2. "Find DUNS or Request new DUNS": Enter here to find your company's DUNS Number or request a new DUNS Number. 3. "Already Registered? - Sign-in to iUpdate": Includes input fields for "iUpdate ID (Your Email Address)" and "Password", a "Start Now" button, and a "Forgot your password?" link.

Step 5. Follow the system prompts on the following pages in order to find your existing DUNS number or request a new DUNS number.

Contact govt@dnb.com if you need assistance with registering.

Commonwealth of Pennsylvania Vendor Registration

ABOUT PA VENDOR REGISTRATION

Before accessing eGrant to apply for PDC funding, all grantees also must register for non-procurement vendor registration with the Commonwealth of Pennsylvania. This process is free.

If you encounter difficulties, contact govt@dnb.com.

HOW TO REGISTER

Step 1. Go to this web address: <https://www.vendorregistration.state.pa.us>

Select the bright blue text link that reads 'Non-Procurement Vendor Registration.'

Step 2. Follow the site prompts, which will ask you to enter your organization's Employer Identification Number (EIN) or a selected individual's Social Security Number.

Step 3. The system will prompt you to enter the following Vendor Details for your organization:

- Legal Name
- Name of Person Creating the Registration
- Email Address
- Telephone
- Street Number and Name (or P.O. Box)
- City
- State
- Country
- County
- Zip Code

Step 4. Submit your Registration Form. The system will display your completed W-9 Form for Verification and Electronic Signature. Review the information to ensure accuracy, then follow the system prompts, which will have you confirm the electronic signature. Information will be displayed regarding next steps in the Vendor Registration process.

