

2015-2016 GUIDELINES

Due Date: June 22, 2015
(submitted online and postmarked)

Pennsylvania Partners in the Arts (PPA) Project Stream



www.arts.pa.gov

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Jeffrey W. Gabel, Vice Chair, Gettysburg
Susan H. Goldberg, Philadelphia
Gayle Isa, Philadelphia
Justin Laing, Pittsburgh
William Lehr, Jr., Palmyra
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Jeffrey A. Parks, Bethlehem
Rep. Tina Pickett, Towanda
Robert W. Pullo, York
Rep. Brian Sims, Philadelphia
Lee Steadman, McKean
Sen. Christine M. Tartaglione, Philadelphia
Paula Vitz, Red Lion
James A. West, Jr. Pittsburgh
Jen Holman Zaborney, New Cumberland
Philip Horn, Executive Director

DESCRIPTION:

The PPA Project Stream provides grants of up to \$2,500 to eligible organizations and individuals to conduct arts projects. The features of Project Stream are:

- Grants are awarded annually and applicants must reapply every year.
- Application is for projects that have not occurred yet. The activities period is from September 1, 2015, until August 31, 2016.
- Applicants may submit one (1) Project Stream application per PPA service region, per grant period.
- Formula funding is based on advisory panel review assessment, request amount, and amount of funding available in the PPA Partner region.

APPLICANT ELIGIBILITY:

- Project must: be an arts activity conducted for the benefit of the public; take place in the PPA Partner's service region and have a public component.
- For profit organizations are ineligible.
- The applicant, if an individual, must be at least eighteen years old.
- PPA Project Stream applicants may not apply to the following grant programs for the same grant period: PPA Program Stream, PCA AOAP Track; or PCA Entry Track.
- PPA Project Stream applicants may apply, if qualified, to the following PCA grant programs during the same grant period: Arts in Education Residencies; Preserving Diverse Cultures; and Professional Development and Consulting.

FUNDING PROCESS

- Applications are submitted online to the PPA partners through eGRANT and three (3) printed copies are mailed.
- Applications are reviewed by advisory panels who evaluate and assess each application based on the PCA criteria. The panels make recommendations for the PPA Partner's Board's consideration in making their funding decisions. The PPA Partners' Boards are not obligated to make formal explanation of their awards.
- PPA will notify the appropriate legislators of the funding decisions prior to notifying applicants. PPA will notify applicants by email or postal service of funding decisions.
- Those receiving awards will be sent a Grant Award Agreement (GAA). Recipients must login to eGRANT, complete the GAA online & submit; print out copies of the GAA; get appropriate signatures and mail them to the appropriate PPA partner.
- Once the PPA Partner receives the GAA, the award process begins.



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In general, the PCA does not fund the following and these expenses may not be used as a match for PCA funds.

- Capital expenditures, including equipment costing \$500 or more per item
- Activities for which 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 Pennsylvania
- Cash prizes and awards
- Benefits activities
- Hospitality expenses, i.e., receptions, parties, gallery openings
- Lobbyists' payments
- Competitions

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 website: www.arts.pa.gov > **What We Do**> **Funding**> **Manage Your Award**

ABOUT PENNSYLVANIA PARTNERS IN THE ARTS (PPA)

Pennsylvania Partners in the Arts (PPA) is a partnership between regional organizations and the PCA. Operating in all 67 Pennsylvania counties, PPA re-grants funds to support a wide variety of local and community arts activities.

GOALS

- Expanding constituent access to the arts by:
 - (a) making arts programs available to communities that may have been under served in the past by state arts funding and
 - (b) supporting a wide variety of arts activities in the community, developed in a variety local settings.
- Encouraging and supporting local decision-making in the re-granting of arts dollars
- Increasing awareness of and advocacy for government support and funding of the arts at the local and state levels
- Enabling the PCA to provide increased assistance to its broad constituency throughout the state

PPA Project Stream grantees may qualify to transition to the PPA Program Stream. The Program Stream offers ongoing support to arts organizations and arts programs with an established history of PPA support. To qualify for Program Stream, applicants must have multiple years of Project Stream funding, be a non-profit organization, have consistent arts programming, and good assessments from the Project Stream review panels. Organizations are notified by the PCA or a PPA Partner that they have met the eligibility requirements and are invited to apply to the PPA Program Stream.

PPA REGIONAL PARTNERS

Berks Arts Council

(Berks, Lancaster, Schuylkill)
Karen Haver, Executive Director
610-898-1930
ppa@berksarts.org

Bradford County Regional Arts Council

(Bradford, Columbia, Lycoming, Sullivan,
Susquehanna, Tioga, Wyoming)
Anya Hudyncia, PPA Program; NTPAIE Coordinator
570-268-2787
ntpaie@bcrac.org

Community Partnerships RC&D

(Juniata, Mifflin, Montour, Northumberland,
Perry, Snyder, Union)
Sam Price, Executive Director
717-248-4901 x301
sprice@cpartnerships.com

Cultural Alliance of York County

(Adams, Franklin, Fulton, York)
Mary Anne Winkelman, President
717-812-9255
maryanne@culturalalliance-york.org

Elk County Council on the Arts

(Cameron, Clarion, Elk, Forest, Jefferson,
McKean, Potter)
Abbi Peters, Executive Director
814-772-7051
ed@eccota.com

Erie Arts & Culture

(Crawford, Erie, Mercer, Venango, Warren)
Melinda Meyer, Program Director, Grantmaking, Capacity-
Building & Data Management
814-452-3427
melinda@erieartsandculture.org

Galaxy, the Arts in Education Program of CIU 10

(Centre, Clearfield, Clinton, Huntingdon)
Kristen Baughman-Gray, Program Coordinator
814-342-0884 x3569
kgray@ciu10.org

Greater Philadelphia Cultural Alliance

(Bucks, Chester, Delaware,
Montgomery, Philadelphia)
Erin De Rosa, Program Coordinator
215-399-3520
erind@philaculture.org

Greater Pittsburgh Arts Council

(Allegheny, Beaver, Butler, Fayette,
Greene, Lawrence, Washington)
Anne Mulgrave, Manager of Grants & Accessibility
412-391-2060 x238
amulgrave@pittsburghartscouncil.org

Jump Street

(Cumberland, Dauphin, Lebanon)
Melissa Snyder, Executive Director
717-238-1887
msnyder@jumpstreet.org

Lehigh Valley Arts Council

(Carbon, Lehigh, Northampton)
Marilyn Roberts, PPA Coordinator
610-437-5915
ppa@lvartscouncil.org

Pennsylvania Rural Arts Alliance

(Armstrong, Bedford, Blair, Cambria, Indiana,
Somerset, Westmoreland)
Rebecca Catelinet, Executive Director
814-472-3927
director@praa.net

Pocono Arts Council

(Lackawanna, Luzerne, Monroe, Pike, Wayne)
Tassy Gilbert, PPA Coordinator
570-476-4460
tassy@poconoarts.org

MATCHING REQUIREMENTS

- First and second time PPA Project Stream recipients are not required to match the requested amount.
- Third time (and thereafter) recipients must show a 1:1 cash match of funds requested.
- PCA funds may not be used as match for other PCA funds.

APPLICATION REVIEW PROCESS

PPA Partners use an advisory panel process to assess applications based on the review criteria and make recommendations to the PPA Partners' Board for consideration in making funding decisions. Service on advisory panels rotates, so applicants should not assume that the panelists have any prior knowledge of them.

- The information provided in the application is the principal source of information for the advisory panel review.
- Applications should be clear, complete and compelling in presenting all information. The responsibility for making a case for PPA support rests entirely with the applicants.
- Applicants may receive little or no support if information is missing, incorrect or unclear.

APPEALS PROCESS

PCA recognizes that errors may occur in the PPA application process. PCA is committed to acknowledging any errors and responding to rectify the effects of an error. The appeals process enables applicants to identify these errors and omissions, and bring them to the attention of a designated partner. Appeals to the board of a designated partner may result in an increase in the PPA award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. Appeals are awarded only if the designated partner and the PCA believes that the error or omission had a substantial effect on the recommendation of the advisory panel.

Appeals are not intended to provide the applicant with an opportunity to challenge the recommendations of the advisory panel. Disagreements with the judgment of the advisory panel or the amount of the award are not grounds for an appeal.

Applicants considering an appeal should contact their partner for advice and guidance. The appeal of an award decision must be made in writing ten (10) business days from the date of the notification of the award from partner. Letters of appeal should be addressed to your PPA Partner. Send a copy to Matthew Serio Program Director, Pennsylvania Council on the Arts. The letter should identify the error or omission and the effect such error had on the recommendation of the advisory panel. If the appeal is successful, funds will be awarded only if they are available.

APPLICATION REVIEW CRITERIA

The advisory panels assess applications based on the following criteria:

Quality of Artistic Product/Process/Service - 35 points

- Quality of the project goals and measurable objectives that address the project goals
- Project goals may include an artistic product (such as a performance, exhibition or other public event) or artistic process or service (such as classes, workshops, etc.)
- Quality of the artist(s) and others principally responsible for the project
- Quality of the work represented by the work sample, support materials, and/or venue of activities (if applicable)

Access to the Arts - 35 points

- Demonstrated knowledge of target audience
- Effective plans to reach general public, including target audience

Management - 30 points

- Appropriate budget
- Evidence of developing other support, such as business support, in-kind support, and shared services (if applicable)
- Ability of staff, volunteers and/or board to effectively manage and implement programming

HOW TO APPLY

APPLICATION DEADLINE

Applications must be submitted electronically via eGRANT and postmarked on or before June 22, 2015. Late applications may not be accepted.

APPLYING VIA eGRANT

1. Go to the Pennsylvania Partners in the Arts eGRANT at <http://ppa.egrant.net>.
2. **FOR NEW eGRANT USERS:** You must create an account in eGRANT. You will provide general contact information and choose a login name and password. Please keep a record of your login and password.
3. **FOR RETURNING eGRANT USERS:** Login using your previous login and password. If you do not remember your password you can follow the link and it will be sent to you. If you do not remember your login or the e-mail that was used previously you can contact your PPA partner or the PCA for assistance.
4. **DO NOT CREATE A NEW LOGIN IF YOUR ORGANIZATION HAS PREVIOUSLY CREATED ONE.**
5. Click "Opportunities" and select 2015-2016 PPA Project Stream to begin.
6. Click "Previous" "Save" and "Next" to navigate the application. To return to an unfinished application, click "Drafts". Click the checkbox next to the application and click "Edit".
7. When you have completed the eGRANT forms, submit your application electronically.
8. Once you have submitted your completed Project Stream application, print the application by clicking "History". Click the checkbox next to the application and click "View". This will open a pdf that you may save and print.
9. In addition to the electronic submission, you must also mail the requisite number of signed hardcopy forms and the required supplemental materials to your PPA Partner. Please refer to contact information. The application is not complete until authorized and signed hardcopies have been received.

Remember, if you have questions about the application process, please contact your PPA Partner. Before you begin, read the entire guidelines and application. Remember that the responsibility for making a compelling case for PPA support rests entirely with the applicant. Applications should be unbound (no staples please – paper clips are fine). Do not exceed the page limitations.

APPLICANT INFORMATION

PPA Partner Project:

Select the PPA Partner that serves the county in which your project will occur. You may submit one application per Partner region, per grant period.

Federal ID:

Please enter your Federal ID or social security number. Note: The applicant's social security number or federal ID number does not appear on the printed application.

Applicant Type:

Select your applicant type as Individual, Organization – Non-profit, Government or Fiscal Sponsor.

Parent Organization or Fiscal Agent/Sponsor (if any):

List the name of parent organization if the applicant is a department, program or subsidiary of a larger "umbrella" organization such as a university, YMCA, or community center.

Or list the organization's fiscal agent/sponsor which traditionally refers to an established non-profit serving as an umbrella and contracting entity for charitable funds received by a new project/organization lacking a 501(c) tax status. This fiscal sponsor receives and administers the grant funds and can charge an administrative fee

commensurate with the scope of the administrative services. Artistic control and proprietary rights rest exclusively with the applicant initiating and completing the project, not the fiscal sponsor. A project may not be advertised or listed as a project of the fiscal agent/sponsor.

Note: if a group or individual submits an application to the PCA through a fiscal agent/sponsor and the grant is awarded, the check will be written to the fiscal agent/sponsor.

APPLICANT INFORMATION II

Authorizing Signature:

The application must be signed by a person who is legally authorized to obligate the applicant, for example, the board chair, executive director or the individual who assumes responsibility for the funds and project activities. (Photocopied signatures are not accepted.)

Legislative District Numbers:

To determine your legislative districts use the following page: www.legis.state.pa.us and click "Your Address" or call the League of Women Voters at (800) 692-7281. Philadelphia and Allegheny County constituents should contact their Board of Elections to determine legislative districts.

PROJECT INFORMATION

Project Location(s)/Venue(s) and County (ies):

List up to 5 Project Venues. Include the physical address of the venue. Do not use PO Box addresses. If no venue has yet to be determined, enter the applicant's physical address but explain why the venue has yet to be determined in your narrative.

Project Title:

Please title your project. This is very important if your project is only part of your organization's overall programming.

Project Artistic Discipline:

Select the artistic discipline that best describes your project. If your project has multiple disciplines, you should select Multidisciplinary.

Venues funded by the PCA:

PPA Project Stream applicants are eligible to receive support for activities in these two categories:

- Arts projects not conducted with or in venues owned and/or operated by organizations or programs the PCA already supports through PPA Program Stream, Arts Organizations & Arts Program (AOAP) Track, or the Entry Track.
- Arts projects conducted with or in venues owned and/or operated by organizations or programs the PCA already supports through PPA Program Stream, AOAP Track or the Entry Track. In this case, there are a limited amount of funds available. Statewide, at least 75% of the PPA Project Stream funds will support projects not conducted with or in PCA supported organizations or programs. 25% of the funds will support projects that are conducted with or in PCA supported organizations or programs. The level of competition for funding in the two project categories will vary among PPA service regions.

Note: Your PPA Partner, with PCA staff, will determine whether your project is conducted with or in a PCA-supported arts organization or program. If you would like a list of the arts organizations and programs currently supported by the PCA, please contact your PPA Partner.

Regional Project:

If more than 50% of your project activities will occur in more than one county, check the "yes" box. If not, check the "no" box. This question is only required for projects in Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties.

PROJECT BUDGET

Project Dates:

List the beginning and end dates for your project activities. Funded project activities must take place between September 1, 2015 and August 31, 2016.

Project Income:

List all sources of income for this project only. Potential income categories might include some of the following: admissions or ticket sales, concessions or merchandise sales, workshop or tuition fees, memberships, fund-raising, host organization, individual, foundation, corporate, and federal, state or municipal government. If the project has multiple grants from foundations or corporations, please list each one separately. Do not include in-kind (non-cash) contributions.

If the income source is secured, e.g., donations or grants that you have received, check the box provided next to the line item.

Your total income, including your PPA request amount, must equal your total project expenses.

Project Expenses:

List all expenses for this project only. Potential expense categories might include some of the following: artistic fees, marketing/promotions, space/facility rental, equipment rental, supplies, postage, printing, travel, insurance or other expenses. Do not list in-kind.

Your total project expenses must equal your total project income.

For a list of expenses that do not qualify for funding, please refer to the "PPA Project Funds May Not Be Used For" section.

PROJECT NARRATIVE I (Quality of Artistic Product/Process/Service)

Project Description:

Describe your project in detail, including when and where it will take place, who is involved, and the sequence of activities.

Goals and Objectives:

What are your goals and objectives for this project? How will you know (or measure) if you have met them?

Artistic Qualifications:

What are the qualifications or previous experience of the artist(s) and others involved in your project? Enclose with the application: résumé(s) and a work sample(s). If artist selection has not occurred for your project, please include a list of artists involved in similar projects in the past, if applicable.

PROJECT NARRATIVE II (Access to the Arts)

Intended Audience:

Describe the intended participants/audience for the proposed project. Include in the description the racial and cultural composition of the audience members. How did you decide to focus on this audience?

Reaching Intended Audience:

Describe how the proposed project will be publicized and promoted to reach your intended audience.

Reaching General Public:

How might you invite others beyond your intended audience to be involved in your project (e.g., parents, neighborhood groups, associations, local government officials, etc.)

Attendance:

Provide an estimate of how many participants this project will serve. This number includes, but is not limited to, individuals who attend, perform, and/or teach. If you have past attendance figures for activities similar to your proposed project, please include a brief sentence supporting the estimated number.

PROJECT NARRATIVE III (Management)

Budget:

Provide a detailed explanation for key items in your budget, including larger expense items, fees to artists, or other items that you would like to clarify. Detail any in-kind support and/or other shared services that will be provided for your project.

Key Staff Qualifications:

Identify and list the qualifications or previous experience for the key person(s) (e.g. staff, volunteer, boards, etc.) in charge of making sure the project proceeds as planned. Include other who are involved and in what capacity. Enclose with the application: résumé(s) of key people involved in the management of the project.

WORK SAMPLES

REQUIRED support materials

- Résumé or biography (no more than one page each) of key artistic and administrative personnel involved in the project.
- If the project will be presented in a venue that is not controlled by you or your organization, submit a one-page letter, signed by the director of the venue where the project will be presented, indicating the venue's willingness to host your event.
- For organizations, a copy of IRS Determination letter certifying 501 (c)(3) status (if applicable).
- For individual applicants, a letter(s) of intent, signed by all participating artists, indicating their commitment to participate in the project described in application.

OPTIONAL support materials

- Press clippings and/or other materials that support your application.
- Two (2) copies of the same work sample and description of work sample(s).
- You may submit:
 - Up to 10 PowerPoint slides or pictures; and/or
 - Video DVD indicating a representative 4-minute selection; or
 - Audio CD indicating 4-minute selection; and/or Publication; or
 - Please contact your PPA Partner if you wish to submit other media.

**SEND A SELF-ADDRESSED, STAMPED ENVELOPE (SASE)
IF YOU WISH TO HAVE WORK SAMPLES RETURNED.**

**DO NOT SEND ORIGINALS OR YOUR ONLY COPY OF YOUR SAMPLE.
EVERY ATTEMPT WILL BE MADE TO RETURN YOUR WORK SAMPLES
(WITH SASE). PPA PARTNERS CANNOT ACCEPT RESPONSIBILITY
FOR LOST OR DAMAGED WORK SAMPLES.**

PROJECT STREAM APPLICATION TIMELINE

June 22, 2015	Postmarked application due date (for funding period 9/1/15 to 8/31/16)
July-August, 2015	Partner Advisory panels meet to assess the applications
September-October, 2015	Applicants are notified and grantees are invited to attend awards ceremonies Grant award agreements are due to PPA Partners
September 1, 2015	Grant activity period begins.
August 31, 2016	Grant activity period ends.
September 30, 2016	Postmarked final report due date to PPA Partners

Note: This time table is subject to change based on Commonwealth of Pennsylvania budgeting procedures and processes. Please note that grant funds may not be distributed by the start of the project or funding year. Applicants should be aware of this and plan their cash flow accordingly.

GLOSSARY OF TERMS

In-kind (non cash) contributions

Non cash contributions of goods, services, and/or transactions, (such as use of venue) not involving money or measured in monetary terms.

Secured income source

Project revenue that is confirmed the applicant has received or will be receiving on a date certain.

Shared services

A way of organizing administrative functions among two or more organizations to optimize the delivery of cost-effective, reliable services to all participating organizations.

Advisory review process

Panels of 4 to 8 regional representatives [with knowledge of the arts and the community] review applications and reach a consensus on how well each makes the case for PPA support using published criteria.

Match and cash match

For every grant dollar awarded by the PCA through the PPA partner, a third-time applicant must secure an equal amount in “matching” revenue through fund-raising, earned income, or their operational budget. In-kind (non cash) contributions and other PCA funds may not be used toward the match. First and second-time PPA Project Stream recipients are not required to match the requested amount.

Capital expenditures

Funds spent by an applicant to acquire (or upgrade) fixed, physical, non-consumable assets, such as buildings and equipment. Projects funds may not be used for capital expenditures (including equipment costing \$500 or more per item).

Academic credit

Post secondary-school course credits awarded as part of the project or a participant in the project is required to complete a college or post-secondary course.

Hospitality expenses

Funds used for receptions, parties, gallery openings, etc. Funds can be used for the expenses of the project, such as rental space or installation costs for an exhibition.

Competitions

Any event for which prizes or awards are given. Juried exhibitions are acceptable.

PROJECT STREAM ONLINE GRANT WRITING PRESENTATION

For more information on how to complete the 2015-16 application and best practices on writing grant narratives for the PCA, join us online for a presentation that covers the basics. It is a step by step Prezi which you view at your own pace. Look for the link on your regional PPA partner’s website or on the PCA site at www.arts.pa.gov.



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