



GUIDELINES FOR ALL-DIGITAL GRANT PROCESS

2019-2020

Arts Organizations & Arts Programs (AOAP)

Due date: January 15, 2019

AOAP TRACK DESCRIPTION:

AOAP track supports qualified applicants who provide artistic programming and/or arts services in Pennsylvania.

Application will be an **Interim Application**.

LAST YEAR the PCA implemented a new Electronic Single Application (ESA), from registration to payment, in partnership with the Pennsylvania Department of Community and Economic Development (DCED) <https://www.esa.dced.state.pa.us>.

Benefits for applicants included:

- Paperless process.
- Electronic signatures.
- Faster processing and payment.
- Commonwealth-wide grant platform.
- Dedicated Customer Service team in addition to PCA staff.
- Enhanced security and reliability.
- Video links instead of files.
- Applicants can access the DCED Program Finder to search for any potentially-available state programs, based on eligibility and/or the use of funds, and review short program descriptions including links to program fact sheets and guidelines.

THIS YEAR the PCA is implementing some additional changes. Some are required by other state agencies and some are being implemented by PCA to achieve greater accountability and efficiency.

New changes:

- Application will be an **Interim Application**.
- **"Article V. PAYMENT PROVISIONS"** of the Grant Award Agreement will change. "The Council shall disburse the Grant once this Grant Agreement is fully processed" will be updated to implement the Governor's Office of the Budget Management Directive (MD) 305.20. Part of this MD states, "Payments for grant agreements shall be made on a **reimbursement** basis."
- **Grantees will need to submit receipts and proof of payment of those receipts in order to be reimbursed for those expenses with the PCA grant.**
- **Final Reports will be simpler.**

AOAP ELIGIBILITY:

- Transition from Entry Track or PPA Program Stream, as approved by Council.
- An average fiscal size of more than \$200,000.
- Organizations must be nonprofit, tax-exempt corporations, a unit of government, or school district providing arts programming and/or arts services in Pennsylvania. Organizations are required to provide proof of incorporation and activity in Pennsylvania before applications are reviewed or funds awarded.

FUNDING PROCESS:

- Applications are submitted online to the PCA.
- PCA staff review applications and address any concerns or questions.
- The Council annually reviews funding options and sets the parameters for funding. Awards are generally approved at the July Council meeting.
- Those receiving awards will be sent an electronic Grant Award Agreement (GAA). Recipients must log into <https://www.esa.dced.state.pa.us> to complete the GAA online & submit with electronic signatures. Once the PCA receives the GAA electronically, the award process begins.

HOW TO APPLY:

STEP 1. READ THIS DOCUMENT.

STEP 2. REGISTER and APPLY THROUGH <https://www.esa.dced.state.pa.us>.

STEP 3. SUBMIT ONLINE by JANUARY 15, 2019. No hard copies are required.

NEED HELP?

For **Technical and Login questions**, contact DCED customer Service at: 866-466-3972

For questions about **Narrative and Attachments**, contact one of the PPA staff members listed below:

PROGRAM	PROGRAM DIRECTOR	EMAIL	PHONE
Art Museums	Seth Poppy	spoppy@pa.gov	717.787.1520
Arts Education Organizations	Jamie Dunlap	jadunlap@pa.gov	717.525.5542
Arts Service Organizations	Norah Johnson	norajohnso@pa.gov	717.525.5549
Crafts	Seth Poppy	spoppy@pa.gov	717.787.1520
Dance	Dana Payne	danpayne@pa.gov	717.525.5544
Folk and Traditional Arts	Dana Payne	danpayne@pa.gov	717.525.5544
Literature	Norah Johnson	norajohnso@pa.gov	717.525.5549
Local Arts	Matthew Serio	mserio@pa.gov	717.787.1523
Media Arts	Seth Poppy	spoppy@pa.gov	717.787.1520
Music - All Disciplines	Amy Gabriele	agabriele@pa.gov	717.525.5547
Theatre	Matthew Serio	mserio@pa.gov	717.787.1523
Presenting	Matthew Serio	mserio@pa.gov	717.787.1523
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