

Pennsylvania Council on the Arts Pennsylvania Partners in the Arts Partnership Open Application Guidelines

DUE DATE: June 14, 2019 (EMAILED LETTER OF INTEREST)
DUE DATE: November 15, 2019 (ONLINE SUBMISSION PROCESS)



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OVERVIEW

Pennsylvania Partners in the Arts (PPA) is the Pennsylvania Council on the Arts' (PCA) regional re-granting program. Regional partner organizations re-grant state arts funds based on published criteria provided by the PCA to support a wide variety of local and community arts projects and programs.

Since PPA's implementation in 1997, the PCA has been able to steadily expand the availability of state arts dollars to many new communities. Thousands of organizations, projects and programs have received funding. By providing local administration and technical support and a streamlined application process, PPA has created unprecedented access to state arts funding.

PPA has two funding streams for applicants, Project Stream and Program Stream. Project Stream is designed to make small grants up to \$2,500 for one-time or sporadic arts projects. Program Stream is designed to provide ongoing support to arts organizations and arts programs that conduct ongoing arts activities.



PROGRAM GOALS

Goal I. - Expanding constituent access to the arts by (a) making arts programs available to communities that may have been underserved in the past by state arts funding, and (b) supporting a wide variety of arts activities in the community, developed in a variety of local settings.

Goal II. - Encouraging and supporting local decision-making in re-granting of state arts dollars.

Goal III. - Increasing awareness of and advocacy for government support and funding of the arts at the local and state levels.

Goal IV. - Enabling the PCA to provide increased assistance to its broad constituency throughout the state.

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PENNSYLVANIA PARTNERS IN THE ARTS PARTNERSHIP

GUIDELINES

These guidelines and forms are specifically for organizations applying to become a PCA Pennsylvania Partners in the Arts (PPA) Partner.

Submission Deadlines

Letters of interest must be emailed to Matthew Serio (mserio@pa.gov) by 5 pm on Friday, June 14, 2019. The Letter of Interest form is available on the PCA website (www.arts.pa.gov).

Based upon review of the letters of interest, selected organizations will be invited to apply online through the Electronic Single Application for Assistance by 5 pm on Friday, November 15, 2019.

Activity Period

September 1, 2020 – August 31, 2021. All funded activities must take place during this period.

PPA Partners will maintain Partnership status for a five-year period, unless the organization fails to comply with the guidelines and the terms and conditions of the grant award agreement.

Eligibility

- Interested applicants must submit a Letter of Interest (LOI) to the PCA.
- Applicants must be a nonprofit organization or county or local government.
- Applicants must have paid staff.
- Applicants must be located in the selected service region.

Grant Awards

The PCA will make awards to PPA Partners in one designation: PPA Partnership and PPA Re-Granting Funds combined. PPA Partnership funds (non-matching) support administrative and programmatic expenses that Partners incur while administering the PCA's PPA Partnership program. Eligible expenses include, but are not limited to, salaries and benefits, facilities, contractor fees, printing, marketing, and travel.

Matching Requirements

PPA Partnership and Re-Granting funds may not be used as match for or be matched by other PCA funds, including but not limited to: Arts Organizations and Art Programs Track; Entry Track; Arts in Education residencies; or Preserving Diverse Cultures Division. PPA Partnership awards do not require a match.

PARTNERSHIP REQUIREMENTS

PPA Partnership Requirements

The Council designates PPA Partners to provide PPA services across the commonwealth. Partner organizations are required to follow the PCA's guidelines for the PPA Partnership and PPA Re-Granting funds and the terms and conditions in the grant award agreement. Additional requirements include:

- Designated staff person at its agency with primary responsibility for the PPA Partnership (*estimate at least 0.5 FTE dedicated to PPA Partnership work*);
- Notify PCA staff within 5 days of any PPA Partnership-related change in staffing;
- Attend the annual statewide meeting and other Partner meetings throughout the year, as needed or required;
- Develop and actively distribute notice of, and applications for, PPA grants;
- Publicize and conduct PPA workshops in the service region, with special emphasis on areas least responsive in the previous year;
- Utilize an advisory panel that is representative of the geographic, ethnic, and artistic diversity of the service area to make recommendations with respect to funding levels for PPA applicants;
- Monitor grantee performance, collect and provide data to the PCA's PPA Program Director on a regular basis in PCA-provided spreadsheets; and
- Host public grant award ceremonies. These ceremonies should include invitations to all appropriate legislative and elected officials as well as Council members and/or PCA staff.

Crediting Requirements

Partners must prominently acknowledge the PCA's PPA Partnership and state arts funding in promotions, flyers, programs, media announcements, press releases, websites, social media, etc. by utilizing the PCA's logo.

Possible causes for removal from the partnership

In addition to termination pursuant to the provisions of the grant award agreement, possible causes for removal from the Partnership include:

- Failure to comply with the PPA Partnership guidelines.
- Repeated failure to participate in required Partnership meetings and professional development activities.
- Changes in the PCA's state allocation may affect the Partnership. Partnership awards depend upon the availability of funds and the state's appropriation to the PCA.

APPLICATION REVIEW PROCESS

Review Criteria

Management – of the applicant organization (40 points)

- Effective staff and board management
- Effective fiscal management
- Effective planning and implementation
- Evidence of organization's commitment to diversity, equity and inclusion as it relates to board, staff, participants, audiences and stakeholders

Experience – in conducting related activities (40 points)

- Quality of programming and services and effective evaluation of those programs and services
- Evidence that evaluation leads to improvements
- Quality of marketing plan and materials
- Demonstrated experience working with local, state and/or federal government

Capacity – to carry out partnership activities in proposed service region (40 points)

- Demonstrated knowledge of region and constituents
- Effective outreach and community development
- Evidence of staff capacity and experience in related activities
- Evidence of financial capacity and development of varied revenue sources for related programming

HOW TO APPLY

STEP 1. READ THE GUIDELINES

STEP 2. REGISTER and APPLY through the Commonwealth's Department of Community and Economic Development Electronic Single Application for Assistance- <http://dced.pa.gov/singleapp> ESA is best accessed through tested web browsers: Internet Explorer or Google Chrome

Registration is only necessary if you have not yet created an account within ESA to submit an electronic single application. Any previous username and password from the e-Grants system [pacouncilonthearts.egrant.net or ppa.egrant.net] will not work. If you are uncertain as to whether you need to register for a new account, please contact Customer Service at 1-800-379-7448.

All applicants will need to make sure that "User Settings" are updated within the Electronic Single Application prior to beginning a new application. If the "User Settings" are not completely filled out, it is possible that applicants will not see the "apply" button for the respective program.

All fields noted with a red diamond are required within the application.

STEP 3. SUBMIT ONLINE

The completed application must be submitted online by November 15, 2019. No hard copies are required.

NEED HELP?

For Technical and Login or ESA questions, contact Customer Service at: 1-800-379-7448

For Program Specific (Narrative and Attachment) questions, contact Matthew Serio at 717-787-1523 or mserio@pa.gov

NOTE: Applicants will not receive an email upon successful completion, but rather a 12-digit Single Application ID# will be generated on the signature page once you click on "submit application."