



**Mission:**  
*To strengthen the cultural, educational, and economic vitality of Pennsylvania's communities through the arts.*

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# GUIDELINES FOR ALL-DIGITAL GRANT PROCESS 2021-2022

**STATEWIDE CREATIVE  
SECTOR WORKFORCE &  
COMMUNITY DEVELOPMENT**

**DUE DATE: Sept. 3, 2021**

## OVERVIEW

As communities seek to recover from the pandemic and position themselves as attractive places to live and work, opportunities exist to leverage creative sector assets and creative sector workers as key components of a vibrant community. A strong body of research shows that the creative sector contributes to a productive business environment, a diversified economic base, a competitive workforce, a desirable quality of life, and an environment of innovation. The Pennsylvania Council on the Arts (PCA) recognizes that the creative sector builds community identity and is part of the pathway to recovery and increased opportunity within a rapidly changing economic environment, especially following the pandemic.

## STATEWIDE SERVICES DESCRIPTION

Within this context, the PCA has developed this request for proposals to support cross-sector collaborations that enhance a community's capacity to retain and attract creative sector workers. The PCA will accept non-matching request amounts up to \$40,000. Up to 25% of award amounts may be used for administrative costs associated with the proposed project. Proposed projects may extend beyond one year and should involve:

- Collaborative efforts among two or more workforce, community, economic development, or destination marketing organizations.
- Raised visibility of the creative sector's contribution(s) to local economies and community vitality.
- Enhanced local capacity to attract and retain diverse talent.

## ELIGIBILITY

Applicants must be nonprofit, tax-exempt corporations or a unit of government. Applicants are required to provide proof of incorporation and activity in Pennsylvania before applications are reviewed or funds awarded.

## REVIEW CRITERIA

- Quality and responsiveness of project design, implementation plan, and proposed budget.
- Degree to which the proposal advances the PCA's crosscutting value of diversity, equity, and inclusion.  
*In regard to the PCA's crosscutting value, the proposal must demonstrate a proven ability to engage with a culturally, socioeconomically, and/or geographically diverse set of constituents.*
- Applicant's experience with comparable projects and partnerships.

## SUBMISSION PROCESS:

Proposals must be submitted to Jamie Dunlap at [jadunlap@pa.gov](mailto:jadunlap@pa.gov). Proposals must include the following:

### Applicant Information:

- Applicant name
- FEIN #
- Contact name
- Contact email

- Contact phone
- Applicant address

**Application Narrative (not to exceed three pages):**

1. Describe your workforce and community development project, including the design and implementation plan.
2. Describe how your project will advance the Pennsylvania Council on the Arts' crosscutting value of diversity, equity, and inclusion and engage a culturally, socioeconomically, and/or geographically diverse set of organizations.
3. Describe your organization's experience and the local/regional partnerships for the project.
4. Describe the components of your project that would be shared broadly with other communities across the commonwealth.

**Attachments:**

1. Project budget based on applicant's request amount.
2. Résumé(s) of project lead(s).

**APPLICATION REVIEW PROCESS**

Proposals will be reviewed based on the criteria. PCA staff will then make recommendations to the Council, the PCA's governing body. The Council will act on recommendations and has final authority in the awarding of grants. Applicants will be notified about the status of their applications. The approved applicant(s) will be sent an email outlining the next steps in the grant process.

**HOW TO APPLY**

STEP 1. READ THIS DOCUMENT.

STEP 2. CONTACT Jamie Dunlap at [jadunlap@pa.gov](mailto:jadunlap@pa.gov) or (717) 525-5542 if you have questions.

STEP 3. SUBMIT VIA EMAIL to [jadunlap@pa.gov](mailto:jadunlap@pa.gov) by September 3, 2021. No hard copies are required.

