



pennsylvania
COUNCIL ON THE ARTS

GUIDELINES FOR NEW ALL-DIGITAL GRANT PROCESS 2018-2019

Arts Organizations & Arts Programs (AOAP)

ALL-INTERIM APPLICATION YEAR

Due date: January 16, 2018

AOAP TRACK DESCRIPTION:

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

ALL-INTERIM YEAR EXPLANATION:

To facilitate the transition to the new all-digital process, all AOAP applicants will submit interim applications for FY2018-2019.

NEW ALL-DIGITAL PROCESS: A new **Electronic Single Application (ESA)**, from registration to payment, has been developed for the PCA with the **Pennsylvania Department of Community and Economic Development (DCED)** <https://www.esa.dced.state.pa.us>. Benefits for applicants include:

- 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.

AOAP ELIGIBILITY:

- Transition from Entry Track, PPA Program Stream or Preserving Diverse Cultures, 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.

AOAP FEATURES:

- Full application every three years, interim application in the off years. FY2018-2019 is an off year.
- Application based on past two years' performance.
- Formula funding.
- PCA awards must be matched on a dollar-for-dollar basis in cash. In-kind goods and services may not be used to match PCA funds.

FUNDING PROCESS:

- Applications are submitted online to the PCA.
- Applications are reviewed by advisory panels in full application years. Panels evaluate each application based on published PCA criteria.
- The PCA uses a formula to determine funding for the AOAP track. The formula simultaneously incorporates average fiscal size of organizations, assessment totals, and previous awards from the PCA.
- The Council annually reviews funding options and sets the parameters for the funding formula. 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.

The completed application must be submitted online by **January 16, 2018**. No hard copies are required.

NEED HELP?

For **Technical and Login questions**, contact 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
Visual Arts	Seth Poppy	spoppy@pa.gov	717.787.1520

