



## 2012/2013 ARTS ENGAGE! Request for Qualifications (RFQ)

### INSTRUCTION BOOKLET

THE COUNTY OF LACKAWANNA  
CHILDREN AND YOUTH SERVICES  
IN PARTNERSHIP WITH  
THE DEPARTMENT OF ARTS & CULTURE

- Release Date:** June 18, 2012
- Information Session:** Wednesday, June 27, 2012  
9:00-10:00 a.m. Trolley Museum
- Application Deadline:** July 16, 2012
- Evaluation Process:** July 17, 2012 - July 31, 2012
- Contract Effective Date:** August 15, 2012
- Contract End Date:** June 30, 2013

Applications may be sent via e-mail, fax, mail or hand delivered to:

Chris Calvey, ARTS Engage! Coordinator  
Electric City Trolley Museum  
300 Cliff St.  
Scranton, PA 18503  
Phone 570 963-6590 x102, Fax: 570-963-6447  
E-mail: [calveyc@lackawannacounty.org](mailto:calveyc@lackawannacounty.org)

The 2012- 2013 ARTS Engage Consortium RFQ Application is available in a PDF form for your convenience. An excel format is available for the budget amounts, if you prefer working with excel. The four to six (4-6) page narrative may be submitted as a word document. When completing the form, if addition space is needed, Include additional pages and indicate as additional information .Please submit a legible application for the review panel to fully understand your request.



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### APPLICATION

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**ARTS Engage! programs to be eligible for a RFQ must be held and sponsored  
Between the dates of August 15, 2012 – June 30, 2013**

**INTRODUCTION**

**A. OVERVIEW AND PURPOSE OF RFQ**

The goal of ARTS Engage! is to provide high quality art instruction, support and mentorship to at-risk youth through the partnership of local arts organizations, social service agencies, professional artists, volunteers, colleges and universities, peer mentors, and other organizations to. The objectives of ARTS Engage! are to help children develop resiliency, positive social skills and artistic skills. Immediate outcomes include improvement in communication skills, conflict management skills, and artistic and creative skills. Intermediate objectives include improved attitude toward school, adults and personal future; increased positive peer association; increased interest in healthy activities; reduced truancy and increased family attachment.

**B. ELIGIBLE APPLICANTS**

Applications will only be accepted for groups acting as a consortium with one organization applying as the coordinating agency. See more on the consortium partnership in handbook. Please note we require one school as a partner for this program. The school may be elementary, middle or high school. Extra points will be given to agencies who have completed previous successful ARTS Engage! programs.

**C. TARGET AREAS**

Applications are being accepted for programs addressing needs LCCYS target areas which are: South Scranton, Carbondale West Side/Hill Section of Scranton. While all venues and programs do not have to be located in the target areas there must be a significant effort made to reach populations in these sections.

**D. FUNDING AVAILABILITY**

A consortium may apply for up to \$50,000. No more than 15% can be for administration including salaries and benefits of full-time staff, utilities, and office supplies. Programs must provide minimum 25% match including cash and in-kind services. (Cannot be all in-kind)

## E. PROGRAM GUIDELINES

Programs must select a target area to focus on and provide high quality arts programs for elementary, middle school and high school age groups in this target area with one organizations taking on the role of the coordinating agency to administer the program. An organization may be a partner on more than one application but may only apply as the coordinating agency on one application. Programs must work with at least one school. Time must be allowed for program evaluations to be completed and drop-in visit of representatives from ARTS Engage!. Programs must be complete by June 30, 2013. Applications must include:

1. Application cover sheet
2. Consortium members form
3. Letters of commitment from all consortium members
4. An itemized budget listing expenses and revenue and in-kind. If needed a 1-2 budget narrative to explain any unusual expenses. Applicants may use the budget form provided and attach additional pages or use another budget form. But categories must be itemized.
5. **One page** bio or resume for each artist.
6. **One page bio** or resume of program personnel, consultants or advisors involved.
7. Four to six (4 – 6) page narrative proposal that includes the following:
  - If the organization has received funding for an ARTS Engage! program and what year (s). What lessons were learned (what worked, what didn't etc. any changes you would make to your program based on your experience)
  - Detailed explanation of the role of the consortium members and how they will work together to reach goals.
  - A detailed description of the high quality arts activities provided.
  - How you selected the activities and if you are involving any interdisciplinary activities.
  - How the artists were selected to teach in the program.
  - Any additional program personnel and their role.
  - A planned schedule of activities including dates and times.
  - How the program plans to provide proper child to adult ratio including any specific mentorship plans.
  - Any plans to try to engage the children's families.

## **F. REVIEW CRITERIA AND PROCESS**

Proposals will be reviewed by a panel of experts. Consortium RFQs will be scored using the following criteria which include the desired program outcomes.

### **Increased Skills in Artistic Disciplines and Arts Appreciation**

- Does the program provide a fresh, creative way of engaging youth in the arts?
- Is the program well-structured and organized?
- Does the program allow for interdisciplinary experiences in the arts so that children are exposed to more than one art form?
- Are there opportunities for the participants to have arts experiences outside the structured program (field trips, special events)

### **Increased Positive Associations with Adults**

- Are the teaching artists high quality artists with significant teaching experience?
- Does the program have a mentorship piece and/or adequate number of adult to child ratio?
- Are there plans to increase family involvement?

### **Increased Interactions with Positive Peer Associations**

- Is the program structured so children work with others in their own age groups?
- Are there team-building aspects to the program? Or does the program encourage collaboration among students?
- Does the program have an end goal (an exhibit, performance, etc.) where students can celebrate their work?

### **Cost Effectiveness and Sustainability**

- Is the consortium well-defined with all partners working together?
- Is the budget appropriate?
- Are the consortium partners providing resources on a cash or in-kind basis toward the program?
- Are there plans for additional fundraising or revenue sources?
- Does the program have a long-term vision?

## G. RFQ SCHEDULE

The following schedule lists the timeline for the A.R.T.S Engage! RFQ. LCCYS and the Department of Arts & Culture reserve the right to alter or update the schedule.

**RFQ Release Date:** June 18, 2012

**Information Session:** June 22, 2012

**Deadline for Proposal Submission:** July 16, 2012

**Evaluation Process:** July 17, 2012 - July 31, 2012

**Contract Effective Date:** August 15, 2012

**Contract End Date:** June 30, 2013

**informational session:** Wednesday, **June 27, 2012 9:00 -10:00 a.m.**

**Location:** The Electric City Trolley Museum  
300 Cliff St., Scranton, PA 18503,  
(on the property of Steamtown National Historic Site).

**Registration for informational session:** Contact Chris Calvey at 570-963-6590  
calveyc@lackawannacounty.org

## H. Contact Persons:

For questions about RFQ submissions: Chris Calvey, ARTS Engage! Coordinator  
570-963-6590 x106  
calveyc@lackawannacounty.org

For questions about the mission of LCCYS: William Browning, Executive Director  
Children & Youth Services  
570-963-6781 or browningw@lackawannacounty.org

Kerry Browning, Court and Community Services Director  
570-963-6781 or [kimmickk@lackawannacounty.org](mailto:kimmickk@lackawannacounty.org)

Any questions about the ARTS Engage! program's partnership of Lackawanna Arts and Culture Department partnership with Children and Youth Services, please contact :

Maureen McGuigan, Deputy Director of Arts and Culture  
570-963-6590 x102 or [mcguiganm@lackawannacounty.org](mailto:mcguiganm@lackawannacounty.org)

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Between the dates of August 1, 2012 – June 30, 2013**

# Guidelines

## 2012-2013 ARTS ENGAGE! CONSORTIUM RFQ

The following pages contains more in depth information about working in a consortium and also examples of consortium members and tips for involving families in ARTS Engage!

ALL programs must be held and sponsored between the dates of **July 1, 2012 - June 30, 2013.**

### ARTS ENGAGE! CONSORTIUM MEMBERS

A consortium is defined as “a cooperative arrangement among groups or organizations”; Consortia work collaboratively to design and implement projects.

A consortium could include the following:

- One or more arts organizations.
- One or more social service agencies.
- A public school or community center.
- A college or university.
- A public or private housing project.
- Two or more professional teaching artists.
- One or more arts education consultant with expertise in curriculum and/or assessment
- A for-profit business which is providing services or other support.
- A neighborhood group.
- An educational organization such as Penn State Cooperative.

### Additional things to consider regarding consortium partnerships:

- A consortium that exactly matches this ideal list is not a requirement for the RFQ,; however, applications with limited partnerships are less likely to be funded.
- One organization must be the Coordinating Partner that submits the RFQ.
- The consortium should be well-defined with specific goals and an overall vision.

### Role of the Coordinating Partner

The Coordinating Partner will be responsible for coordinating the consortium including:

- Acting as main liaison with LCCYS and the Arts and Culture Department.
- Collecting documentation from different site locations and partners.
- Working with partners to ensuring children are being recruited for and attending the program.
- Facilitating regular meetings between the consortium partners.
- Ensuring teaching artists have adequate Children and Youth Services training.

## **Role of the Coordinating Partner** *continued*

- Daily attendance records are to be kept and submitted weekly to ARTS Engage! staff in addition to the attendance records that are to be kept for monthly invoicing.
- A final attendance roster with students name and address and if available phone and email.
- Coordinating any efforts for an ARTS Engage! event.

Funding may be used to hire a Consortium Coordinator or to cover the cost of the staff person managing the program. Funds should only cover the time the full-time staff person is spending on ARTS Engage! and the budget should make clear the hours and cost.

## **Role of the Primary Partners**

Along with the Coordinating Partner there will be Primary Partners who help really develop and shape the program. These partners will have a stronger role than other members who may be providing an important pieces such as a venue or service but may not responsible for the overall development of the program. Primary Partners will be indicated in both the narrative proposal and on the Consortium member form.

## **Consortium Example-(Must include on school for the 2012-2013 Round)**

A social service agency applies as the Coordinating Partner. Primary Partners are a Community Center, a local museum, a theatre company and two teaching artists.. Other members of the consortium include Goodwill Industries, a middle school, high school students, a housing project and two different colleges.

**Elementary Program:** A local museum working with a dance company conducts a 16 week elementary arts program on site at the coordinating social service agency with a monthly trip to the museum. An interdisciplinary program is designed around a theme. High school students who need service hours are recruited as well as college students. Goodwill Industries, High school students from the ARTS Engage! high school program are also encouraged to be mentors. They come and do a theatre arts activity with the elementary students.

**Middle School Program:** Two professional artists including a writer and a visual artist are contracted to run an 10 month after-school program at a local middle school working on developing an art installation using writing and visual art. A local property owner with a vacant space agrees to display the final installation and host a community art event. Counseling students from a local college are recruited as mentors and two adults from a local neighborhood association group also act as mentors. They incorporate work that is done by the elementary program into the installation.

**High School Program:** The community center works with a theatre company that conducts a high school program that takes place on site and at the theatre using college students, those that are studying theatre as mentors and assistants. Students work on both performance and visual aspects of theatre. The goal is a final production at the theatre. Students and their families from the elementary and middle school are invited to attend.



## **Examples of Possible Mentorship Partners**

- Big Brothers and Big Sisters
- Good Will Industries
- Colleges and Universities –various departments
- Senior Volunteers-though RSVP at Voluntary Action Center
- High School students who need service hours (could mentor elementary/possibly middle school students)
- Corporate Volunteer Programs (Bank of America, Walgreens, Target, etc.)
- Neighborhood Groups

## **Examples of For-Profit Businesses who may want to get involved**

- Galleries and Workshop groups-such as ArtWorks Gallery in downtown
- Dance studios
- Music studios
- Businesses that may have a space they can donate

## **Other Possible Consortium Partners**

- Penn State Cooperative-has many educational
- Historical Societies
- Heritage Sites and Museums
- Neighborhood Community Centers

## **SAMPLE IDEAS TO INVOLVE FAMILIES MORE**

- One day out of your program make it a family field trip day where children and their families attend an arts event or visit an arts organization.
- Invite families to participate on a special day. Have pizza or snacks and create a special activity where children must work with their family. Include this in any final exhibits or performances.
- Have a field trip outside of regular class to a show, museum or a First Friday. Provide transportation if possible.
- Have students ask members of their family if is an artistic skill they have always wanted to learn. Help brainstorm a list of ways they can learn the skill. Have a guest speaker day where different artists speak about their art.
- If families have internet access and are on Facebook have them post positive things about the students' achievements and experience on the ARTS Engage! Facebook page.
- Work with the Penn State Co-Operative Extension's Prosper Program and to send information to families.