



Maureen McGuigan
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Electric City Trolley Museum
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2012/2013 ARTS ENGAGE! Request for Qualifications (RFQ)

RFQ APPLICATION

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

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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**2012 / 2013 ARTS ENGAGE! CONSORTIUM RFG
 Application Cover Page**

Name of Coordinating Consortium Partner			Date	
Street Address		City		Zip
Mailing (if different from Street Address)		City		Zip
Federal Tax ID #		Phone		Fax
Coordinating Partner Contact	Title	Email		Contact Phone
Alternate Contact 1	AC 1 Title	AC 1 Email		AC 1 Phone
Alternate Contact 2	AC 2 Title	AC 2 Email		AC 2 Phone
Emergency Contact		Emergency Phone		Emergency Cell or other
	Anticipated number of Students to be served	Anticipated number of Artists-Instructors	Artist Instructor Ratio to students	Venue of Program Location (s)
Elementary Program				
Middle School Program				
High School Program				
Overall Total				
2012 / 2013 ARTS Engage! Consortium amount requesting				\$

**2012/2013 ARTS Engage!
Consortium RFQ - Partnership Form A**

Use this form to list your key consortium partners, the organizations they represent, their role for this project, and their phone number. In the “code” column, use one or two letters to indicate:

- “P” **Partner** – key leaders of the consortium who meet together to plan and shape programs
- “TA” **Teaching Artist**
- “A” **Advisor** – people playing a supporting or consulting role

- “B” **Business** who may be hired
- “M” **Mentor** or Mentoring Organization
- “V” for **Venue**

Contact Name	Code	Organization	Role for this project	Phone Number	Cell Number	email
Social Services Organization						
Arts Organization						

**2012/2013 ARTS Engage!
 Consortium RFQ - Partnership Form B**

Consortium Partnership Form *page 2*

Use this form to list your key consortium partners, the organizations they represent, their role for this project, and their phone number. In the “code” column, use one or two letters to indicate:

- | | |
|--|--|
| <p>“P” Partner – key leaders of the consortium who meet together to plan and shape programs</p> <p>“TA” Teaching Artist</p> <p>“A” Advisor – people playing a supporting or consulting role</p> | <p>“B” Business who may be hired</p> <p>“M” Mentor or Mentoring Organization</p> <p>“V” for Venue</p> |
|--|--|

Contact Name	Code	Organization	Role for this project	Phone Number	Cell Number	email
Community Organizations						
Teaching Artists						

**2011/2012 ARTS Engage!
Consortium RFQ - Partnership Form C**

Consortium Partnership Form page 3

Use this form to list your key consortium partners, the organizations they represent, their role for this project, and their phone number. In the “code” column, use one or two letters to indicate:

- “P” **Partner** – key leaders of the consortium who meet together to plan and shape programs
- “TA” **Teaching Artist**
- “A” **Advisor** – people playing a supporting or consulting role
- “B” **Business** who may be hired
- “M” **Mentor** or Mentoring Organization
- “V” for **Venue**

Contact Name	Code	Organization	Role for this project	Phone Number	Cell Number	email
Schools / Universities / Colleges						
Mentors / Mentorship Organizations						

2012 / 2013 ARTS Engage! Consortium RFQ Application Budget

Coordinating Consortium Partner	2012 -2013 July 1, 2012 – June 30, 2013			
EXPENSES	Elementary Program	Middle School Program	High School Program	Consortium Amount
Consortium Administrative not to exceed 15% of total budget				
Administrative Salaries				
Benefits				
Administration Area (<i>space, utilities, phone</i>)				
Program Personnel				
Artists - Instructors				
Program Staff				
Arts Organization				
Advisory Consultants				
Materials - Supplies <i>please specify</i>				
Marketing Materials				
Transportation-Off Site Programs - Field Trips –Outings				
TOTAL EXPENSES				
Income				
ARTS Engage! Consortium Grant Request				
TOTAL INCOME				
In- Kind Support				
TOTAL IN-KIND SUPPORT				
Budget Summary (these amounts will be filled in automatically from the amounts above)				
ARTS Engage! Consortium Grant Request				
Cash Matched (confirmed and anticipated)				
Cash income not including ARTS Engage! Consortium Amount				
In-Kind Support (total donated services and materials)				
TOTAL PROJECT BUDGET				

2012 / 2013 ARTS Engage! Consortium RFG Personnel Budget Worksheet

Any personnel cost for your ARTS Engage! programs should be broken down per day, per hour and/or per session.

		Cost per day day/hour /session	Number of days/hour /session	Total
Coordinating Partner direct administrative costs				
Admin.				
Other				
Other				
Coordinating Partner direct administrative costs TOTAL				
<u>Elementary Program</u>				
Teaching Artist 1				
Teaching Artist 2				
Teaching Artist 3				
Teaching Artist 4				
Teaching Artist 5				
Program Staff 1				
Program Staff 2				
Program Staff 3				
Other				
Other				
Elementary School Program TOTAL				
<u>Middle School Program</u>				
Teaching Artist 1				
Teaching Artist 2				
Teaching Artist 3				
Teaching Artist 4				
Teaching Artist 5				
Program Staff 1				
Program Staff 2				
Program Staff 3				
Other				
Other				
Middle School Program TOTAL				
<u>High School Program</u>				
Teaching Artist 1				
Teaching Artist 2				
Teaching Artist 3				
Teaching Artist 4				
Teaching Artist 5				
Program Staff 1				
Program Staff 2				
Program Staff 3				
Other				
Other				
High School Program TOTAL				