

**REQUEST FOR PROPOSAL (RFP)
FOR
A.R.T.S ENGAGE! PROGRAM FUNDING
(Art, Recreation, Theatre/Dance, Stories and Song)**

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

RFP Release Date:	September 19 2008
RFP Workshop:	September 29, 2008
Deadline for Proposal Submission:	October 10, 2008
Evaluation Process:	October 17-31, 2008
Award Ceremony:	November 10, 2008
Contract Effective Date:	November 10, 2008

RFPs may be sent via e-mail, fax or mail to:
Maureen McGuigan
Deputy Director of Arts & Culture
300 Cliff St.
Scranton, PA 18503
Fax: 570-963-6447
mcguiganm@lackawannacounty.org

TABLE OF CONTENTS

A. Overview and Purpose of RFP.....	3
B. Eligible Applicants.....	3
C. Funding Availability.....	3
D. Program Guidelines.....	3
E. Outcomes.....	4
F. RFP Schedule.....	4
G. Review Process.....	5
H. Contact Persons.....	5
I. Proposal Submissions.....	6
J. Application Cover Sheet.....	7

A. OVERVIEW AND PURPOSE OF RFP

The goal of A.R.T.S. Engage! is to provide instruction, support and mentorship to at-risk children by utilizing local arts organizations, professional artists, volunteers, peer mentors, and staff of LCCYS and the Department of Arts & Culture. The objectives of A.R.T.S. 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

Eligible applicants include schools, universities, units of government, and private, nonprofit, 501(c)3 corporations or organizations that do not have non-profit status but can demonstrate the ability to carry out programs. Collaborative entities and coalitions will also be considered for funding.

C. FUNDING AVAILABILITY

The total funding available for A.R.T.S Engage! is \$210,000. Applicants may apply for up to \$50,000. Grant funds will be distributed quarterly beginning with an “inception” payment at the awards ceremony in November. LCCYS will then be billed quarterly by the grant recipients.

*Please note: Additional money may be available during the second quarter. At that time, programs will be evaluated and funding determinations made.

D. PROGRAM GUIDELINES

Proposed programs should be for children and adolescents in K-12. Programs may be after school, weekend, summer, continuous monthly or a combination of several of these. Programs must demonstrate sustainability, provide high quality arts instruction in any discipline or several disciplines, and help reach LCCYS outcomes including fostering positive adult and peer relationships for children in program. Grant award recipients will be expected to work with LCCYS case workers and the staff of A.R.T.S. Engage! They may also be asked to attend periodic training or discussion groups.

E. OUTCOMES

A.R.T.S. Engage! is intended to foster pro-social skills in children and adolescents through arts programming. Outcomes include:

- Increased interactions with positive peer associations
- Increased positive associations with adults
- Increased community involvement
- Increased skills in artistic disciplines and arts appreciation

At the core of this program is the interaction of LCCYS staff, the A.R.T.S. Engage! coordinator and the organizations. On-going dialogue and evaluation will occur to measure these outcomes.

F. RFP SCHEDULE

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

RFP Release Date:	September 19 2008
RFP Workshop:	September 29, 2008
Deadline for Proposal Submission:	October 10, 2008
Evaluation Process:	October 17-31, 2008
Contract Effective Date:	November 10, 2008
Award Ceremony:	November 10, 2008

One Pre-Proposal Workshop is scheduled on the RFP:

Monday, September 29, 2008
2:00 p.m.
The Electric City Trolley Museum
300 Cliff St.
Scranton, PA 18503

(on the property of Steamtown National Historic Site)

Please call 570-963-6590 x102 to register or respond to: mcguiganm@lackawannacounty.org.

G. REVIEW PROCESS

Proposals will be reviewed by a panel of experts in October. Grants will be scored using the following criteria:

- Artistic Quality and Creativity of Project 25 points
 - Does the program provide a high-quality arts experience?
 - Does the program allow for experiential (hands-on) arts learning for children and adolescents of all abilities?
 - Does the program have a fresh, creative way of engaging children in the arts?

- Community Impact 25 points
 - Are there plans to involve other community organizations, volunteers or mentors?
 - Will the children's families be involved?
 - Will the children and families have an opportunity to learn about other programs at your site or other sites in the community?

- Ability to implement project 25 points
 - Do the resources match the scope of the project?
 - Has your organization successfully carried out similar projects?
 - Is the budget realistic and, if not fully funded, will you be able to adapt the program?

- Sustainability of program 25 points
 - Is the program cost effective?
 - Does the program have a long-term vision?
 - Is your organization committed toward supporting this program?

Awards will be based on program budget and scoring results.

H. Contact Persons:

For questions about proposal submissions:

Maureen McGuigan, Deputy Director of Arts & Culture

570-963-6590 x102

mcguiganm@lackawannacounty.org

For questions about the mission of LCCYS:

William Browning, Executive Director of Children & Youth Services

570-963-6781

browningw@lackawannacounty.org

Kerry Holmes, Court and Community Services Director

570-963-6781 kimmickk@lackawannacounty.org

I. PROPOSAL SUBMISSION INSTRUCTIONS:

Please fill out the applicant cover sheet and submit it with a detailed proposal that answers the following six questions. Proposals should be no more than six pages (excluding additional resumes and budget sheets) and typed in a user-friendly font of 10 pts. Proposals may be double or single spaced.

1. Describe the program you are proposing. Please be as detailed as possible.
 - Artistic discipline or disciplines focused on in the program
 - Number of children targeted and age group(s)
 - Timeline and length of program
 - Where the activities take place (may include field trips)
 - List any teaching artists, instructors or mentors involved in the program or whom you plan to involve
 - List any community partners and their role in the program
2. Have you successfully carried out previous youth arts programs? If yes, please describe.
3. Please describe any significant community partnerships that you have been involved in. What were some of the strengths and challenges you discovered? If you have ever collaborated with any government agencies, please describe.
4. Please provide a resume or biography of staff that will be involved in your proposed project including any artist teachers if already selected to work in program.
5. Is your organization allocating funds, both cash and in-kind to this program or do you have additional funders or plans for additional fundraising? If your request is not fully funded, will you be able to carry out an adapted program? Please explain.
6. Please provide your organization's yearly budget and an estimated budget for your program.
* Please note the program budget must include an estimated cost per child. After determining the total amount of the project, divide by the total number of children that you are planning to serve.

RFPs may be sent via e-mail, fax or mail to:
Maureen McGuigan
Deputy Director of Arts & Culture
300 Cliff St.
Scranton, PA 18503
Fax: 570-963-6447
mcguiganm@lackawannacounty.org

Lackawanna County
Children & Youth Services and Department of Arts & Culture
A.R.T.S. Engage! Request for Proposals
2008-09 Application Cover Sheet

Please Type.

Name of Organization:

Federal ID:

Contact Name:

Title:

Mailing Address:

City: **State:** PA **Zip:**

Phone: **Fax:**

Email:

Name of Program and Brief Description: (20-40 words):

Total Organizational Budget:

Amount Requested:

Name

Signature

Title

Date

Please note if e-mailing your application, an e-mail sent from the Executive Director or Project Director will serve as a signature.