



**2011/2012 ARTS ENGAGE! CONSORTIUM GRANT
THE COUNTY OF LACKAWANNA CHILDREN AND YOUTH SERVICES**

**IN PARTNERSHIP WITH
THE DEPARTMENT OF ARTS & CULTURE**

Instructions

- Release Date:** March 1, 2011
Information Session: March 24, 2011
Application Deadline: June 1, 2011
Evaluation Process: June 2, - July 15, 2011
Contract Effective Date: July 1, 2011
Contract End Date: August 1, 2012

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: artsengage@gmail.com

The 2011- 2012 ARTS Engage Consortium Grant 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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INTRODUCTION

A. OVERVIEW AND PURPOSE OF GRANT

The goal of ARTS Engage! is to provide high quality art instruction, support and mentorship to at-risk 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.

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 \$70,000. No more than 15% can be for administration including salaries and benefits of full-time staff, utilities, and office supplies.

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. The same group or artists do not have to provide service to all age groups. A group may be a partner on more than one application but may only apply as the coordinating agency on one application. Time must be allowed for program evaluations to be completed and drop-in visit of representatives from ARTS Engage!. Applications must include:

1. Application cover sheet
2. Consortium members form
3. Letters of commitment from all consortium members
4. Budget form
5. Resumes or bios of artists involved
6. Resumes or bios of program personnel, consultants or advisors involved

E. PROGRAM GUIDELINES *continued*

7. Work Samples Instructions

Each artist must supply a work sample. Please supply a sample and work descriptions with the following info. Please also label the physical work the artist name and program.

Artist Name:

Name of Program (s) teaching in:

Age group (s) teaching:

Discipline:

Titles and order of works submitted:

Check your sample type

_____ DVD (up to 3 samples. May be excerpts on one disc or separate DVDS)

_____ Music CD (up to 5 tracks)

_____ CD of photos or work (up to 10)

_____ Photographs of work (up to 10)

_____ Script(s) (up to 10 pages)

_____ Poetry or fiction (up to 10 pages)

Or website (s) where work can be viewed or heard list here:

8. Four to six (4 – 6) page narrative proposal that includes the following:
- 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 grants 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. GRANT SCHEDULE

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

Grant Release Date: March 5, 2011

Information Session: March 24, 2011

Deadline for Proposal Submission: ~~March 15, 2011~~

Evaluation Process: ~~March 15 - 17, 2011~~

Contract Effective Date: ~~March 15, 2011~~

Contract End Date: June 30, 2012

informational session: March 24, 2011 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:** ~~www~~ Contact Chris Calvey at 570-963-6590
~~www~~@artsengage@gmail.com to register

H. Contact Persons:

For questions about grant submissions: Chris Calvey, ARTS Engage! Coordinator
570-963-6590 x106
artsengage@gmail.com

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

Kerry Holmes, Court and Community Services Director
570-963-6781 or kimmickk@lackawannacounty.org

For questions about the Lackawanna Arts & Culture Department
partnership with Children and Youth Services:

Maureen McGuigan, Deputy Director of Arts and Culture
570-963-6590 x102 or m McGuigan@lackawannacounty.org

Guidelines

2011-2012 ARTS ENGAGE! CONSORTIUM GRANT

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!

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 grant,; however, applications with limited partnerships are less likely to be funded.
- One organization must be the Coordinating Partner that submits the grant.
- 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 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

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



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**2011 / 2012 ARTS ENGAGE! CONSORTIUM GRANT
 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				
2011 / 2012 ARTS Engage! Consortium Grant amount requesting				\$

2011/2012 ARTS Engage!

Consortium Grant - 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						

2011/2012 ARTS Engage! Consortium Grant - 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 Grant - 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						

2011 / 2012 ARTS Engage! Consortium Grant Application Budget

Coordinating Consortium Partner	2011-2012 September 1, 2011 – June 30, 2012			
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 Grant				
In-Kind Support (total donated services and materials)				
TOTAL PROJECT BUDGET				

2011 / 2012 ARTS Engage! Consortium Grant 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				