



PA PARTNERS IN THE ARTS

2007 APPLICATION GUIDELINES



For projects occurring between September 1, 2007 to August 31, 2008

Submission Deadline: Postmarked by June 30, 2007
or hand-delivered by 5:00 p.m. on July 2, 2007

The Pennsylvania Partners in the Arts program is a partnership initiative of the PA Council on the Arts and is administered locally by the Arts Council of Erie. The program provides opportunities for arts organizations, individual artists and community based groups to receive funding to support performances, exhibitions and other arts projects that are presented to the public. The Arts Council of Erie supports the program in Crawford, Erie and Warren Counties and is one of fifteen regional PA Partners in the Arts service providers throughout the state of Pennsylvania.

PA Council on the Arts Mission:

The mission of the Pennsylvania Council on the Arts (PCA) is to foster the excellence, diversity, and vitality of the arts in Pennsylvania and to broaden the availability and appreciation of those arts throughout the state.

PA Partners in the Arts Goals:

- ◆ Expanding constituent access to the arts by (a) making arts programs available to communities that may have been underserved in the past by state arts funding, and (b) supporting a wide variety of arts activities in the community, developed in a variety of local settings;
- ◆ Encouraging and supporting local decision-making in re-granting of state arts dollars;
- ◆ Increasing awareness of and advocacy for government support and funding of the arts at the local and state levels; and
- ◆ Enabling the PA Council on the Arts to provide increased assistance to its broad constituency throughout the state.

Eligibility Rules for PA Partners in the Arts:

- ◆ Be an artist (at least eighteen years old), community group, or non-profit organization conducting arts activities with community impact. Applicants do not have to have 501(c)(3) status with the IRS. For-profit organizations are ineligible.
- ◆ Funded projects must be arts activities that are open to the general public and serve, benefit and are directed towards audiences in Crawford, Erie and Warren counties. Events occurring outside of the designated counties are not eligible.
- ◆ Projects must take place between September 1, 2007 and August 31, 2008.
- ◆ PPA Project Stream applicants may not apply to the following grant programs for the same grant period: PPA Program Stream; Arts Organizations Arts Programs (AOAP) Track; Entry Track; or Broadcast of the Arts.
- ◆ PPA Project Stream will no longer support activities that are conducted by, with, or in venues owned and/or operated by organizations that the PCA already supports through the Program Stream, AOAP or Entry Track. This is a change from previous years, so be sure to visit the PCA's website to view a list of grantees: www.pacouncilonthearts.org/search_grants.cfm or call the Arts Council of Erie if you have any questions.
- ◆ PPA Project Stream applicants may apply to the following PCA grant programs during the same grant period: Arts in Education Residencies*; Accessibility to the Arts in PA for Individuals with Disabilities; Individual Creative Artists; Local Government; Preserving Diverse Cultures; and Professional Development and Consulting. Note that PPA funds may not be used as match for other PCA funds.

*While PPA recipients are eligible to apply for Arts In Education funding, PPA grants may not be used to fund projects that occur during regular school hours.

Funding Restrictions (Funds cannot be used to support the following):

- ◆ Capital expenditures, including equipment costing \$500 per item or more
- ◆ Activities for which academic credit is given
- ◆ Activities that have already been completed
- ◆ Activities that have a religious purpose
- ◆ Performances and exhibitions outside Pennsylvania
- ◆ Cash prizes and awards
- ◆ Benefit & fundraising activities
- ◆ Hospitality expenses, i.e. receptions, parties, gallery openings
- ◆ Lobbyists' payments
- ◆ Competitions
- ◆ Administrative costs unrelated to the proposed project or accumulated operating deficits
- ◆ Activities restricted to an organization's membership
- ◆ K – 12 schools will not be accepted as applicants for projects that occur during the school day. Projects that occur outside of the normal classroom setting will be considered.

Matching Requirements:

- ◆ No match is required for first year applicants.
- ◆ Second year applicants must match 50% of the grant award amount.
- ◆ Third year & prior transition applicants must match 100% of the grant award amount.
- ◆ Matching funds, when required, may be provided by a parent organization; however, correlating operating expenses such as salaries and overhead may not be included as expenses.
- ◆ In-kind goods and services cannot be used as match.
- ◆ PCA funds may not be used to match PPA funds.

Guidelines:

- ◆ Applicants may apply for **up to \$2,000** in funding from the PPA program. Applicants should be aware that 100% funding is unlikely & should plan their budgets accordingly. The average grant award from last year was \$1,390.
- ◆ Full project budgets must be included in the application.
- ◆ Applicants who received funding from previous years will not receive their award until final reports are completed and filed.
- ◆ Applications may be typed or handwritten but must use the application form provided. The narrative may be no more than one page and font must be no smaller than 10pt.
- ◆ Must be filed **in duplicate**. **Do not staple** the application pages; paper clips are acceptable.

Evaluation Criteria:

Artistic quality (40 points)

- Evidence that activities relate to applicant's mission or purpose
- Quality of the artistic product, process and/or service
- Quality of materials, design and content (if applicable)
- Quality of artistic leadership, artists, and venue of activities

Accessibility / Availability (40 points)

- Community benefit, interest and support
- Availability for culturally diverse or underserved populations
- Accessibility for people with disabilities
- Ability to market and promote activities to target audience
- Evidence that activities are available to all audiences
- Non-duplication of existing services or program

Management (20 points)

- Ability to plan and implement the plan
- Appropriate budget, including evidence of developing other support
- Qualified and adequate staff, if applicable
- Organizational stability and/or fiscal responsibility, if applicable

Panelists will evaluate each application based on the criteria; they will assign a numerical evaluation to each application. The ratings will be a tool used in the final determination of the grant awards.

Application Deadline:

- ◆ Applications are to be filed with the **Arts Council of Erie**, 3 East 4th St., Suite 10, Erie, PA 16507.
- ◆ **Applications must be postmarked on or before June 30, 2007 or hand-delivered by 5:00pm on July 2, 2007.** Applications postmarked or hand-delivered after the deadline will not be accepted.

Award Notification:

- ◆ Grantees will be notified of their awards by letter after final approval by the Board of Trustees of the Arts Council of Erie. Those not funded will be notified by letter at the same time.

Applicants Should:

- ◆ Clearly address how you plan to reach a target audience including underserved, diverse populations or people with disabilities.
- ◆ Provide details on participating artists. If specific artists are not yet known, provide examples of previous or anticipated artists.
- ◆ Include work samples that highlight the artistic quality
- ◆ Reflect a well-planned project with realistic goals that can be accomplished within the timeframe, budget, and management structure.
- ◆ Include a clear, accurate, appropriate budget, **free of math errors**.
- ◆ Follow the application directions.

Additional Terms and Conditions Governing Grants

Various terms and conditions apply to PPA grantees. The complete Additional Terms and Conditions is available at any time from the Pennsylvania Council on the Arts (PCA) upon request and for download at the PCA's website: www.pacouncilonthearts.org.

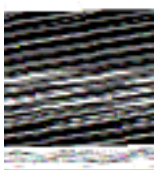
Appeals Process:

Pennsylvania Partners in the Arts (PPA) recognizes that errors may occur in the PPA application process. PPA is committed to acknowledging any errors and responding to rectify the effects of an error. The appeals process enables applicants to identify these errors and omissions, and bring them to the attention of the Arts Council of Erie. Appeals to the Board of Trustees of the Arts Council of Erie may result in an increase in the PPA award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. Appeals are awarded only if the Board of Trustees of the Arts Council of Erie believes that the error or omission had a substantial effect on the recommendation of the advisory panel. The Board of Trustees of the Arts Council of Erie will have the final authority on whether to grant the appeal.

Appeals are not intended to provide the applicant with an opportunity to challenge the recommendations of the advisory panel. Disagreements with the judgment of the advisory panel or the amount of the award are not grounds for an appeal.

Applicants considering an appeal should contact the Arts Council of Erie for advice and guidance. The appeal of an award decision must be made in writing ten (10) business days from the date of the notification of the award from the Arts Council of Erie. Letters of appeal should be addressed to the Arts Council of Erie. The letter should identify the error or omission and the effect such error had on the recommendation of the advisory panel. If the appeal is supported by the Arts Council of Erie funds will be awarded, only if they are available.

Questions should be directed to:



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