

UNDERSERVED YOUTH ARTS PROGRAM PILOT GRANT GUIDELINES – FY 2008

CCT has established a pilot program that offers substantive arts experiences during non-school hours for underserved middle-school youth. In these programs, young people work directly with professional artists to develop artistic skills and knowledge while creating and performing their own works. Built around youth’s interests and needs, these programs promote positive youth development and are supported by partnerships between non-profit arts organizations and community-based youth development programs.

**PROGRAM
INFORMATION**

CCT will award two to five grants in the amount of \$10,000 to \$25,000 each to eligible arts and youth development partnerships that:

- Provide underserved youth with in-depth arts experiences and create opportunities to interact with practicing artists and develop techniques or skills for creative inquiry
- Engage participating youth in authentic decision making
- Cultivate leadership and entrepreneurial skills in young people
- Foster positive youth development outcomes such as positive youth-adult relationships or positive youth peer relationships

For the purpose of this grant, underserved youth refer to youth who:

- Lack access to programs, opportunities or support because of economic conditions, geography, ethnic background, disability, abuse, or neglect.
- May be at risk of not making a successful transition from adolescence to young adulthood.

Underserved Youth may include, but are not limited to youth with disabilities, homeless youth, youth victimized by violence, court-involved youth, pregnant or parenting teens, and youth living in economically depressed or geographically isolated areas.

Programs selected for funding will target ages 10-15. CCT is especially interested in supporting programs that positively impact middle-school youth and youth involved in the transition from middle school to high school. Proposals should clearly identify activities, outcomes, and an evaluation strategy. The quality of the program is more important than the number of students reached.

TIMELINE

February 4, 2008	Application Deadline
April 1 – April 4, 2008	Notification of Awards
May 1, 2008 – June 30, 2009	Grant Funding Period
August 30, 2009	Final Report Due

WHO MAY APPLY

Underserved Youth grants will support high-quality partnerships between non-profit arts organizations or community organizations whose work includes an arts focus (Arts Partner) and community-based youth development programs (Youth Development Partner). The Arts Partner must be the lead applicant on behalf of the partnership.

Eligible Lead Applicants (Arts Partner)

- Non-profit 501 (c)(3) arts organizations, or community organizations whose work includes an arts focus. Applicant must be incorporated in Connecticut for at least two years with a two-year history of ongoing arts programming

Eligible Partners (Youth Development Partner)

Partnerships are required for the Underserved Youth Grants. Lead applicants may partner with one or more of the following eligible partnering entities:

- Youth development programs of community-based organizations, schools, colleges, universities, libraries, and municipalities incorporated in Connecticut for at least two years
- Faith-based organizations whose youth development programs are nonsectarian in purpose and focus

Ineligible Applicants or Partners

- Individuals
- Civic organizations (e.g. fraternal organizations, women's clubs, chambers of commerce)
- For profit entities
- State agencies
- Non-profit organizations that discriminate in their membership

WHAT WE FUND

- Administrative expenses (e.g. organizational staff, overhead costs, etc.) - not to exceed 20% of total project cost
- Outside professional services (programmatic and artistic - e.g. teaching artists, project consultants, etc.)
- Other program expenses (e.g. materials, supplies, student transportation, etc.)

WHAT WE DO NOT FUND

- Fundraising expenses, scholarships, lobbying activities, capital expenses.
- School programs that take place during the traditional operating hours of a school day.

HOW WE FUND

- The grant request must be matched on a one-to-one cash or cash and in-kind basis. In-kind goods and services may not total more than 50 percent of the match. "In-kind" refers to a donation of goods or services (e.g. free rehearsal space, supplies, or pro bono consultant work).
- Programs exceeding the grant request + cash/in-kind match must identify additional funding sources in the application budget.

REVIEW PROCESS

The Commission will convene one panel to review Underserved Youth Arts grants based on the following criteria:

Quality of the Program

- Merit of the program's design, structure, and activities
- Quality of the artists and/or services that the project will involve
- Ability of program to impact arts learning and positive youth development, as well as address risk factors among underserved youth.

Strength of the Partnership

- Evidence that both partners and the target audience are actively engaged in the planning process
- Evidence that the program supports a collaborative community response to the needs of underserved youth
- Capacity of the program to foster meaningful ties among collaborators and throughout the community

Evaluation and Ability to Carry Out the Program

- Effectiveness of plan to document and assess program impact on youth
- Appropriateness of program budget
- Demonstration of the partners' commitment and capacity to sustain the program beyond the life of the grant

HOW TO APPLY

Application must include four (4) copies, and one (1) original form.

- Application Form - dated and signed (original signatures in blue ink). Be sure to complete legislative information completely and accurately.
- Application Narrative (no more than 4 pages, see application for instructions)
- Program Budget (two pages)
- Attachments - applications must include each of the following attachments:
 - IRS Tax Exempt Determination Letter or Municipal Ordinance/Statute (Schools exempt)
 - W-9 Form
 - A one-page background/history of Lead Applicant Organization
 - A one-page biography of key professional personnel (e.g. program manager, artists, etc.)

Indicate the original with a post-it note marked "Original." Note: An application that is incomplete and/or missing any of the listed materials will not be reviewed.

Complete applications, including budget and support materials, must be received or postmarked by **Monday, February 4, 2008 at 4:00 p.m.** Applicants must retain a receipt for hand-delivered applications. No application will be accepted if delivered or post marked after this date and time. Facsimile or electronic applications will not be accepted.

Send completed applications to:

Bonnie Koba
Underserved Youth Arts Grants
Connecticut Commission on Culture and Tourism
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Questions, please contact Bonnie Koba at Bonnie.Koba@ct.gov.

**GRANTEE
RESPONSIBILITIES**

- Grant contracts must be signed and returned before grant funds are disbursed.
- Grant recipients are required to use funds for the purposes indicated on the contract and must seek and receive CCT written approval for any changes or modifications to the contract.
- Grantees are required to credit the “Connecticut Commission on Culture & Tourism” in all print, audio, video and internet materials, and all publicity materials (such as press releases, posters, advertisements, and web sites). A publicity kit will be provided.
- Funded organizations are required to submit a Final Report within 60 days of completion of program. Forms and instructions are available on CCT’s web site or by request.

Thoughtful, complete and timely final reports are important to the Commission, as well as to the grantee. They help assess the effectiveness of grant programs, account for the expenditure of taxpayer’s dollars, and document the public benefit of investing in arts organizations/programs.