

PA Partners in the Arts (PPA) Partnership FY 2017-18 Application

DUE DATE: Monday, April 17, 2017 (postmarked)



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OVERVIEW

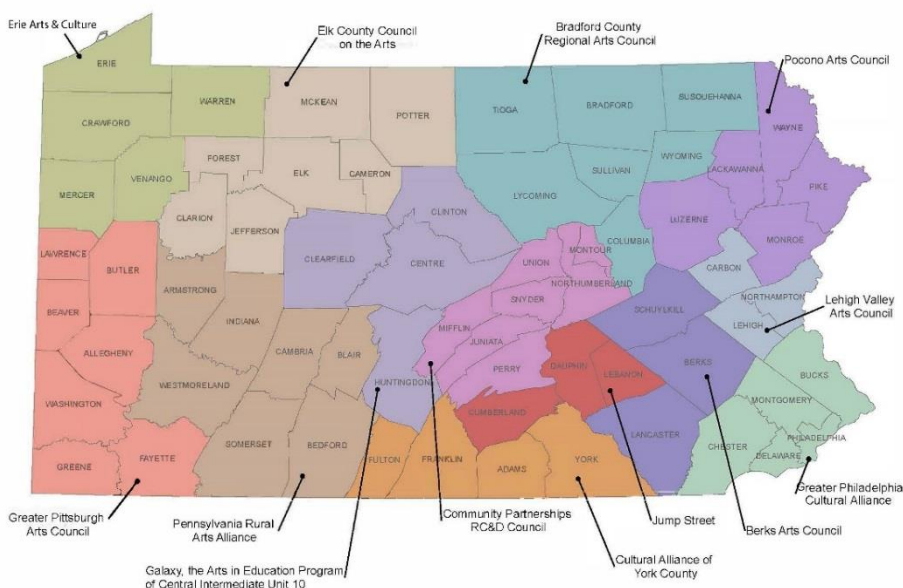
Pennsylvania Partners in the Arts (PPA) is the Pennsylvania Council on the Arts' (PCA) regional re-granting program. Regional Partner organizations re-grant state arts funds to support a wide variety of local and community arts projects and programs.

Since PPA's implementation in 1997, the PCA has been able to steadily expand the availability of state arts dollars to many new communities. Thousands of organizations, projects and programs have received funding. By providing local administration and technical support and a streamlined application process, PPA has created unprecedented access to state arts funding.

PPA has two funding streams for applicants, Project Stream and Program Stream. Project Stream makes small grants of up to \$2,500 for arts projects. Program Stream provides ongoing support to arts organizations and arts programs that conduct ongoing arts activities

Project Stream applicants may be invited to submit an application to Program Stream if they conduct ongoing arts activities, have a successful funding history in Project Stream, and receive good assessment totals in the panel review.

PENNSYLVANIA PARTNERS IN THE ARTS



The Pennsylvania Council on the Arts (PCA) is a state agency in the Office of the Governor. It receives funding through an annual state appropriation and from the National Endowment for the Arts, a federal agency.

The mission of the PCA is to foster the excellence, diversity and vitality of the arts in Pennsylvania and to broaden the availability of those arts throughout the commonwealth.

PA PARTNERS IN THE ARTS PARTNERSHIP

PROGRAM GOALS

- Goal I.** 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.
- Goal II.** Encouraging and supporting local decision-making in re-granting of state arts dollars.
- Goal III.** Increasing awareness of and advocacy for government support; and funding of the arts at the local and state levels.
- Goal IV.** Enabling the PCA to provide increased assistance to its broad constituency throughout the state.

GUIDELINES

These guidelines and forms are specifically for the PCA's designated PPA Partners. These forms serve as the application for the PCA PPA Partnership and PPA Programming funds for FY 2017-18, and as the final financial and narrative report for FY 2015-16 PPA Partnership awards.

Submission Deadline

Postmarked on or before April 17, 2017.

Activity Period

September 1, 2017 – August 31, 2018.

(All funded activities must take place during this period).

Eligibility

Applicants must be a designated PCA PPA partner, approved by the Council. The Council has final authority in determining the PCA's PPA Partners.

Grant Awards

The PCA will make awards to PPA Partners via one total grant award amount– i.e. PPA Partnership Administration, PPA Program Stream and PPA Project Stream combined.

PPA Partnership Administration funds (non-matching) support administrative and programmatic expenses Partners incurred in administering the program. Eligible administrative expenses include, but are not limited to, salaries and benefits, facilities, contractor fees, printing, marketing, and travel.

Matching Requirements

Unless otherwise stated, no matching funds are required for Council-initiated grants.

Crediting Requirements

Partners must prominently acknowledge the PCA's PPA Partnership and state arts funding in promotions, flyers, programs, media announcements, press releases, web sites, social media, etc. by utilizing the PCA's logo(s). PCA crediting must be preeminent and stand-alone, not combined with acknowledgements of funding from other sources. Partners must require their grantees to follow the crediting requirements.

PA PARTNERS IN THE ARTS PARTNERSHIP

PARTNERSHIP REQUIREMENTS

The PCA identifies appropriate Partners for PPA service regions across the commonwealth. The PCA recommends organizations for Partnership based on PCA staff review and recommendation.

To be selected as a PPA Partner, an organization must:

- Demonstrate sufficient financial and managerial capacity to serve as a Partner.
- Demonstrate that its board of directors is aware and supportive of its participation in the PPA program.
- Be recommended by PCA staff for Partnership.
- Be approved by the PCA's Council. The PCA's Council has final authority in the selection of PPA Partner organizations.

Once approved for Partnership status, Partner organizations agree to:

- Designate a person within their organization with primary responsibility for the Pennsylvania Partners in the Arts Program. Partners must notify the PCA of any PPA-related change in staffing.
- Attend the annual statewide meeting and other Partner meetings throughout the year, as needed or required.
- Develop and actively distribute notice of, and applications for, Pennsylvania Partners in the Arts grants.
- Publicize and conduct PPA workshops in their service region, with special emphasis on areas least served in the previous year.
- Utilize an advisory panel that is representative of the geographic, ethnic, gender, age, and artistic diversity of their service area to make recommendations with respect to funding levels for PPA applicants.
- Monitor performance of their grantees and collect and provide data to the PCA's PPA Program Director on a regular basis in PCA-provided forms.
- Host public award ceremonies. These ceremonies should include all appropriate legislative and elected officials as well as Council members and/or PCA staff.

Each fiscal year, PPA Partner organizations voluntarily enter into an Agreement with the Commonwealth of Pennsylvania to provide services on behalf of the PCA within Council-approved service regions. Services must be provided according to Council-approved policies for the agency and the procedures outlined in these guidelines and PPA Partnership handbook.

APPLICATION IS COMPLETED THROUGH EGRANT

The PPA Partners complete a Program & Divisions application at <http://pacouncilonthearts.egrant.net>.

1. Use 2016-17 award amounts for your request amount and budgeting
2. Project Description: For the support of a Council Initiated Grant for the Pennsylvania Partners in the Arts program serving (list your service area) counties.
3. Project Narrative: See attachment
4. Attachments: there are six file slots available for uploads. The first slot should be your narrative, which should not exceed 12,000 characters (with spaces) and be no more than 4 pages. The second slot should contain your Partnership Application Data spreadsheet. The other four slots may contain support materials, marketing materials, resume of coordinator, photo documentation of awards ceremonies, etc.

APPLICATION REVIEW PROCESS

REVIEW CRITERIA

Applications should provide evidence that activities support the PCA's mission and the PPA program goals and requirements.

Quality of Product/Process/Service (35 Points)

- Effective outcomes relevant to guidelines, requirements, roles and responsibilities of Partnership
- Quality of marketing and Partner's program materials
- Quality of PPA program leadership as evidenced by the qualifications of administrators and other factors
- Effective evaluation of outreach and grantee services
- Evidence that evaluation leads to improvements

Access to the Arts (35 Points)

- Effective outreach to expand awareness of PCA and PPA
- Effective advocacy for the benefits of PCA and PPA programs
- Demonstrated knowledge of constituents, including but not limited to artists, administrators, community organizations, geographic/ethnic diversity and the degree of success in reaching those groups
- Use of an advisory panel that is representative of the geographic, ethnic, racial, artistic diversity, and other factors pertaining to your service region

Management (30 Points)

- Effective planning and implementation
- Effective fiscal, program and personnel management and development of other varied financial support
- Meets deadlines, attends and participates in Partnership meetings and Council special activities

QUESTIONS FOR PANEL REVIEW

Quality of Product/Process/Service

1. Provide a brief overview of the Partner organization, include organization's mission statement and programs/activities and the relationship to the PPA partnership program (if applicable). Describe ways you use the Partnership to build community partnerships and funding opportunities?
2. Describe the roles of key staff assigned to administer the PCA's PPA partnership program.
3. Highlight successes and challenges in administering the program over the last three years. What solutions or plans were developed to address the challenges? Describe any innovative solutions to meet the goals of the PPA program and outcomes during the last three completed fiscal years. What activities and goals were planned? Include a description of which goals and activities were met and unmet respectively. Note: Use the data in the spreadsheet to substantiate the solutions and outcomes. How was this information used to improve your outreach and grantee services?

APPLICATION REVIEW PROCESS

Access to the Arts

1. Given the demographic characteristics of your service region, what has been your strategy to serve this region? Describe your workshops, referencing your spreadsheet data. What have been the results?
2. Describe strategies used to ensure projects were supported in every county during the last three completed project years, include outreach and marketing strategies to underserved communities. Give examples of some of your most successful marketing. List the first-time applicants in year 1, year 2, and year 3. Describe the partnerships that were developed. How were results measured? Are there past grantees that no longer submit applications? If so, which program and what was the predominant reason? Quantify the results of efforts to serve underserved communities or counties.
3. Describe the methods that were used for raising awareness of the benefits of the PCA and PPA programs over the past three completed fiscal years. Describe the way you created awareness of and commitment and support for the arts including but not limited to key stakeholders, artists, administrators, legislators, local government officials, civic leaders, and community organizations (taking into consideration geographic, ethnic, racial diversity, as applicable and as known). Describe any results from such efforts. In what ways do you market the activities of your grantees?
4. Referencing your spreadsheet, describe your panelist selection process for both Project and Program Streams. Outline the steps you took to guarantee an advisory panel that is representative of the geographic, ethnic, gender, age, and artistic diversity of their service region.

Management

1. Describe how your PPA program is staffed and supported within your organization? How much of that person's time is dedicated to PPA? Are there any other personnel who assist with the program? Include a description of how administrative decisions are made about the partnership and by whom. Describe the role of the board of directors, how often do they meet to discuss the Partnership activities?
2. Describe your goals and objectives for this three-year period, including any targeted areas (e.g. program expansion and development, marketing, fundraising, etc.). Were the objectives met? Were there any unanticipated outcomes? Describe any initiatives implemented. How do you assure the quality of your processes, such as application assistance, grants review process, funding allocations, or grantee reporting requirements?
3. Describe the key actions you plan to take relating to the PCA's PPA program, based on analysis of data from the last three completed fiscal years. Specifically address the intended outcomes for such actions. Describe the results of any surveys or studies you've undertaken. How did you act on your findings?
4. Describe the allocation and prioritization of PCA PPA Partnership funds. Highlight key strategies for increasing funds for PPA over the past three completed fiscal years. Describe any successes with external funding sources, including earned and contributed sources.
5. Describe the diversity of your organization board and staff? Diversity is broadly inclusive of geography, age, disability, economic states, ethnic, urban/rural, artistic, and any other factors.
6. Describe the best practices that your staff has brought to the PPA Partnership program. What did he/she contribute to the partnership and committee meetings?