

# FY17-18 Reentry Through the Arts Grant Application Instructions



*Reentry Through the Arts supports projects that utilize the arts in a holistic approach to re-integrating formerly incarcerated adults into society and supporting their journey to become contributing members of their communities. (Grants of up to \$50,000)*

**DEADLINE: March 22, 2018 by 5:00pm**

The California Arts Council has a new grant application system, [calartscouncil.smartsimple.com](http://calartscouncil.smartsimple.com). All applications must be submitted in the system. The new system will be able to be accessed for registration and grant program application on **December 5, 2017**.

Registration information and detailed instructions can be read here:  
[http://arts.ca.gov/programs/program\\_files/shared\\_files/CAC\\_SmartSimple-Registration\\_InformationFINAL.pdf](http://arts.ca.gov/programs/program_files/shared_files/CAC_SmartSimple-Registration_InformationFINAL.pdf)

Please have the following information and documentation prepared prior to beginning your registration at <https://calartscouncil.smartsimple.com>:

- Applicant organization Federal EIN
- Applicant organization DUNS. Obtain a DUNS number at the following URL: <http://fedgov.dnb.com/webform>
- Accurate organizational contact information including business address, mailing address (if different), county name, organizational phone and fax number (if available), and website
- Number of years organization has engaged in arts programming within California
- Year organization began arts programs and/or services
- Organizational Mission Statement and purpose
- Brief summary of core organizational programs and services

## **Application Check List:**

Required Support Materials:

- DataArts Funder Report  
The California Arts Council requires all applicants to complete a Cultural Data Profile through DataArts (formerly the Cultural Data Project) and submit a Funder Report along with their application. The DataArts Funder Report will be used to assess your organization's fiscal health and activities. You will need two years of financial and programmatic data to fill out your profile. To complete this part of your submission go to the DataArts website: <http://www.culturaldata.org/>
- Key Biographies  
Provide brief biographies (not resumes). Include title, experience, and role within the proposed grant. Indicate where positions are new, to be supported by grant funds for the following individuals:
  - Key Administrative Personnel
  - Artistic Personnel

- Any Consultants to be paid or hired with CAC support
- Letter of Support or Testimonial  
Please provide a signed statement from a key stakeholder, partner, or member. Statement should substantiate the quality of the organization, and affirm the organization's impact on its constituents.
- Letter of Agreement  
Please provide a joint Letter of Agreement signed by both the Applicant Organization and the partnering organization. This letter should indicate mutual commitment to the project and understanding of the roles and responsibilities of each party.
- Artistic Work Sample Materials  
Include up to 3 samples of artistic work providing evidence to the quality of the artists associated with this project. Images, audio, and video (links) should be related to your proposed project and generated within the past two years.

### **Application Questions:**

The following are the questions, both narrative and quantitative, that will be asked on the application, as well as required budget information:

#### Narrative Questions:

1. Provide a detailed description of your proposed project emphasizing how it addresses the Reentry Through the Arts program purpose and desired outcomes. Be sure to include the following: a detailed description of the artistic activities that will occur and the relationship of those activities to stated program purpose, and a timeline for grant period describing the arc of your project.
2. How does the proposed project align with your organizational mission? What arts programming and services has your organization previously provided to formerly incarcerated people?
3. Please describe the following: Project responsibilities of applicant organization and each partner; resources (funds, staff, space, services, etc.) contributed by the applicant organization (above the anticipated grant amount) and each partner, if applicable.
4. What are the positive outcomes for formerly incarcerated people that will result from this work? How will project activities support the realization of these outcomes?
5. In what ways will partnering organizations measure progress towards stated outcomes? How will the partners use these assessments to refine and develop ongoing strategies for positive development?
6. Please provide a detailed example of single lesson plan or workshop session plan. Be sure include the following: Artistic discipline, and instructional session (e.g. Week #2); describe the desired outcomes for the participants; detailed description of art activity; describe measurement and assessment tools for participant success.

#### Quantitative/Short Answer Questions:

1. # of artists directly involved
2. # of total individuals benefiting

Enter the total number of individuals who will directly be involved with the anticipated activity/activities. This includes the artists directly involved and children/youth benefiting, as well as actual audience numbers and other non-artist project participants.

3. # of individuals to be compensated through this grant
4. # of formerly incarcerated people to be served

**Budget Tables:**

You will be required to submit a line-item project budget.

**Ranking Guide:**

A peer panel reviews all applications and work samples in a multi-step process that involves assigning numerical ranks to each application. The 6-point ranking system below is utilized and panelists’ ranks are averaged to obtain the final score.

For each of the following rankings, the description refers to the contents of the application submitted, including work samples and attachments.

<b>6</b>	<b>Exemplary</b>	Meets all of the review criteria to the highest degree possible
<b>5</b>	<b>Strong</b>	Meets all of the review criteria in a significant manner
<b>4</b>	<b>Good</b>	Meets all of the review criteria to some extent; however, areas of the application need improvement, development or clarification
<b>3</b>	<b>Marginal</b>	Does not meet the majority of the review criteria in a significant manner
<b>2</b>	<b>Weak</b>	Significant inadequacies in addressing review criteria; proposals that do not meet the program requirements
<b>1</b>	<b>Ineligible</b>	Incomplete applications, applications that do not meet eligibility criteria or that include significant ineligible expenses in application budget. Former grantee organizations not in compliance with CAC grant requirements.

Below, the qualities of exemplary applications (Ranked 6) in the **Reentry Through the Arts** are outlined, and the key areas of the application in which those criteria will be assessed are identified.

**Review Criteria #1: *Project Design and Implementation:*** Project design indicates realistic timeline, appropriate budget, clear artistic and community-based objectives and achievable outcomes. Design articulates methods to evaluate and measure success, collect and analyze data, and document activities. Design demonstrates depth of participant involvement and clear plans for community outreach and marketing.

**Qualities of Exemplary Applications:**

- Project activities, budget, and timeline are clearly articulated and support the realization of specific project outcomes.
- Reasoning behind choices in venue, timeline, and other logistical factors are explicated clearly in the application.

- Project outcomes are rigorously attuned to the needs, challenges, contexts, and aptitudes of the formerly incarcerated population.
- Resources, including time and funds, are effectively allocated.
- Evaluation plans are specific and robust, and methods are informed by field-wide best practices.

**Areas of Assessment:**

- Project narrative
  - Project budget
  - Lesson/workshop plan
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**Review Criteria #2: *Artistic Merit:*** Artists involved in the project demonstrate skills, expertise, and experiences that are central to the outcomes of the project design. California artists are engaged at every stage of project design and execution.

**Qualities of Exemplary Applications:**

- Teaching artists possess experience, training, and qualifications necessary to successfully deliver arts learning in reentry contexts.
- Artistic experiences are relevant to the individuals being served and responsive to the cultures represented in their communities.

**Areas of Assessment:**

- Artist biographies
  - Work samples
  - Project narrative
  - Lesson/workshop plan
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**Review Criteria #3: *Community Impact:*** Project demonstrates reach and/or depth of engagement in an identified community. Project responds to a need or set of priorities identified with the community to be served. Project execution and evaluation involve significant community participation in accordance with the identified project outcomes.

**Qualities of Exemplary Applications:**

- The needs and contexts of the formerly incarcerated population being served guide the development of outcomes and activities. Curriculum is responsive to the cultures represented by their communities, as well as their specific contexts.
- Applicant demonstrates meaningful, communicative and cooperative with project partners.
- Program design uses ongoing, data-driven evaluation to increase impact.
- Documentation and communication plan will effectively educate the community at large on the value of the program.

**Areas of Assessment:**

- Project narrative
  - Partnership description
  - Work samples
  - Letter(s) of support
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**Review Criteria #4: *Management and Leadership*:** Ability of applicant organization to implement proposed project is clearly demonstrated by qualifications of project's team, viability of project budget, and overall fiscal and managerial health of applicant and partnering organizations.

**Qualities of Exemplary Applications:**

- Organizational leadership has significant experience working at the intersection of arts and justice, including but not limited to work in incarceration and reentry contexts.
- Organizational mission aligns with RTA program goals.
- Staff and board membership are diverse and representative of the program constituents.
- Partnership agreements are clearly delineated and balanced.
- Organization demonstrates strong fiscal health overall.
- Project budget is thoroughly and realistically developed, and is fully aligned with activities stated in narrative.
- Application, including project narrative and budget, are complete and free from error.

**Areas of Assessment:**

- Key biographies
- Organizational history and mission
- Partnership description
- DataArts funder report
- Project Budget
- Letters of Agreement
- Completeness and accuracy of application overall