

# UNDERSERVED YOUTH ARTS PROGRAM GRANT GUIDELINES - FY 2009

The Connecticut Commission on Culture & Tourism (CCT) has established a program to offer substantive arts experiences during non-school hours for underserved middle-school youth. In Underserved Youth grant 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 arts learning, employ the principles of positive youth development\*, and are supported by partnerships between non-profit arts organizations and community-based youth development programs.

**APPLICATION  
DEADLINE**

**Must be received (not postmarked) by 4:00 p.m.**  
January 9, 2009  
Funding Period: May 15, 2009 – May 1, 2010

**PROGRAM  
TIMELINE**

<b>Application Deadline</b>	January 9, 2009
<b>Review of Applications</b>	February/March, 2009
<b>Award Notification</b>	Mid May
<b>Funding Period</b>	May 15, 2009 – May 1, 2010
<b>Final Report Due</b>	August 30, 2010

**PROGRAM  
INFORMATION**

CCT will award two to five grants in the amount of \$5,000 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
- Promote positive social interactions
- Foster positive youth development\* outcomes such as youth-adult relationships or youth-peer relationships

**For the purpose of this grant, underserved youth refer to middle school youth, ages 10 - 15, 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.*

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.

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**PROGRAM  
INFORMATION  
(CON'T)**

The quality of the program is more important than the number of students reached. Programs selected for funding will:

- Highlight a strong partnership between an arts organization and a community-based youth development program
- Accentuate a strong arts program
- Employ the principles of positive youth development\*
- Clearly identify activities, outcomes, and an evaluation strategy
- Represent a sustainable approach that can be shared with the field

\* The White House has defined the basic principles of positive youth development: <http://www.helpingamericasyouth.gov/youthdevelopment.cfm>

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**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. Partners are entities that both contribute to and benefit from the partnership project. 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
- Schools
- Non-profit organizations that discriminate in their membership
- Lead applicants for *Early Learning Arts Grant*

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**WHAT WE FUND**

**Eligible Costs/Expenses**

- Administrative expenses (e.g. organizational staff, overhead costs, etc.) - not to exceed 20% of total project cost

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**WHAT WE FUND  
(CON'T)**

- Outside professional services (programmatic and artistic - e.g. teaching artists, program consultants, etc.)
- Other program expenses (e.g. materials, supplies, student transportation, etc.). Student transportation must not exceed 25% of CCT request.

**Ineligible Costs/Expenses**

- Fundraising expenses
- Scholarships
- Lobbying activities
- Capital expenses
- Food
- School programs that take place during the traditional operating hours of a school day

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**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). Any In-kind “personnel” listed may only include volunteer time by a professional (if applicant or partner staff, time must be above and beyond normal working hours).

Programs exceeding the grant request + cash/in-kind match must identify additional funding sources in the application budget.

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**REVIEW PROCESS**

The Commission will 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
- Evidence that the program will impact arts learning and positive youth development, as well as address risk factors among underserved youth

**Strength of the Partnership**

- Strength of the collaborative approach, including the contribution and gain of each partner, in developing and carrying out the project
- 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
- Clarity of the partners’ strategy to sustain the program beyond the life of the grant
- Appropriateness of program budget for proposed activities

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**APPLICATION  
MATERIALS**

You may download the application packet from CCT's website, [www.cultureandtourism.org](http://www.cultureandtourism.org). You can digitally fill out the application, save a copy for your records and submit the completed application to CCT by mail or hand delivery. Applications must be **received** by 4pm of the stated deadline date. **Fax or electronic submissions will not be accepted.** For more information on completing and saving application forms, please see CCT's website.

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

Full application packet must contain:

- 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:
  - A one-page background/history of Applicant Organization
  - A one-page biography for each key professional personnel (e.g. program manager, artists, etc.)
  - Partner Information

Indicate the original with a post-it note marked "Original" and add the following materials:

- IRS Tax Exempt Determination Letter or Municipal Ordinance/Statute (Schools exempt)
- W-9 Form
- National Standards Data Collection Form

Note: An application that is incomplete and/or missing any of the listed materials will not be reviewed.

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**GRANTEE  
RESPONSIBILITIES**

Please read the following sections on pages 4 - 5 of the CCT Grant Overview Guidelines:

- Grantee Responsibilities
- Credit & Publicity Responsibilities
- Reporting Requirements
- Grant Cancellations

Furthermore, grantees are required to share results of program development with the field.

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**HOW TO APPLY**

All CCT applications must be **received** (not postmarked) on or before the due date. No application or parts thereof will be accepted after the deadline. E-mail or fax submissions will not be accepted.

If hand-delivered, applications must be **received** by 4:00 pm on the due date. Applicants must request and retain a receipt from the CCT staff person accepting the hand-delivered application, regardless of delivery date.

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**HOW TO APPLY  
(CON'T)**

All mailed applications shall be sent to:

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

Applicants will be notified of receipt of their application via e-mail and U.S. Mail within two weeks of the deadline.

Please contact Program Manager, Bonnie Koba at [Bonnie.Koba@ct.gov](mailto:Bonnie.Koba@ct.gov) or 860-256-2730 with any questions.

**Applicants must follow all instructions and provide accurate and complete information in all sections and supporting materials as stated in the guidelines. Failure to do so will render your application ineligible for review.**