

# FY17-18 JUMP StArts Grant Application Instructions



*Two grant strands are now open in the JUMP StArts program: a grant opportunity supporting work at **State Division of Juvenile Justice** facilities, and a grant opportunity supporting work at **county and community-based** facilities. Separate applications must be submitted to each strand. (Grants of up to \$50,000)*

*A **Planning Grant** is also available for JUMP StArts. (Grants of \$2,500)*

**DEADLINE: February 7, 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 (or that of Fiscal Sponsor, if applicable)
- Applicant organization DUNS (or that of Fiscal Sponsor, if applicable). 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 (*not required for Planning Grant*)  
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 school site official. This letter should indicate mutual commitment to the project and understanding of the roles and responsibilities of each party.
- Lesson Plan (*not required for Planning Grant*)  
Please provide a detailed example of single lesson plan. Include grade level, artistic discipline, and instructional session (e.g. Week #2), and a detailed description of art activity. Describe the desired learning outcomes for the students. Include the VAPA/NCAS standards addressed (may also include Common Core standards), if applicable. Describe measurement and assessment tools for student success.
- Teaching Artist Work Samples  
Include up to 3 samples of Teaching Artist work providing evidence of talent and capacity both as artist(s) and as instructor(s). Video samples featuring interaction with students are highly recommended.
- Student Work (*not required for Planning Grant*)  
Please provide up to 2 samples that best portray student work created under the instruction of the Teaching Artist(s).

### **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: (*Project Grants*)

1. Provide a detailed description of your proposed project, including the artistic activities that will occur, how partner agency staff will be involved, and a clear timeline. Please explain justification for choices, including how the project plan is responding to particular constraints, challenges, etc.
2. How does the proposed project align with your organizational mission? What arts programming and services has your organization previously provided to system-engaged youth?
3. In addition to the development of artistic skills, which of the following student outcomes does your organization seek to improve through its JUMP StArts project? (Select all that apply)  
Criminogenic risk factors; Social-emotional well-being; Academic achievement.
4. How will project activities support the realization of these outcomes?
5. What existing evaluation tools do you plan to use to measure progress toward goals in each of these outcome areas? If your organization is already engaged in evaluation, please report the results according to the tool(s) you used, including changes in the stated outcome areas.

6. Related to training specific to the juvenile justice system, please describe the orientations/workshops/trainings/professional development your teaching artist(s) will complete over the course of the grant period. When possible, include in the description the name of the training, the host agency or individual that will conduct the training, what it will cover, and how many hours will be required.
7. How will Teaching Artists and facility staff work together actively to engage English language learners, students with disabilities, and other students with barriers to access in all aspects of this program?

Narrative Questions: (Planning Grants)

1. Please describe the motivations for pursuing this partnership and the climate for arts learning at the juvenile justice facility(ies). How you are planning to work with the partner(s) to create a positive arts learning environment for system-engaged youth?
2. Describe your planning process and timeline. What action steps are you taking to prepare to launch a JUMP StArts program? What are the desired outcomes of this planning period?
3. What arts learning activities are you preparing to explore? Provide a description of artists and art forms that are under consideration for inclusion in this project.

Quantitative/Short Answer Questions:

1. # of artists directly involved
2. # of youth benefiting
3. # 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.
4. # of sites to be served
5. # of individuals to be compensated through this grant.
6. Artistic disciplines to be taught in this residency (E.g. Theatre, Dance, etc.)
7. Duration and occurrence of sessions (e.g. 1 hour, twice a week for twelve weeks)

**Budget Tables:**

You will be required to submit a line-item project budget, including anticipated matching funding.

You will also be required to fill out a Source of Match table, indicating matching sources and the status of the matches (e.g. Pending, Confirmed, etc.). Up to 50% of the match may be in kind.

**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.

6	<b>Exemplary</b>	Meets all of the review criteria to the highest degree possible
5	<b>Strong</b>	Meets all of the review criteria in a significant manner
4	<b>Good</b>	Meets all of the review criteria to some extent; however, areas of the application need improvement, development or clarification
3	<b>Marginal</b>	Does not meet the majority of the review criteria in a significant manner
2	<b>Weak</b>	Significant inadequacies in addressing review criteria; proposals that do not meet the program requirements
1	<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 JUMP StArts program are outlined, and the key areas of the application in which those criteria will be assessed are identified.

**Planning Grants** are given a “yay” or “nay” vote by each panelist, based on the quality of the project design, the potential impact, and the capacity of the applicant to successfully execute the project. An application receiving a simple majority of “yay” votes is awarded \$2,500.

**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 system-engaged youth population.
- Resources, including time and funds, are effectively allocated.
- Project design specifically takes into consideration the transient nature of the target population, and articulates strategies to successfully execute programming in this context.
- Evaluation plans are specific and robust, and methods are informed by field-wide best practices.

**Areas of Assessment:**

- Project narrative
  - Project budget
  - Lesson 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 curriculum in juvenile justice settings.
- Artistic experiences are relevant to the students and responsive to the cultures represented in the school communities.

**Areas of Assessment:**

- Artist biographies
  - Work samples
  - Project narrative
  - Lesson 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 system-engaged student population(s) being served guide the development of outcomes and activities. Curriculum is responsive to the cultures represented by the student 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
  - Student 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 juvenile justice.
- Organizational mission aligns with JUMP StArts 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