

**JUMP StArts Program**  
Guidelines and Application Instructions  
Deadline: MARCH 14, 2014 (Postmark and Electronic)



**JUMP StArts: *Juveniles Utilizing Massive Potential Starting with Arts***

**Background**

Through a special allocation arranged through Assembly Speaker John A. Perez, the California Arts Council (CAC) received one-time funding totaling \$2 million that will be committed by June 30, 2014 for support of grant activities completed by June 30, 2015. Grant programs using these funds will reflect a number of types of initiatives in the arts.

The California Arts Council has developed a limited number of competitive programs to use this one-time \$2 million fund. It is the intention of the Council to fund a limited number of exceptional proposals in order to accomplish one or more of the following objectives:

- testing new approaches to using the arts to serve communities;
- building greater public awareness of the contributions that the arts contribute to the lives of Californians;
- supporting substantial (both proven and/or groundbreaking) projects that can only be accomplished with major funding from the Council; and
- encouraging collaborations between arts organizations and one or more of the following:
  - arts organizations serving other constituencies
  - other community-focused non-profit organizations
  - local governments and government agencies

The final authority for the grants decisions is the Council. This is a unique, one-time fund and the Council will carefully determine how it can and should be strategically leveraged. These funds are meant for high impact efforts—the Council is looking to fund fewer, but bigger proposals.

**JUMP StArts Program - Purpose**

The purpose of the JUMP StArts Program is to:

- support quality arts education and artists-in-residence programs/projects for the target population of at-risk children/youth within the juvenile justice system in classroom, after-school or incarceration settings in diverse communities and geographical settings, and
- demonstrate to juvenile justice and social service entities the value of arts education and/or arts participation for at-risk children and youth.

## **Project Goals**

The proposed project/program must address the following goals:

- provide opportunities for arts participation and arts education to wards of the Juvenile Court System
- develop or strengthen partnerships between social service providers/ juvenile justice facilities for the target population and arts organizations/artists serving the same
- identify potential criteria for measuring longitudinal success

## **Available Funding**

The Council has allocated \$200,000 for this program; it is anticipated that 4-6 proposals will be funded.

## **Project Requirements**

The project must be new arts programming OR an expansion of a current program's depth, scope and/or number served, and must increase opportunities for California teaching artists and artists in residence.

## **Partnership Requirement**

Applications to this program must include a partnership that will execute the proposal. The partnership must have a minimum of two partners with defined project and decision-making responsibilities: at least one an **arts partner** with a history of serving the target population and at least one **juvenile justice/services partner** serving the same. Partner commitment letters are required at time of the application.

### **Arts partner definition:**

- Arts and arts education nonprofits with a history of serving the target population OR
- Individual or groups of artists/teaching artists not associated with an arts nonprofit, but with a history of serving the target population

### **Juvenile justice facility/agency partner definition:**

One of these entities serving wards of the Juvenile Court System (CA Welfare and Institutions Code 600), including:

- Juvenile halls
- Court schools
- Community schools
- Social service agencies or nonprofit organizations targeting the population in these or other settings

## **Applicant Eligibility**

The applicant may be either the arts partner or juvenile justice facility/agency partner except for the following scenarios:

- if partnership is composed of one arts nonprofit and multiple facilities/agencies, the applicant must be the arts partner.
- if partnership is composed of one facility/agency and multiple artists or arts nonprofits, the applicant must be the facility/agency.
- if partnership is composed of one facility/agency and one individual artist, the applicant must be the facility/agency.

*[This program is not designed to accept applications with partnerships between multiple juvenile justice facilities/agencies and multiple arts organizations/multiple groups of teaching artists.]*

The applicant will assume fiscal/contractual responsibilities, if awarded a grant. Applicants to this program are not restricted from applying for and receiving funding from other competitive CAC grants programs as long as those funds are used for different purposes. Use of fiscal receivers is not allowed.

### **Project Period**

Funded proposal activity must occur between May 1, 2014 and June 30, 2015. A funding request for a discrete phase of a multi-year project is allowable as long as all proposed activities of the phase are completed by June 30, 2015. **No extensions will be allowed.**

### **Funding Restrictions**

- At least 50 % of the grant must go to artists' fees.
- When applying for a grant for program expansion, the request may not supplant in full or in part funding for current activities.
- Grant monies may not be used for indirect costs.

### **Request and Grant Amounts**

Requests may be made for amounts between \$25,000 and \$50,000 only. Grants will be made for the full amount only. **There is no match requirement.**

**Deadline:** March 14, 2014 (postmark deadline)

### **Review Criteria**

An advisory panel will assist the Council in evaluating applications based on the following criteria:

- Artistic quality
- Artist(s)'s and/or arts organization's history of serving this population
- Quality and impact of project plan on target population; breadth and depth of service
- Quality of partnership(s)
- Managerial and fiscal competence of applicant
- Ability to complete proposal
- Plan for quantifiable documentation in addition to the standard final grant report
- Plan for evaluation of project, including identifying challenges and methods to address them

### **Advisory Panel Evaluation Process**

The advisory panel's review of applications and work samples is a multi-step process and involves assigning evaluative designations to an application based on the hierarchy outlined below. Panelists' individual designations are aggregated into an applicant's final designation.

Model	Meets all of the review criteria to the highest degree possible.
Excellent	Designates an applicant as a high priority for funding.
Good	Strongly meets the review criteria; however, some improvement or development is needed.
Acceptable	Has some merit; however, does not meet the criteria in a strong or solid way.
Ineligible	Not fundable under any circumstances; inappropriate for CAC support.

Staff will provide a summary of the advisory panel’s evaluations to the Council for discussion at a subsequent Council meeting.

### **Council Decision-making**

Subsequent to receiving and reviewing the advisory panel’s evaluations, the appointed Council will consider and make funding decisions at a public meeting. When making the final funding decisions, the Council will consider

- the overall statewide geographic distribution
- the variety of projects represented by the pool of proposals
- likelihood of demonstrating the value of providing arts programming and/or arts education to the target population
- those projects well past the initial development stage
- those project that include a culminating event for the project (can be internal or public)

### **What the CAC Does Not Fund**

- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- For-profit organizations (as applicants)
- Projects with religious or sectarian purposes
- Organizations or activities that are part of the curricula base of schools, colleges, or universities
- Indirect costs of schools, colleges, or universities
- Trust or endowment funds
- Purchase of equipment, land, buildings, or construction (capital outlay or expenditures)
- Out-of-state travel activities
- Hospitality or food costs
- Expenses incurred before the starting or after the ending date of the grant

### **Timeline**

January 31	Application available
February 6	Guidelines webinar – available on website post-webinar
<b>March 14</b>	<b>Application deadline - postmarked</b>
Late April	Funding decisions
Late April to early May	Funding notifications
May 1, 2014 – June 30, 2015	Funded activity period

## **Grantee Requirements**

Applicants are the entities legally entering into an Agreement with the CAC when funded. They will be required to perform the obligations of the Agreement, which include in part:

- To better educate our elected representatives on the value of the arts, you will be expected to include with your approved grant, copies of signed letters sent to the Governor and your State Senate and Assembly representatives thanking them for your JUMP StArts grant.
- Use CAC logo on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) and credit the CAC on all printed and electronic materials: “This activity is funded in part by the California Arts Council, a state agency.”
- When discussing the project and activities supported by this grant, verbal credit must be given to the CAC.
- A Final Report summarizing JUMP StArts grant-funded activities and accomplishments will be required at the end of the grant period.

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## **Application Instructions**

### **Application Form**

**Please review the application form before reading these instructions.** Most questions are self-explanatory, but below are some helpful hints we anticipate may be useful.

**Q. 3.** See the Guidelines, “Application Eligibility” section for more information. Applicant organizations are restricted based on the configuration of the partnership facilitating the proposed project.

**Q. 19 and 20.** Your briefly stated mission and purpose gives readers a clear understanding of the applicant organization’s profile and how the proposed project might fit with the types of arts programming and services you provide.

**Q. 21-24.** The JUMP StArts Program requires the applicant arts organization to have at least one project partner. All applicants must complete Q. 20. Some proposals may have more than one partner. For up to three additional partners, complete Q. 21-23. If more than four partners, choose the most critical four.

**Q. 25.** It is possible that the applicant organization is partnering with the project partners on endeavors other than this proposed project. Please outline the nature of that partnership as well as the partnership specific to this proposed project.

**Q. 27.** The thumbnail sketch of the proposed project should generally outline WHAT will happen and WHEN for WHOM using WHICH California artists. This brief description is what should give the reader a clear, though brief, understanding of what will transpire. It will be used to describe your project in any summary of applicant projects overall.

## **Attachments**

Please prepare and submit the following attachments in addition to the application form:

1. Bios of staff members of the applicant organization who are key to the proposed project; include administrative and/or artistic personnel as warranted. Note the staff members' titles and roles in the proposed project. (The aggregate of all key applicant organization bios is limited to 2 pages total.)
2. Bios of staff members of the partner organization(s) who are key to the proposed project; include administrative and/or artistic personnel as warranted. Note the staff members' titles and roles in the proposed project. (The aggregate of all key partner organization bios is limited to 2 pages total.)
3. Commitment letters from each partner outlining what responsibilities and provision of resources (staff time/expertise, financial or in-kind contributions, space, etc.) each is making. Letters must be on the partners' letterhead and signed by its executive director or board chair.
4. **No California Cultural Data Project report is required for this grant.**
5. **Samples of Artistic Work.** Samples of the artistic work will provide relevant evidence of the quality of the artists associated with the proposal. Provide samples of artistic work for each artist involved in the proposed project (done within the last two years). Do not provide work of past participants. The advisory panel will spend up to five minutes during deliberations reviewing the work of project artists. Submit recent samples demonstrating the. If at all possible, include samples related to the type of work to be done for the proposed project.

**For Literature/Poetry Samples:** Provide up to 5 pages total of work.

**For Other Discipline Samples:**

Go to [www.cac.ca.gov/programs/jsul.php](http://www.cac.ca.gov/programs/jsul.php) and follow additional instructions to upload your artistic samples.

**Submit your uploaded artistic samples by March 14, 2014, 12:00 midnight PST.**

### **Acceptable Media File Types:**

Images:       jpg, jpeg, gif, bmp, png, tif  
Video:        3gp, avi, flv, mov, mp4, mpg, rm, wmv  
Audio:        aac, mid, midi, mp3, mpa, ra, wav, wma, m4a

### **Guide to Sample Choices:**

Use the guide below to determine your uploads based on the disciplines involved in your project. Do not include public testimony and limit applause in your samples. Do not submit PowerPoint presentations.

**Dance:** Up to two video samples (excerpts) totaling 5 minutes.

**Interdisciplinary (includes performance art):** Maximum of 10 images and/or a video or audio with up to two sample clips totaling 5 minutes.

**Media:** Submit up to two video or audio samples totaling 5 minutes.

**Multidisciplinary Arts:** Submit up to 10 images and/or a video or audio with up to two sample clips totaling 5 minutes.

**Music:** Submit up to two audio OR video samples totaling 5 minutes.

**Theater:** Submit up to two video samples totaling 5 minutes.

**Visual:** Submit up to 10 images of professional work from one or multiple artists involved in proposed project. Each image should include artist's name, dimensions, and year completed.

### **How to Submit Your Hard Copy Application**

*(There is no electronic submission opportunity for this portion of this program's application.)*

**Step 1.** Assemble in the following order your original application packet consisting of:

- Original Completed Application Form (signed)
- Applicant Organization bios (up to two pages total)
- Partner Organization(s) bios (up to two pages total)
- Letters of Commitment from each Partner(s)
- Artistic samples in hard copy form (for Literature/Poetry only)

*Do not include additional attachments.*

**Step 2.** Make 20 copies of your original application packet. Pages must be single-sided, 8½ x 11. Original and copies do not need to be printed in color. Use paper clips to keep each set separate and intact.

**Step 3.**

**Mail the original application packet and the 20 copies by March 14, 2014 postmark deadline:**

California Arts Council  
JUMP StArts application - (Discipline: \_\_\_\_\_)  
1300 I Street, Suite 930  
Sacramento, CA 95814

**Incomplete and improperly submitted applications will not be considered.**

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### **Staff Assistance**

CAC staff is available on a limited basis to offer guidance and clarification in preparing your proposal. We recommend that you contact staff as early as possible to ensure that you can be accommodated.

#### **Program Contact:**

Patty Milich, Programs Officer  
[patty.milich@arts.ca.gov](mailto:patty.milich@arts.ca.gov) or 916/322-6385