Summer Youth Employment in the Arts Program

Guidelines
Fiscal Year 2019
Deadline: December 14, 2018

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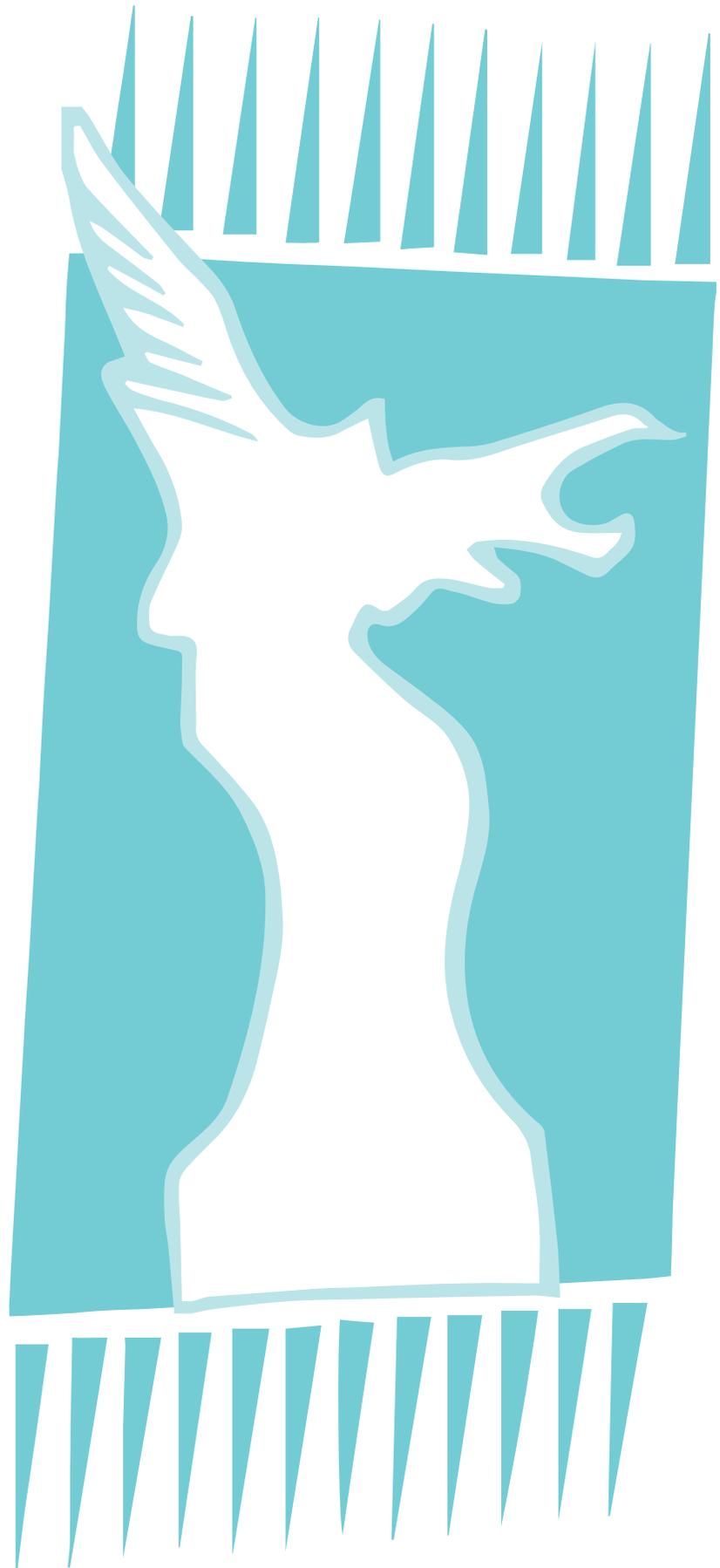**connected Illinois**

through the arts

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Program Contact

For specific information on this program contact:

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Accessible Guidelines

To obtain assistance regarding applications and written materials, contact the agency's ADA/504 Access Coordinator:

Encarnación M. Teruel

Phone: +1 (312) 814-6753

TTY: +1 (888) 261-7957

Email: Encarnacion.Teruel@illinois.gov

The Illinois Arts Council Agency logo and cover image are a stylized version of a cast bronze sculpture, *Hybrid Muse,* created by Illinois' renowned artist Richard Hunt.

Summary Youth Employment in the Arts

The Illinois Arts Council Agency (IACA) Summer Youth Employment in the Arts (SYEA) program provides funds to Illinois not-for-profit arts organizations to support summer employment opportunities for high school students. Jobs may be administrative or artistic in nature, or a combination of both. This program intends to provide:

– Positive experiences and training in the arts to enhance personal growth;
– Specific skill development to promote career preparation;
– A deeper and broadened connection to community;
– Greater awareness and understanding of the impact and value of art in personal and public life; and
– Staffing support to further the mission and goals of the organization.

Making the Project Accessible to All
According to state and federal law, every organization receiving public funding must ensure that it is in a position to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location (the facility) and the content (the activity or product) of the program. Thinking about accessibility issues, e.g., sign language interpreters, audio recordings of printed materials, audio-description describers or large-print labeling, in the early planning stages of a project, is the key to ensuring that persons with disabilities will be able to participate in the program. For further information and resources see the Grantee Requirements page on the IACA website.

Deadline
The deadline for the FY2019 SYEA Program is December 14, 2018. Applications must be successfully submitted to the IACA's eGrant system by 11:59 pm CST.

Grant Period
Grant requests for Fiscal Year 2019 are for employment opportunities occurring between May 15, 2019 and September 15, 2019.

Request Amount
Applicants may request up to $6,000. The requested amount for any single student employee can be no more than $3,000.

Cash Match Requirements
Applicants must secure a cash match equal to the amount requested. The match must come from sources other than the State of Illinois, including the IACA. Staff salaries attributed to time spent with the student employees and overhead expenses related to the project may be used as the cash match. Expenses must relate directly to the student employees' job responsibilities.

Eligibility Requirements
To be eligible applicants must:
– Be tax exempt (501c3) organizations registered as not-for-profit corporations in good standing with the Illinois Secretary of State, or units of government (i.e., school, school district, park district, library district), or institutions of higher education. Refer to the Proof of Eligibility page on the IACA website for specific details and verification requirements.
– **Have received an IACA Program Grant, Grant to Arts Service Organizations, or Partners in Excellence Grant in Fiscal Years 2018 or 2019.**
– Be compliant with all Fiscal Years 2018 and 2019 IACA requirements.
– Have no record of penalties or forfeiture of IACA grants from Fiscal Years 2018 through 2019.
– Submit all FY19 SYEA application materials by the deadline.

General Information
– Applicants may request support for up to four high school students per summer.
– Recent high school graduates that have not yet entered college may be included.
– The IACA will support up to 20 hours per week per student.
– The stipend offered must be no less than the Illinois minimum wage (see *Resources* under Compliance Section for link to current rates).
– Students may only participate in one IACA supported position per year.
– Grant recipients must comply with Illinois state employment laws.

Application Overview

The IACA utilizes eGrant, an online application submission system. It consists of form field components and the uploading of required documents. Each component must be complete and submitted in the required format by the deadline. For complete Illinois eGrant instructions go to the Using Illinois eGrant section of the IACA website.

How to Apply
–   Read the SYEA Program guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA policies, priorities, and grantee requirements.
–   Complete the online application and upload the required attachments.
–   Successfully submit the online application to the IACA's eGrant system by the deadline.

Application Components

1. Applicant Information
Under this tab provide contact information for applicant organization.

2. Project
Under this tab, provide:
–   Dates for the project
–   Number of youth employees
–   Applicant attachments:
    o   Narrative
    o   Proof of Illinois Not-for-profit Eligibility

3. Budget
Under this tab provide:
–   Costs for each student employee
–   Costs for supervisor
–   Additional project expenses
–   IACA Grant Request amount
–   Cash Match amount and source(s)
See "Project Budget" for descriptions of specific line items.

4. Certification
Under this tab certify eligibility and application content.

5. Submit
Under this tab submit application to the Illinois eGrant system.

Application Attachments

Refer to the description for each of the following attachments:
– Narrative (no more than 2 pages)
– Proof of Illinois Not-for-profit Eligibility

Formatting attachments
All attachments for which a template is not provide must:
– Be saved as PDF files
– Be 8 ½ " x 11" with at least a 1" margin
– Use a 12-point or larger black type on a white background
– Have sequentially numbered pages with the applicant organization's name and attachment title on the top of each page
– Be organized using the headings listed for each attachment
– Be named as follows: organization name, shortened if needed, or acronym, with name of attachment. Example: IllinoisArtsOrg_Narrative.pdf or IAO_Narrative.pdf

Narrative

In no more than two pages that addresses the following topics. Clearly indicate each topic with a bold heading.
– List the student employee's specific responsibilities. Indicate if the jobs are artistic, administrative, or both.
– Describe the application and selection process for student employees, and how the opportunity will be promoted.
– Specify the potential benefits for the student employees involved in this program and how their jobs will lead to personal growth and skill attainment.
– Identify the organization's supervising staff and qualifications and detail how they will guide and mentor the student employees.
– Specify where the activities will take place.
– Explain the organization's plan to document, monitor, and evaluate the work and development of the student employees and assess the outcomes.

Submit this document as a PDF file named: OrgName_Narrative

Proof of Not-for-Profit Eligibility

Submit a copy of proof of Illinois Not-for-Profit Eligibility. Refer to the Proof of Eligibility page on the IACA website for specific details and verification requirements.

Submit this document as a PDF file named: OrgName _NFP

Project Budget

Listed below are descriptions of specific line items which directly correspond to the numbered line items in the Project Budget.

Project Expenses

A. Student Employees (1-4)
The stipend offered cannot be less than the Illinois minimum wage. The amount listed for each student employee must equal the total cost as listed:
–   Hourly wage x hours per week x number of weeks.

Total A: Sum for Student Employees (1-4)

B. Other Project Expenses (5-6)
5. Project Supervisor
Staff salaries attributed to time spent with the student employees or in preparation. Total amount listed must equal the total cost as listed:
–   Hourly wage x hours per week x number of weeks.

6. Project Expenses
–   Overhead expenses related to the project (i.e. materials or other project associated costs)
–   Expenses must relate directly to the student employees' job responsibilities.

Total B: Sum for Other Project Expenses (5-6)

Total Project Expenses
The sum of Total A and Total B

Project Revenue

Project Revenue (IACA Request and Applicant Cash Match) must equal Project Expenses. Applicant Cash Match must be at least 100% of the IACA Request.

IACA Request
A. Student Employees
–   Applicants may request no more than $6,000 total.
–   The requested amount for any single student employee can be no more than $3,000.
–   The IACA will support up to 20 hours per week per student.

Applicant Cash Match
A. Student Employees
–   The amount of Applicant Cash Match for *Student Employees*.

B. Other Project Expenses
–   The amount of Applicant Cash Match for *Other Project Expenses*. Must be equal to *Total B*.

Applicant Cash Match Total
–   The combined total of Applicant Cash Match for *Student Employees* and *Other Project Expenses* must be at least 100% of the *IACA Request*.

Total Project Revenue
Total Project Revenue must equal Total Project Expenses.

Cash Match Source

List the source(s) of the cash match.

Review, Notification and Compliance

Review Process

The application is received and assigned an application number that will be used in future communication regarding that application.

The IACA staff reviews the application based on the review criteria with advisory panelist expertise when necessary. Applications which have been ruled ineligible or incomplete will not be reviewed. The applicant may be asked to answer questions or submit further written information. A record of the review process is maintained for all reviewed applications, applicants are encouraged to call for review feedback after receiving funding notification. Funding recommendations are presented to the Executive Director and the IACA board of directors for approval.

Review Criteria

– Meaningful responsibilities that support personal growth and specific skill attainment.
– Clearly defined promotion, application process, and method for selecting student employees with skills that aligns with proposed responsibilities.
– Training, guidance, and mentoring plan for the student employee in an appropriate environment by a designated, qualified adult. Well structured plan to document, monitor, and evaluate student employee development.
– Comprehension of intended outcomes and sound process for measurement.
– Application completeness and adherence to guidelines.

Notification and Compliance

All applicants will be notified of funding decisions once the IACA has reviewed and approved funding recommendations. If funded, this notification will include grant agreement and other required materials which must be completed and returned to authorize payment. Once these documents are returned to the IACA, it will take at least two months and up to six months for payment to be issued by the State Comptroller.

Resources
– Illinois Child Labor Law (employment of workers under 16 years of age)
– Employment certificates for minors
– Work permits for minors and other FAQ
– Minimum wage
– Hiring Summer Interns: 101

Final Report
All grantees are required to complete and submit a final report no later than 30 days after the completion of the project as stated in the grant agreement. Failure to submit a final report jeopardizes the receipt of future IACA funding.

Crediting Requirements
Grant recipients must credit the IACA in all promotional material and public notices in the following manner:
This program is partially supported by a grant from the Illinois Arts Council Agency.

For further information regarding usage of the logo and to download a copy, go to the logo page of the IACA website.

Visit the Illinois Arts Council Board Members page on Appointments.Illinois.Gov for a complete list of current board members.