

State of Illinois
Bruce Rauner, Governor

Illinois Arts Council Agency
Shirley R. Madigan, Chairman
Tatiana Gant, Executive Director



Summer Youth Employment in the Arts

GUIDELINES AND APPLICATION

Fiscal Year 2015

Deadline: January 30, 2015

**Summer Youth Employment in the Arts
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PROGRAM DESCRIPTION

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.

Grant requests for fiscal year 2015 are for employment opportunities occurring between June 1 and August 31, 2015.

GUIDELINES

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 2014 or 2015.
- Have successfully submitted final reports for all awarded IACA grants in Fiscal Years 2013 and 2014
- Have no record of penalties or forfeiture of IACA grants from Fiscal Years 2013 through 2015.
- Submit all requested 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 [Resource 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.
- Activities that occur before June 1, 2015 or after August 31, 2015, will not be supported by this program.

Request Amount

Applicants may request up to \$6,000. The requested amount for any single intern can be no more than \$3,000.

Cash Match Requirement

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 youth employees or in preparation may be used to cover the cash match. Likewise, overhead expenses related to the project (i.e. materials) may be used to cover the match. Expenses must relate directly to the youth employees' job responsibilities.

How to Apply

- Read the IACA [Policies and Priorities](#) and 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 [Illinois eGrant](#) by the deadline.

Deadline

The deadline for the FY2015 SYEA Program is Friday, January 30, 2015. Applications must be successfully submitted to the Illinois eGrant system by 5:00pm central time.

Application Components

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 (<http://www.arts.illinois.gov/Using%20Illinois%20eGrant>).

The electronic form includes:

Applicant information

Under this tab provide contact information for applicant organization

Application Details

Under this tab provide:

- Dates for the project
- Applications attachments

All attachments for which a template is not provided must:

- Not be handwritten
- Have at least a 1" margin
- Use black, 12-point or larger font size
- Have sequentially numbered pages
- Not be typed in all capital letters
- Not be photo reduced
- Have the applicant organization's name and the attachment title (e.g. Narrative) on the top of each page, right corner
- Adhere to page limits
- Be saved as PDF files

There are many PDF converter options available for free or purchase on-line, including:

- [Adobe PDF Pack](#) (web-based subscription service)
- [CutePDF](#) (free download)
- [PDFcreator](#) (free Web-based converter)

The IACA does not endorse any particular software. Consult the vendor websites for more information.

The following attachments must be uploaded:

Application Narrative

Create an Application Narrative of no more than two pages that addresses the following topics. In the narrative, clearly indicate each topic with a bold heading.

- Briefly summarize the opportunities available for youth employees.
- Describe the application and selection process for youth employees.
- List the youth employee's specific responsibilities.
- Specify where the activities will take place.
- Clarify the potential benefits for the youth employees involved in this program and how their jobs will lead to personal growth and skill attainment.

- Identify the organization’s supervising staff and how they will guide and mentor the youth employees.
- Explain the organization’s plan to document, monitor, and evaluate the work and development of the youth employees and assess the outcomes.
- Detail how this program furthers the mission and goals of the organization and will be managed with available resources.

Submit this document as a PDF file and labeled: Organization name_SYEA_Narrative

Proof of Illinois 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 and labeled: Organization name_SYEA_NFP.pdf

Budget

Under this tab provide:

- Costs for each youth employee
- Costs for supervisor(s)
- Additional project costs
- IACA Grant Request amount
- Cash Match amount and source(s)

Certification

Under this tab certify eligibility and application content.

Submit

Under this tab submit application to the Illinois eGrant system.

REVIEW CRITERIA AND PROCESS

Evaluation Criteria

- Job responsibilities support personal growth and specific skill attainment.
- Clearly defined process to promote the opportunity and identify youth employees with skills that align with proposed responsibilities.
- Considerable guidance and mentoring plan for the youth by a designated, qualified adult who is active in the organization’s arts programming.
- Well structured plan to assess employee development and measure against intended outcomes.
- Furthers the mission and goals of the organization.

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.

NOTIFICATION AND COMPLIANCE

Notification

Notification will be sent approximately ten weeks after IACA receipt of the application. 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.

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.

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.

Resources

- Illinois Child Labor Law (employment of workers under 16 years of age):
<http://www.illinois.gov/idol/Laws-Rules/FLS/Pages/child-labor-law.aspx>
- Employment certificates for minors:
<http://www.illinois.gov/idol/Laws-Rules/FLS/Pages/Employment-Certificates-Minors.aspx>
- Work permits for minors and other FAQ:
<http://www.illinois.gov/idol/FAQs/Pages/child-labor-faq.aspx>
- Minimum wage:
<http://www.illinois.gov/idol/Laws-Rules/FLS/Pages/minimum-wage-rates-by-year.aspx>

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Executive Director

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The Honorable Sheila M. O'Brien

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For specific information on this program contact:

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For general information about the Illinois Arts Council Agency contact:

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1/800/237-6994 Toll-free in Illinois

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Individuals who are blind or have low vision or have learning impairments, may obtain assistance regarding Illinois Arts Council Agency applications and written materials by contacting the ADA/504 Access Coordinator at the IACA office:
Encarnación M. Teruel
(312) 814-6753
Encarnacion.Teruel@illinois.gov
TTY: (888) 261-7957