

State of Illinois
JB Pritzker, Governor

Illinois Arts Council Agency
Nora Daley, Board Chair
Joshua Davis-Ruperto, Executive Director

Summer Youth Employment in the Arts Program

Guidelines for Fiscal Year 2024
Deadline: December 6, 2023

*building a strong, creative and
connected Illinois through the arts*



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Margaret Gonzalez

Illinois Arts Council Agency Contacts

For specific information on this grant, contact the appropriate program staff:

Jerome Grand

Program Director

Phone: +1 (312) 814-6766

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Accessible Guidelines

To obtain assistance regarding applications and written materials, contact the agency's

ADA/504 Access Coordinator:

Teresa Davis

Phone: +1 (312) 814-6753

TTY: +1 (888) 261-7957

Email: Teresa.N.Davis@illinois.gov

Webinar & Drop-in Sessions

We have several opportunities for you to connect with IACA Programs staff for questions on the Summer Youth Employment in The Arts.

Drop-in Session

There will be an online drop-in meeting to answer questions about the grant program or new platform. This is not a presentation so please bring any questions you may have.

Pre-registration is not available. To join click on the link at the meeting time:

- [Friday, November 17, 2023 at 2:00pm](#)

Summer 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
- Staffing support to further the mission and goals of the organization.

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 General Operating Support Grant, Grant to Arts Service Organizations, or Partners in Excellence Grant in Fiscal Years 2023 or 2024.**
- Be compliant with all Fiscal Years 2023 and 2024 IACA requirements.
- Have no record of penalties or forfeiture of IACA grants from Fiscal Years 2023 through 2024.
- Submit all FY24 SYEA application materials by the deadline.

Making the Project Accessible to All

According to state and federal law, every organization receiving public funding must ensure that it is able 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 programs.

For further information and resources see the [ADA Compliance](#) page on the IACA website.

Deadline

The FY24 SYEA deadline is December 6, 2023. The application must be successfully submitted by 11:59 PM Central Time to [IACA's online grant system](#).

Grant Period

Grant requests for Fiscal Year 2024 are for employment opportunities occurring between May 15, 2024, and September 15, 2024.

Request Amount

Applicants may request up to \$4,500. 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.

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 the *Resources* section below).
- Students may only participate in one IACA supported position per year.
- Grant recipients must comply with Illinois state employment laws.

Resources

- [Minimum wage](#)
- [Illinois Child Labor Law](#) (employment of workers under 16 years of age)
- [Employment certificates for minors](#)
- [Work permits for minors and other FAQ](#)

Process, 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 listed below 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

All applicants will be notified of funding decisions once the IACA has reviewed and approved funding recommendations. Applicants approved for funding will receive, via email, a link to the grant agreement and associated paperwork (*see Grant Acceptance section below*) along with instructions regarding requirements to accept and claim the grant. Once all documents have been returned via the IACA online grant system and all requirements met, including the completion, and filing of all previous fiscal year Final Reports, the grant will be processed, and the payment voucher will be sent to the office of the State Comptroller. **The process of issuing payments can take up to six months once the payment voucher has been received by the State Comptroller.**

Compliance

Grant Acceptance

For awards to be processed all grant acceptance paperwork must be submitted to the IACA grants office. This paperwork should be submitted via the IACA online grant system and include:

- Grant agreement signed and dated by the authorizing official.
- Legal Status Disclosure Certificate (LSDC) signed and dated by the authorizing official.
- Organizations that receive an IACA award are required to notify by letter their state representative, state senator, and the Office of the Governor of the grant amount and the project or program it helps support. Prior to mailing the letters to the legislators, make copies of the letters to include with your grant acceptance materials.

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.

FY24 grantees will be required to have submitted complete final reports for all grants awarded to them in FY23.

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.

Application Overview

IACA utilizes an [online grant system](#), Salesforce, to accept applications. The online application consists of form field components and the uploading of required documents. Each component must be completed and submitted in the required format by the deadline. For complete instructions go to the [Using Salesforce](#) 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 online grant system](#) by the deadline.

Application Components

1. Applicant Information

Under this tab, please create or update the entity applying for the grant. **For the SYEA grant this must be an organization.** This tab requires the following information:

- Organization Name and General Contact Information
- Contacts for Authorizing Official, Executive Director, Board President, and Accessibility Coordinator (a designated staff member responsible for overseeing accessibility and completing Section 504 Self-Evaluation Workbook in the application)
- DUNS number, FEIN number, Fiscal Year Start Date (use format (MM/DD)), and Fiscal Year Based On (select Starting Month or Ending Month)

Please note this information may be updated at any time. Please keep this information current to ensure communications from IACA reach the appropriate staff or board members.

If you have already applied for a grant in FY23 this information is in Salesforce and only needs to be checked for any necessary updates.

2. Grant Programs Selection

Under the Grant Programs tab select the Summer Youth Employment - 2024 Grant. The system will prompt the selection of the applicant organization to move forward.

On this main section please also provide:

- Notification Official Name and Email
- Applicant Discipline
- Applicant Institution
- IACA request Amount

Please note that after an application is started it will appear on the home screen in the online grant system. Within the grant application the requirements/sections will be listed along the left-side of the screen.

3. Supporting Documents

All listed attachments are required. **All attachments must be uploaded as PDFs.** The attachments to be uploaded are:

- Application Narrative (See “Application Narrative” section for full details.)
- Budget (See “Budget” section for full details.)
- Proof of Illinois Not-for-Profit Eligibility

5. Submit / Certification

Please note this is a two-step process to both certify and submit your application. Once the application is complete click the Submit Button in the lower left-hand corner. A pop-up will require certification of eligibility and application content.

After certification there is a submit button which must be clicked to complete the application in the [IACA online grant system](#). The application will not be successfully submitted until the second submit button is clicked.

Evaluation Criteria

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

Application Attachments

Refer to the description for each of the following attachments:

- Application Narrative (no more than 2 pages)
- Budget (template supplied)
- Proof of Illinois Not-for-Profit Eligibility

Formatting attachments

Attachments for which a template is not provided, 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. It is suggested to use the header/footer feature and page numbering tool in your word processor software.
- Be organized using the bold-face 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

Application Narrative

In no more than two pages, address the following topics. Indicate each topic using the **bold heading** listed below.

- **Mission:** briefly state the organization's mission.
- **Responsibilities:** Describe the student employee's responsibilities. Indicate if the jobs are artistic, administrative, or both.
- **Location(s):** Specify where the activities will take place.
- **Benefits:** Specify the potential benefits for the student employees and the organization involved in this program.
- **Supervising Staff:** Identify the organization's supervising staff and qualifications and indicate how they will guide and mentor the student employees.
- **Application, Selection & Promotion:** Describe the application and selection process for student employees, and how the opportunity will be promoted.
- **Documentation, Evaluation & Assessment:** 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

Budget

It is required to use the [budget template](#) supplied. The budget template can be found on the [IACA Summer Youth Employment in the Arts webpage](#). It is recommended to use [Adobe Acrobat Reader DC](#) (free software) to complete the budget with the self-calculating fields.

Applicant Name: Enter organization's name at the top of the document.

Check to Confirm: check boxes to confirm each statement.

IACA Request: applicants may request up to \$4,500. The requested amount for any single student employee can be no more than \$3,000. For each Student Employee (up to 4) enter:

- Number of weeks of employment (must be within the grant period)
- Number of hours per week the Student Employee will work (the IACA will support up to 20 hours per week per student)
- Amount paid per hour (the stipend offered cannot be less than the Illinois minimum wage).

If using Adobe Acrobat Reader, the total fields will self-calculate.

IACA Request amount is the sum of Student Employees 1-4.

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

Supervising Staff refers to staff salaries attributed to time spent with the student employees or in project preparation. Enter:

- Number of Supervising Staff
- Number of weeks of supervision (must be within the grant period)
- Average hours per week each Supervising Staff will work with Student Employee(s) or in project preparation.
- Average salary per hour per Supervising Staff

If using Adobe Acrobat Reader, the total fields will self-calculate.

Additional Student Employee refers to additional Student Employees or additional hours that are not included in the IACA Request. Enter:

- Number of Additional Student Employees
- Number of weeks of employment (must be within the grant period)
- Average hours per week per Additional Student Employee
- Average amount paid per hour (the stipend offered cannot be less than the Illinois minimum wage).

If using Adobe Acrobat Reader, the total fields will self-calculate.

Project Expenses refers to overhead expenses related directly to the project (i.e., materials or other project associated costs). Expenses must relate directly to the student employees' job responsibilities. Enter specific items and amounts.

Applicant Cash Match amount is the sum of *Supervising Staff*, *Additional Student Employee*, and *Project Expenses*.

Cash Match Sources are the sources from which the applicant's cash match will be secured. It is required to list at least one source.

Submit this document as a PDF file named: OrgName_Budget

Proof of Not-for-Profit Eligibility

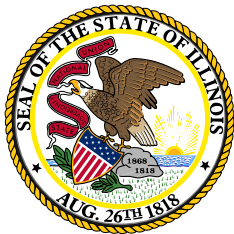
Submit a copy of proof of Illinois Not-for-Profit Eligibility. Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.

Submit this document as a PDF file named:

OrgName_NFP

For general information contact:

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



The IACA acknowledges continuous support from the National Endowment for the Arts.

It is illegal for the Illinois Arts Council Agency or anyone receiving assistance from the Illinois Arts Council Agency to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, non-binary and gender non-conforming employees, sexual harassment, national origin, ancestry, citizenship status, physical or mental disability, political affiliation, beliefs, age, order of protection status, any other non-merit status, marital status, pregnancy, arrest record, military status, veterans status or unfavorable discharge from military service.

Any individual who has been subject to such discrimination may file a complaint with the Illinois Department of Human Rights at +1 (312) 814-6200 or TTY +1 (312) 263-1570.