

State of Illinois
JB Pritzker, Governor

Illinois Arts Council Agency
Shirley R. Madigan, Chairman
Rhoda A. Pierce, Vice-Chairman
Joshua Davis-Ruperto, Executive Director

Summer Youth Employment in the Arts Program

Guidelines
Fiscal Year 2021
Deadline: November 30, 2020

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



Table of Contents

Link [About the Illinois Arts Council Agency](#)
Link [Policies and Priorities](#)

3 Summer Youth Employment in the Arts
4 Application Overview
5 Application Attachments
6 Budget
7 Review, Notification and Compliance

Program Contact

For specific information on this program contact:

Jerome Grand
Program Director
Phone: +1 (312) 814-6766
Email: Jerome.Grand@illinois.gov

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



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.

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

Covid-19 Updates NEW

All student employment opportunities must be able to be completed while following the Illinois Department of Public Health (IDPH) health and safety guidelines related to the COVID-19 pandemic. Applications for student employment will not be accepted that would put the student, supervisors, and/or community members at risk of contracting or spreading COVID-19. Despite COVID-19 restrictions, all grant funds should be expended by the end of the grant period. For more information or for specific questions and concerns, please email Program Director Jerome Grand.

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 FY2021 SYEA Program is November 30, 2020. Applications must be successfully submitted to the IACA's [eGrant](#) system by 11:59 pm CST.

Grant Period

Grant requests for Fiscal Year 2021 are for employment opportunities occurring between May 15, 2021 and September 15, 2021.

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 2020 or 2021.**
- Be compliant with all Fiscal Years 2020 and 2021 IACA requirements.
- Have no record of penalties or forfeiture of IACA grants from Fiscal Years 2020 through 2021.
- Submit all FY21 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 the *Resources* section on page 8 for link to current minimum wage 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.

The Budget is an attachment. A budget template is provided for this attachment. The budget template can be found on the [IACA Summer Youth Employment in the Arts webpage](#). See “Budget” for descriptions of specific line items.

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:
 - Application Narrative
 - Budget
 - Proof of Illinois Not-for-Profit Eligibility

3. Certification

Under this tab certify eligibility and application content.

4. Submit

Under this tab submit application to the [Illinois eGrant](#) system.

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

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

Application Narrative

In no more than two pages, address the following topics. Clearly indicate each topic with the using the bold heading listed below.

- **Responsibilities:** List the student employee's specific responsibilities. Indicate if the jobs are artistic, administrative, or both.
- **Application, Selection & Promotion:** Describe the application and selection process for student employees, and how the opportunity will be promoted.
- **Student Benefits:** Specify the potential benefits for the student employees involved in this program and how their jobs will lead to personal growth and skill attainment.
- **Supervising Staff:** Identify the organization's supervising staff and qualifications and detail how they will guide and mentor the student employees.
- **Location(s):** Specify where the activities will take place.
- **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

Use the [budget template](#) supplied. It is recommended to use [Adobe Acrobat Reader DC](#) (free software) to complete the budget with the self-calculating fields.

IACA Request

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

For each *Student Employee* (up to 4) enter:

- Start and end dates in the format mm/dd/yyyy (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).

The number of weeks and total fields will self-calculate.

IACA Request amount is the sum of Student Employees 1-4. This field will self-calculate.

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, 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.

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

- Number of Supervising Staff
- Start and end dates in the format mm/dd/yyyy (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

The number of weeks and 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
- Start and end dates in the format mm/dd/yyyy (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).

The number of weeks and 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. The total fields will self-calculate.

Applicant Cash Match amount is the sum of *Supervising Staff*, *Additional Student Employee*, and *Project Expenses*. The field will self-calculate.

Cash Match Sources: it is required to list at least one cash match source and the amount the source will provide.

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

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 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.

Review 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. 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

- [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](#)

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.

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 or parental 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.