



## Youth Arts Project Grants

Projects occurring between July 1, 2023- June 30, 2024

**Deadline: April 7, 2023**

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Youth Arts Project (YAP) Grants fund high-quality educational opportunities in the arts. Arts learning fosters positive social and emotional skills and bolsters creativity, critical thinking, and collaboration. YAP grants broaden access to diverse forms of artistic and cultural practices and can engage youth in contributing to community goals. Grants fund programs in all arts disciplines including dance, theatre, media, music, visual arts, craft, and creative writing. Engaging teaching artists to lead the arts learning is a core element of this program.

### GRANT REQUIREMENTS

*Projects in this category are **required** to:*

- Clearly articulate a plan for making the program accessible for youth of all abilities, one that is intentionally welcoming and inclusive.
- Identify core participants, consult with special education professionals if applicable, and develop accommodations as needed.
- Engage professional artists and compensate them at a professional level.
- Describe how the program is responsive to the academic and cultural needs of the youth being served. For example, the program may:
  - Provide experiences in diverse artistic disciplines
  - Reflect the racial, cultural, and aesthetic background of the youth population
  - Broaden access to artistic disciplines from diverse cultural traditions
  - Be designed with input from the youth being served

*Projects funded in this category are **strongly encouraged** to:*

- Foster deep connections within the community by establishing partnerships and collaborations between organizations, artists, youth, and schools.
- Work with New Hampshire artists as teachers and mentors. The [NH Arts Education Roster](#) is a resource for finding juried artists who have worked in education. For FY2024, preference will be given to projects that request NHSCA funding to employ NH artists and/or NHSCA Roster Artists.
- Develop projects with arts integrated approaches to interdisciplinary studies that include other subjects, such as STEAM (Science, Technology, Engineering, Arts, and Math), history and social studies.

### **Sample Projects:**

Additional examples can be found at [NH Arts Learning Network](#) under *Spotlights*.

- Female identifying teens meet weekly for an afterschool creative writing club led by a local poet who encourages self-expression, tackling difficult issues, public speaking, and community



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engagement. The nonprofit that offers the writing club works with the school district to make the opportunity available to the students for academic credit as an Extended Learning Opportunity (ELO).

- A nonprofit string ensemble offers individual and group lessons in string instruments to an entire school district during the school day and afterschool.
- A Creative Youth Development organization works with guidance counselors to identify at-risk teens to participate in an afterschool program led by professional artists in dance, theatre, and design. Participants devise their own unique and innovative theatre and dance productions while engaging in group mentoring and leadership development.
- A weekly afterschool African dance program allows new American and refugee students the opportunity to learn and perform dances which reflect their aesthetic cultural traditions.
- A teen center partners with city leadership to design and create a mural based on the cultural diversity of the community.
- A summer camp for youth in a rural community invites musicians and theatre professionals from across the state to work with campers for in-depth learning.

### GRANT AMOUNT

Funding requests may be made for \$1,000 - \$6,000. Matching funds will be waived for Fiscal Year 2024 (July 1, 2023 to June 30, 2024) however, we encourage applicants to include in-kind or cash match as part of their budget to increase the strength of their application, collaboration with community partners and enhance the funding of their project.

### WHO MAY APPLY

Any organization with 501(c)(3) tax-exempt status from the IRS and not-for-profit incorporation in the State of New Hampshire; state, federal, county, municipal, or government agency; or unit of a post-secondary educational institution that meet the following conditions:

- Make all programs and facilities accessible to people with disabilities
- Have submitted all required reports on past State Arts Council grants
- Good standing with the N.H. Secretary of State's Office and the N.H. Attorney General's Office
- **Arts organizations only:** at least one-year of arts programming prior to the application deadline.
- All awardees will be required to submit a Unique Entity Identifier (UEI) issued through [SAM.GOV](https://sam.gov)

### Restrictions

To allow for broad and equitable distribution of public funds, organizations and/or schools may receive **ONE** grant in the following categories. *An exception to this restriction may be made for organizations acting as a fiscal agent; please contact the coordinator for approval prior to applying.*



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- [Arts for Community Engagement Grant \(ACE\)](#)
- [Folklife and Traditional Arts Project Grant](#)
- [Public Value Partnership](#)
- [Youth Arts Project Grant \(YAP\)](#)
- [Artist Residencies in Schools \(AIR\)](#)

Please carefully consider your project and the grant category that best suits it. If you have questions, please contact the grant coordinator.

**Ineligible Costs:** The following costs are not eligible for funding and should not be included in the application's budget. Please contact your grants coordinator if you have any questions about these.

- Previously incurred debts or deficits;
- Lobbying or fundraising expenses;
- Non-consumable equipment;
- Endowments, fellowships, scholarships, academic research financial aid to individual or degree grant opportunities;
- Capital projects;
- Funding of a new, permanent position or replacement of lost funding for existing staff;
- Contracted services of an organization's staff; (unless contract pertains to duties explicitly outside of their current job description);
- Contracted services of an organization's board member;
- Regularly contracted services such as a grant writer, accountant, attorney, advertising firm or district curriculum supervisor;
- Revenue producing activities or commercially viable "for-profit" enterprises;
- Cost of goods for resale. This includes the sale of concessions, promotional merchandise, including clothing, or items purchased for sale, even if related to your programming;
- Alcohol;
- Food and beverage expenses are ineligible using requested grant funds. If you have concerns, please contact the grants coordinator; [Traditional Arts Foodways Projects: food may be allowable if it has a programmatic purpose and if authorized either in the approved budget or with prior written approval of the grant coordinator]
- Any expenses listed as miscellaneous, contingency funds, donations, prize money, other, additional expenses, discretionary expenses, slush fund, etc;
- Activities that are principally recreational, therapeutic or rehabilitative;
- Activities not open to the general public



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### ***Covid-19 Updates***

All projects must be able to be completed while following the [New Hampshire health and safety guidelines](#) related to the COVID-19 pandemic.

### ***Making the Project Accessible to All***

Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product). Thinking about accessibility issues in the early design and planning stages of a project (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio-description, or large-print labeling) is key to ensuring that persons with disabilities will be able to participate. For information and resources, see [Making Your Programs and Services Accessible](#) on the NHSCA website.

### **HOW TO APPLY**

Applicants are strongly encouraged to participate in one of the State Arts Council's [grant information sessions](#) and discuss their proposals with the appropriate grant coordinator before writing and submitting applications. Applicants should also review the [legal and reporting requirements](#) relevant to State Arts Council grants. The grant program coordinator will review and provide feedback on drafts of narrative questions and budgets if submitted **by email at least two weeks prior to the application deadline**. First time applicants are especially encouraged to submit drafts.

### ***Submitting the Application***

NHSCA uses an online application system, [Submittable](#). Please [visit the grant page](#) for instructions. **The online system cannot be used to submit drafts.** Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully. We recommend you **keep a copy for your files**.

- Watch [instructional videos](#).
- [Click here](#) to start the online application.
- [Click here](#) to download the Budget Form in MS Excel or PDF format.

### ***Deadline***

Applications must be completed online by 11:59 pm on **April 7, 2023**. Late applications will not be accepted. The Council cannot accept applications transmitted by facsimile (FAX) or e-mail and is not responsible for uncompleted online applications or paper applications lost in transit.

### **REVIEW PROCESS**

A panel with expertise in the focus area of the grant category meets to review and rank applications according to the funding criteria listed. Whenever possible, a State Arts Councilor attends the meeting.



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After discussion and review of work samples submitted, applications are ranked by the panel. Funding recommendations are forwarded to the State Arts Councilors, a volunteer 15-member advisory council appointed by the governor, for review and approval. If the organization's cumulative total of grants received from the State Arts Council for that fiscal year (July 1 - June 30) is \$10,000 or more, the grant recommendation must also be submitted to the Governor and Executive Council for approval. Errors and omissions may affect a panel's evaluation of your application, so please follow instructions and prepare your application carefully.

### RECEIVING AN AWARD

#### ***Notification of Award***

No formal announcement regarding a funding decision and/or grant amount will be sent to any applicant until after the Council meeting ([meeting dates](#) are listed on the NHSCA website). At that time applicants will receive official notification of the Council's action, as well as panel comments. Whether or not a grant is awarded, these comments should help in the development of future applications. This notification may take 10 weeks or longer after the application deadline.

Please note if you are awarded and accept this grant, the applicant and grant details will be listed in the relevant Fiscal Year [Grant Report](#) in order for us to be transparent about how public grant funds were expensed. If you have any questions, please reach out to the grants coordinator.

#### ***Payment***

NHSCA disburses funds appropriated from public sources, both federal and state. Checks are issued by Administrative Services of the State of NH, not the Department of Natural and Cultural Resources or the NHSCA. Upon receipt of properly executed grant forms, the State of New Hampshire generally pays grants under \$10,000 to grantees within four to six weeks. If an organization is awarded \$10,000 or more or has received other NHSCA funds which bring the cumulative total received for that fiscal year (July 1 - June 30) to \$10,000 or above, grants must be approved by Governor and Executive Council; consequently, payment can take up to 10 weeks. All awards are subject to availability of state and federal funds. Please plan cash flow accordingly.

Recipients of grant awards will be required to provide the following along with the signed grants paperwork:

- Proof of general liability insurance
- Proof of worker's compensation insurance (unless recipient organization is all volunteer)
- Current Certificate of Good Standing from the NH Secretary of State (*For 501(c)3 non-profits only*)
- Unique Entity Identifier (UEI) from [SAM.gov](#)



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- Certificate of Board Resolution
- Resume and Annual Salary of Administrator
- Geographic Areas Served by Organization
- A one-page financial statement of organization's most recently completed fiscal year
- List of Board of Directors (*For 501(c)3 non-profits only*)

**Important:** All grant agreements must be returned no later than January 15 of the fiscal year (July 1 to June 30) in which they are awarded. Failure to return the grant agreement by that date could result in cancellation of the grant and reallocation of funds. *Payment of a grant will be withheld if final reports for previous grants are not in compliance with policy below.*

### ***Project Changes and/or Amendments(s)***

You are required to carry out a project consistent with the application that was submitted and approved for funding. Changes must be submitted to the grants coordinator for review and approval, and include changes to dates, budgets, project scope or content, personnel or artists involved, or other changes that differ from the original application. Changes must be approved prior to implementation.

Amendments or change requests are considered on a case-by-case basis, and approval is not guaranteed. Until you receive written approval from the grants coordinator, you may only incur costs consistent with the terms and conditions of the awards in effect at the time of your request. The Arts Council has the right to request additional information, such as an update on specific activities including a revised budget or itemized list of actual expenditures, as needed. All financial records, supporting documents, statistical records and all other non-federal entity records pertinent to your grant award must be retained for a period of four years.

### **GRANT PERIOD AND REPORTING**

The grant period is for the fiscal year July 1, 2023 - June 30, 2024. **A final report is due 30 days after the completion of your project, but no later than July 31, 2024.** An extension of up to three months may be requested *in writing, before* the deadline for filing has passed. The request for extension should be addressed to the grant coordinator responsible for administering the grant and briefly describe why the extension is necessary and the projected date the report will be submitted. Failure to submit the final report by the required date will result in the organization becoming ineligible to apply for NHSCA funding for two years. Additionally, failure to submit the final report may result in a withholding of funds from any currently awarded NHSCA grant.



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Questions? Contact: Allison Hawkins, Arts Education Grants Coordinator

email: [allison.hawkins@dncr.nh.gov](mailto:allison.hawkins@dncr.nh.gov)

phone: 603-271-0791

Questions about the online application system at Submittable?

[support@submittable.com](mailto:support@submittable.com)

<https://submittable.help/>





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### FUNDING CRITERIA

Reviewers will use these criteria to rank and recommend applications for funding.

#### ***Quality of Arts Programming (40 pts.)***

- Quality and depth of the artistic and educational opportunity
- Experience of teaching artists in educational and youth development work
- Use of NH artists, and/or artists that reflect the artistic and cultural goals for the program
- Project designed with youth participation
- Program reflects the racial, cultural, and/or aesthetic background of the student population and/or broadens access to diverse artistic and cultural practices
- *If NHSCA has funded this project in past years, evidence of project evolution through incorporation of input and learning from previous years*

#### ***Access/Community Support and Benefit (25 pts.)***

- Project plan anticipates and removes barriers to provide physical and programmatic access to all individuals of all abilities
- Intent to identify and meaningfully engage individuals who may face tangible or perceived barriers to participation is a clear focus across all aspects of the project
- Project budget includes appropriate funding for physical and programmatic accessibility measures
- Identify targeted student groups, consultation with special education professionals if applicable, and accommodations have been developed

#### ***Administrative Capacity (20 pts.)***

- Well-designed and actionable project plan with comprehensive timetable and well-defined goals
- Clearly defined roles of staff and partners in work plan
- Realistic budgetary projections
- Project budget incorporates compensation for artists at a professional level

#### ***Project Measurement and Documentation (15 pts.)***

- Clear method of evaluating the goals and outcomes for the project
- Samples of age appropriate evaluation tools
- A plan for documenting and promoting the program activities and outcomes through photos or other media appropriate to the discipline





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### REQUIRED UPLOADS

- ☐ Answers to Narrative Questions (see below)
- ☐ Completed Budget Form
- ☐ Work plan/Timeline/Program Schedule (1-2 pages). Please describe timeline of project planning and implementation with input from staff, youth, community, and any visiting teaching artist(s). Include information on how many days and contact hours youth will work directly with teaching artists and what a typical day will look like.
- ☐ Participating Artist Worksheet. All participating artists must be listed on the worksheet. Please select and use ONE of the following forms: [PDF](#) / [MS Excel](#)
- ☐ *For 501 (c) 3 non-profits only:* Board-approved financial statement for applicant's most recently completed fiscal year
- ☐ *For an arts organization embedded within an institution (i.e., an art gallery within a university):* Financial statement for the past two years, approved by a financial officer of the supervisory institution. Statement should detail financial support to the arts organization from internal and external sources, as well as the expenditure of those funds. These organizations should also submit a balance sheet, if available.
- ☐ *For 501 (c) 3 non-profits only:* List of current Board members of lead applicant organization including addresses and occupations
- ☐ One page resume or biography of project leader
- ☐ Letters of support from community members and/or participating partners relevant to the proposed project (up to three)
- ☐ Samples of evaluation forms, assessments, or rubrics (*note: while it is important to evaluate the financial success of projects, e.g. number of tickets sold, NHSCA is particularly interested in learning how projects will assess their impact*)
- ☐ Signed letter from the artist(s) with whom you are working acknowledging they are aware of the project and available for the proposed dates of the program.
- ☐ Work samples for all artists, except for NHSCA roster artists. If possible, we prefer that you include a link in the Participating Artist Worksheet to the artist's website or [CreativeGround](#) profile. Otherwise, upload work samples to the Submittable application form where indicated. If uploading, please title all work samples so they are easily identifiable by artist and description of work; alternatively, you may provide a Work Sample Index. For program materials and work samples, see [Preparation of Work Samples](#) for more information, including a work sample index sheet.
- ☐ The National Endowment for the Arts [Brief Accessibility Checklist](#) (organizations only).



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### NARRATIVE QUESTIONS

The total narrative portion of the application *should not exceed five typed pages*. Margins (not less than 1"), fonts (not smaller than 12 point), and spacing should provide easy reading for the panelists. Please put the name of the lead applicant at the top of each page, number and respond to the following questions in the order in which they appear.

**1. Introduction:** Briefly describe your organization including its mission and goals. *Remember that some panelists may not be familiar with your work or its importance to the arts in New Hampshire.*

**2. Program Description:** Describe your proposed activities, programs, or services, and include the points listed below:

- a. Who are the artists you will be working with and how did you select them?
- b. Who are the targeted student participants?
- c. How will youth be recruited and selected if there are limited spaces in the program?
- d. How is the program designed to reflect the racial, cultural, and/or aesthetic background of the youth population or introduce diverse artistic and cultural practices?
- e. How will youth contribute to shaping the content of the program?
- f. Where will the project occur?
- g. Do you have any partners and what are their roles?
- h. If you are partnering with a local school district, will your program provide [Extended Learning Opportunities \(ELOs\)](#)?
- i. For projects previously funded by an NHSCA grant ONLY: explain how your project has evolved in response to community input, evaluation outcomes, and organizational learning since it was most recently funded.

**3. Access/Public Engagement:** How will you provide access to the program for youth of all abilities? How will you identify targeted student participants, consult with special education professionals if applicable, and develop accommodations? How are you addressing any and all barriers for participation, such as financial assistance or transportation?

**4. Administrative Capacity:** Describe the strengths in your organization or school, project leadership, and past project experience that demonstrates your administrative capacity to undertake this project.

**5. Goals and Outcomes:** List goals and intended outcomes of the program, including specific skills learned in the arts. How are these goals related to your organizational mission and community needs? Other goals could include how the program provides opportunities for leadership and peer facilitation, wellness, social and emotional learning, and/or broadening access to diverse artistic disciplines.

**6. Evaluation/Documentation/Promotion:** What evaluation methods will you use to assess how well the program achieved the intended goals and objectives, and how will the evaluation inform future programming? How will you document, promote, and share the program events and outcomes?