GUIDELINES FOR
ENTRY TO PROGRAM STREAM

DUE DATE: February 15, 2022, 5 p.m. EST
PLEASE NOTE THAT NO EXTENSIONS WILL BE GRANTED
GRANT ACTIVITY PERIOD: September 1, 2022-August 31, 2023

Pennsylvania Partners in the Arts Overview

Pennsylvania Partners in the Arts (PPA) is a partnership between local organizations and the Pennsylvania Council on the Arts (PCA). Operating in all 67 Pennsylvania counties, PPA Partners re-grant PCA funds to support a wide variety of local and community arts activities. PPA goals include:

- Expanding constituent access to the arts by (a) making arts programs available to communities that may have been underserved in the past by state arts funding, and (b) supporting a wide variety of arts activities in communities, developed in a variety of local settings.
- Encouraging and supporting local decision making in regranting of arts dollars.
- Increasing awareness of and advocacy for government support and funding for the arts at the local and state levels.
- Enabling the PCA to provide increased assistance to its broad constituency throughout the state.

Entry to Program Stream Description

Entry to Program Stream is for organizations or programs with average annual revenue of less than $200,000 that aim to ultimately be recommended for support through PPA Program Stream. Entry to Program Stream supports eligible applicants that have a history of at least one year of consistent arts programming. Generally, grant amounts will range from $2,000 to $3,000, and grant funds may be used for operations, programs, or projects.

Eligibility

Applicants must:

- Be a nonprofit, tax-exempt corporation, a unit of government, or school district providing arts programming and/or arts services in Pennsylvania. Applicants are required to provide proof of incorporation and activity in Pennsylvania before applications are reviewed or funds awarded. Unincorporated groups must apply through a nonprofit, tax exempt corporation that acts as a fiscal sponsor. The fiscal sponsor is legally responsible for the administration of the contract, including all reporting requirements, and may charge a fee for its services. Applicants applying through a fiscal sponsor organization must meet the same requirements as other applicants, except for nonprofit status. The fiscal sponsor is responsible for any award. The fiscal sponsor receives the award check directly from the designated PPA Partner and is responsible for ensuring the completion of the final reports.
- Have an average annual revenue of less than $200,000.
- Have a history of at least one year of consistent arts programming.

Matching Requirements

- All grants must be matched on a dollar-for-dollar basis in cash.
- In-kind goods and services may not be used to match PCA funds.
- Entry to Program Stream grant funds cannot be used to match other PCA grants.

Funding Restrictions

Grant funds cannot be used for any of the following:
- Activities outside the performance period of the grant.
- Activities that have a religious purpose.
- Payments to lobbyists.
- Cash prizes and awards.
- Benefit activities.
- Hospitality expenses (i.e., receptions, parties, gallery openings).
- Capital expenditures, including equipment costing $500 or more.
- Competitions.
- Performances and exhibitions not available to the public.

Application Process

Applicants operating in Bucks, Chester, Delaware, Montgomery or Philadelphia counties can apply through the Greater Philadelphia Cultural Alliance, who is the PPA partner for this region. Applications must be submitted online via Submittable at philaculture.submittable.com.

Applications are due February 15, 2022, for the grant performance period of September 1, 2022, to August 31, 2023. Late applications will not be accepted.

Application Review Process

- PPA uses an advisory panel review process to make recommendations for the PCA's consideration in making final funding decisions.
- Organizations or programs stay in the Entry to Program Stream until recommended for Program Stream, based on panel review and assessment totals. Once in Program Stream, grants generally range from $3,000 to $5,000.

Review Criteria

Quality of Artistic Product, Process or Service – *35 points*
- Evidence that activities relate to and advance the applicant's mission or arts program goals
- Quality of arts-related activities
- Evidence of measuring artistic success

Access to the Arts – *35 points*
- Evidence of knowledge of and outreach to audience
- Evidence of engagement efforts with culturally, socioeconomically, and/or geographically diverse audiences or stakeholders

Management – *30 points*
- Evidence of effective planning and implementation of programs
- Evidence of effective management of financial resources

Appeals Process

PPA Pennsylvania Partners in the Arts (PPA) recognizes that errors may occur in the PPA application process. PPA is committed to acknowledging any errors and responding to rectify the effects of an error. The appeals process enables applicants to identify these errors and omissions and bring them to the attention of the PPA Partner. Appeals to the Board of the designated Partner may result in an increase in the PPA award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. Appeals are awarded only if the error or omission had a substantial effect on the evaluation and assessment of the advisory panel.

Appeals are not intended to provide the applicant with an opportunity to challenge the evaluation and assessment of the advisory panel. Disagreement with the judgment of the advisory panel or the amount of the award is not grounds for an appeal.

Applicants considering an appeal should contact their PPA Partner for advice and guidance. The appeal of an award decision must be made in writing ten business days from the date of the notification of the award from the Partner. Letters of appeal should be addressed to the PPA Partner. The letter should identify the error or omission and the effect such error had on the recommendation of the advisory panel. Partners must immediately forward an appeal to the PCA's PPA Program Director. If the appeal is supported by the Partner, funds will be awarded only if they are available.

About PCA

The Pennsylvania Council on the Arts (PCA) is a state agency under the Office of the Governor. The PCA's mission is to strengthen the cultural, educational, and economic vitality of Pennsylvania's communities through the arts. By leveraging the immense potential of Pennsylvania's arts and cultural sector, the PCA supports jobs, builds community, inspires lifelong learning, promotes the commonwealth nationally and internationally, and sparks innovation. For more information about the PCA, visit arts.pa.gov.

How to apply

STEP 1: READ THIS DOCUMENT.
STEP 2: APPLY ONLINE via Submittable at philaculture.submittable.com.
STEP 3: SUBMIT APPLICATION by February 15, 2022. No hard copies are required.

Need help?

Please contact grants@philaculture.org for questions related to Entry to Program Stream.