

# Community Engaged Project Grant\_CEPG\_FY24\_c2

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## *Rhode Island State Council on the Arts - Individuals*

### *Guidelines and Template Forms*

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Quick links to templates and other resources that may be needed and/or useful for this application.

- Grant Guidelines: English version (PDF) - For reference. Please be sure to review the entire document before submitting your application.
- Evaluation Rubric (PDF) - For reference. This is the rubric panelists will use when evaluating your application.
- Budget Template (Excel).
- Timeline Template (Excel).

### *BEFORE YOU START APPLICATION - ELIGIBILITY QUIZ*

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#### **US Residency\***

Are you a legal resident of the United States with a tax id number (either Social Security number or an Individual Taxpayer Identification Number)? This includes refugees, immigrants, and temporary residents. This does not include people in the country on a tourist visa.

#### Choices

Yes

No

- **If you answered yes**, you are still eligible for this grant program! Continue to the next question.
- **If you answered no**, your project is ineligible for this grant program.

#### **Rhode Island Residency\***

Have you been domiciled in Rhode Island for at least one year at the time of application. This means your home in Rhode Island is your primary residence, and is the address you use for legal forms, state income taxes, car registration, driver's license or state issued id, and voter registration - regardless of whether you own or rent your home.

#### Choices

Yes

No

- **If you answered yes**, you are still eligible for this grant program! Continue to the next question.
- **If you answered no**, your project is ineligible for this grant program.

### Are you 18 years of age or older?\*

#### Choices

Yes

No

- **If you answered yes**, you are still eligible for this grant program! Continue to the next question.
- **If you answered no**, your project is ineligible for this grant program.

### Are you currently enrolled in an arts degree seeking program or attending high school full time?\*

#### Choices

Yes

No

- **If you answered no**, you are still eligible for this grant program! Continue to the next question.
- **If you answered yes**, your project is ineligible for this grant program.

### Is this project initiated and organized by an artist?\*

- This project must NOT be a project of a nonprofit or organization.
- This project must NOT be receiving direct funding from another RISCA grant, or an organization receiving General Operating Support from RISCA.
- This project must be created and implemented by a person or group of people working outside of institutional support and structure.

#### Choices

Yes

No

- **If you answered yes**, you are still eligible for this grant program! Continue to the next question.
- **If you answered no**, your project is ineligible for this grant program.

### ADA compliance:\*

Is your project occurring in an ADA compliant location? ? For more information on what this means, read the physical access section of **this checklist**.

#### Choices

Yes

No

- **If you answered yes**, you are still eligible for this grant program!
- **If you answered no**, your project is ineligible for this grant program.

## *Basic Information*

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### **Preferred Name**

*Character Limit: 150*

### **Pronouns**

What this is and why it matters: <https://www.glsen.org/activity/pronouns-guide-glsen>.

*Character Limit: 15*

### **Project Name\***

Name of Project.

*Character Limit: 100*

### **Project Summary\***

Describe your project in no more than 3 sentences. This summary description will be used in public records, so use language that clearly explains the project.

**Example:** Name Namerson will lead weekly art making days at the Central Library in Warwick, for youth ages 8-12. These making days will include gentle instruction, a wide variety of materials, and space to imagine. These classes will be in the afternoons, and free to all participants and their caregivers.

*Character Limit: 400*

### **Amount Requested\***

Round to the nearest dollar, between \$500 and \$3,000. Note: No partial grants will be awarded, you will either receive the total amount you requested or no grant award.

*Character Limit: 20*

## *Narrative Questions*

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You are invited to submit the answers to the narrative questions in one of three ways: written; audio recording; or videos. If you share your proposal narrative in a video or audio recording keep it simple and to the point. The recording should be just you, describing your proposal and answering the application questions.

Production quality of this recording will not be considered in your review. Just make sure we can hear and understand you and keep editing and post-production embellishment to a minimum – do not include work samples or special effects.

### **Project Description\***

Describe what the project is, when and where it is happening, and who is involved in the project.

Note: Ideal response should be 2 to 4 paragraphs OR an audio or video, no more than 2 minutes in length. Audio or video must be submitted using a YouTube or Vimeo link. If the video or audio is password protected, include the password in the space below.

*Character Limit: 1000*

### **Who It's For/Why\***

Describe the community or group of people you are creating this with, and why it is relevant and important to that community. Be sure to include demographics and geography of your intended audience.

Note: An ideal response is 1-3 paragraphs OR an audio or video file, no more than 2 minutes in length. Audio or video must be submitted using a YouTube or Vimeo link. If the audio or video is password protected, include the password in the space below.

*Character Limit: 1000*

### **Defining Success\***

Describe what a successful project looks like to you and your collaborators, and how you will measure that. Please think beyond numbers of attendees and post event surveys, and keep in mind that we do NOT expect you to spend a large amount of time or funds on evaluation. We recommend thinking about what success is for you, and then figuring out what things indicate that.

Note: An ideal response is 2 paragraphs OR an audio or video file, no more than 2 minutes in length. Audio or video must be submitted using a YouTube or Vimeo link. If the audio or video is password protected, include the password in the space below.

*Character Limit: 1000*

## *Planning & Logistics*

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### **Timeline\***

Provide a timeline for your project. Show all the major steps involved in accomplishing your project including when they are happening and who is doing them. Depending on your project, your timeline might span one month or several months.

Note: Use the **timeline template** provided in "Guidelines and Template Forms" section at the top of this application.

- You must upload your timeline in either excel or PDF format.

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## **Budget\***

Upload your project budget using this **budget template** provided in "Guidelines and Template Forms" section at the top of this application.

Note: Only applications using this budget template will be considered eligible.

- You must upload your template in either excel or PDF format.

*File Size Limit: 2 MB*

## **Please list any in kind donations.\***

This includes donations of time, space, and materials. You do not need to assign these donations a dollar amount. If there is none, just write "not applicable" or "none".

### **Example:**

Rehearsal space, donated by XXXX Organization, 20 hours total.

*Character Limit: 500*

## **What would the RISCA grant funds be used for?\***

Which items in your budget do you plan to spend RISCA grant funds on?

*Character Limit: 500*

## **I understand and agree that RISCA funds will not be used for:\***

- Programs that occur in spaces that are not ADA compliant.
- Capital projects.
- Fundraising expenses.
- Prizes and awards.
- Alcohol and some hospitality expenses.
- Expenses outside of award period.
- Regranting.
- Undergraduate or graduate school activities.
- Religious activities.
- Private functions.

For more details, see the grant guidelines.

## **Choices**

Yes

No

## *Support Materials*

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### **Link to artist website (if available)**

*Character Limit: 2000*

Include up to 10 support materials. Examples of support materials can include: artist resumes/CVs; images/video/audio of work by applicant and/or participating artists; letters of support from community members, past participants, project partners; marketing collateral for past projects.

### **Support Material List\***

Please list each item, and describe it using 1-2 sentences.

*File Size Limit: 2 MB*

### **Support Material One**

Either upload a file, or put a link in the text box.

*Character Limit: 100 | File Size Limit: 2 MB*

### **Support Material Two**

Either upload a file, or put a link in the text box.

*Character Limit: 100 | File Size Limit: 2 MB*

### **Support Material 3**

Either upload a file, or put a link in the text box.

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### **Support Material 4**

Either upload a file, or put a link in the text box.

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### **Support Material 5**

Either upload a file, or put a link in the text box.

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### **Support Material 6**

Either upload a file, or put a link in the text box.

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### **Support Material 7**

Either upload a file, or put a link in the text box.

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### Support Material 8

Either upload a file, or put a link in the text box.

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### Support Material 9

Either upload a file, or put a link in the text box.

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### Support Material 10

Either upload a file, or put a link in the text box.

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## *Who are Your Elected Officials?*

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To look up who your elected officials are, please visit the Rhode Island Secretary of State website:

<https://vote.sos.ri.gov>

1. From the dashboard on the RI Secretary of State website, click **“Find a Polling Place”**.
2. **Next, enter the address** in the fields provided (on the voter website) in which your business address (or that of your fiscal sponsor, if you are using one) is located. This must be a street address and NOT a post office box. Click **“CONTINUE”**.
3. On the next page you will see a list of **“Your Elected Officials”**. Please use this list as reference when answering the question below.

### U.S. Representative\*

Please select your U.S. Congressional District from the list below:

#### Choices

- 1
- 2

## *Assurances*

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The applicant agrees to abide by all the General Terms and Conditions and Assurances as outlined at <http://www.arts.ri.gov/legal>, and has reviewed this information prior to submitting this application. By submitting your application you are agreeing to abide by all of these federal and state terms and conditions if you receive support from RISCA. The applicant understands that all grant applications are considered on a competitive basis. No applicant is guaranteed

funding at any level, even if all basic criteria have been met. Prior funding does not guarantee support in current or future years. The applicant understands that all RISCA grant award programs are contingent upon the availability of funds from the General Assembly of the State of Rhode Island and the National Endowment for the Arts, a federal agency

The applicant will assure that it and any organization assisted by it will comply with Titles I - IV of the Americans with Disabilities Act of 1990 (PL 101-336), as amended, Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., PL 88-352) as amended, Sections 503 & 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Equal Employment Opportunity Act of 1972 (PL 92-261), Rhode Island Executive Order #19, 1977, and where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), to the end that no person in the United States shall, on the grounds of race, color, religion, sex, age, national origin, handicap, or sexual orientation, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the applicant received financial assistance from the Council.

It is understood by the applicant and the Rhode Island State Council on the Arts (RISCA) that RISCA reserves the right to use any text, photographs, audio, or video submitted as part of this application for limited non-commercial educational or promotional use in publications or other media produced, used or contracted by RISCA including, but not limited to: brochures, invitations, newsletters, postcards, websites, etc.

### **Certification\***

The applicant certifies that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of their knowledge, and that the applicant is an eligible individual as specified in the guidelines. The applicant agrees to all above conditions.

### **Choices**

Yes

No