

# Community Engaged Project Grant\_CEPG\_FY26\_c1

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*Rhode Island State Council on the Arts - Individuals*

## *Guidelines and Template Forms*

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Quick links to helpful resources and required templates:

### **Resources:**

- Community Engaged Project Grant Guidelines (PDF) - For reference.
- Evaluation Criteria (PDF) - For reference.

### **Templates:**

- Project Plan Template (Excel) - Required.
- Budget Template (Excel) - Required.
- Work Sample List Template (Word) - Required.

## *Info for RISCA Staff: Eligibility Checklist*

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### **Eligibility Checklist\***

Select all that apply, see grant guidelines for definitions:

#### **Choices**

I am a legal resident of the United States.

I have lived in Rhode Island for more than one year as of the date of this application.

I am over 18 years of age.

I am not currently enrolled in an arts degree seeking program or attending high school full time.

This is not a project of a nonprofit or organization.

This project is not receiving direct funding from another RISCA grant.

This artist is not applying for another RISCA grant at the same deadline.

This project is not receiving direct funding from organization receiving RISCA GOSO funding.

I am not currently receiving a RISCA General Operating Support for Artists grant.

All RISCA funded activity is taking place within the state of Rhode Island.

I am not a RISCA staff or council member, or immediate family of a RISCA staff or council member.

This project is taking place in an ADA\* compliant location.

\* To learn more about what it means to be ADA compliant, click this link to read the NEA's Accessibility: Publications, Checklists, & Resources.

**I will accept partial funding.\***

If my application is not selected for full funding, I will accept partial funding. The minimum award will be 50% of the request or \$1,000, whichever is higher. Note: the answer to this question is NOT seen by the panel and does not impact your score.

**Choices**

YES

NO

***Info for the Panel: LOGISTICS***

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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\***

Please provide a two to five word title of your 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.

*Character Limit: 500***Amount Requested\***

You can request up to \$5,000. Numerals only. Please no decimals, commas or dollar signs.

*Character Limit: 20***When will this project take place?**

Note this project must take place within the RISCA fiscal year July 1 – June 30.

**Project Start Date:\****Character Limit: 10***Project End Date:\****Character Limit: 10*

## Project Location\*

Where will this project take place? Please list the venue name and address (e.g. XYZ Senior Center – Main Street, Providence, RI 02903). If you have not confirmed the location yet, please give us as much information as you can or write “not confirmed”.

*Character Limit: 250*

## Artists / Other People Involved

Are other artists or people involved in this project? If yes, please list them with a one sentence explanation of their role(s).

*Character Limit: 500*

## Intended Participants/Audience (select all that apply).\*

### Choices

Children under 5.  
 Children/Youth (5-18 years).  
 Young Adults (19-24 years).  
 Adults (age 25-64 years).  
 Older Adults (65+ years).  
 Veterans/Military.  
 Communities recovering from trauma or disaster.  
 English Language Learners (ELL). \*  
 Immigrant communities.  
 Individuals below the poverty line.  
 People Experiencing Incarceration/Re-entry.  
 People with Disabilities. \*  
 People from the LGBTQ+ community.  
 Rhode Islanders without permanent residence (i.e. unhoused).  
 Rural populations.  
 BIPOC/ALAANA communities.  
 Other Population/Community (please list below).

### Other (please list).

If you checked "Other Population/Community" above, please list below.

*Character Limit: 250*

\* **English Language Learners (ELL)** - People whose primary language is not English and need support in learning English.

\* **People with Disabilities** (Includes people with cognitive, social/emotional, and/or physical disabilities.)

## UPLOAD: Project Plan (saved as PDF).\*

Provide a project plan for your project.

- Download the **RISCA CEPG/MAG Project Plan template**, using the link located at the top of this application under Guidelines and Forms.

- 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 plan might span one month or several months.
- Once the RISCA CEPG/MAG Project Plan form is completed, save in PDF format. Then click below to upload and attach the project plan to your application.

*File Size Limit: 5 MB*

### **Metrics for Success (check all that apply).\***

What are the goals of this project, and what will you be measuring? Please select all that apply, note that your project should NOT have all of these as goals.

#### **Choices**

Number of participants.

Specific learning goals for the participants.

Change in the way participants/attendees think about or perceive things.

Satisfaction of participants.

Artistic growth by the creators.

Other #1 - if applicable

Other #2 - if applicable

#### **Other # 1 (if applicable)**

Briefly describe what you plan to measure.

*Character Limit: 250*

#### **Other # 2 (if applicable)**

Briefly describe what you plan to measure.

*Character Limit: 250*

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

- Capital improvement projects, like the construction or renovation of buildings or major permanent equipment purchases.
- Addressing, eliminating, or reducing existing debt or for contributions to an endowment fund.
- Development or fundraising, such as social events or benefits or any fundraising expenses.
- Entertainment and hospitality, including expenses for activities such as receptions, parties, galas, etc. Specific costs that have a core programmatic purpose and are included in your budget may be allowable.
- Prizes and awards for an event, person, and/or organization.
- Regranting the funds to other artists or organizations through an application or award process.

- Activities that are associated with a graduate or undergraduate degree program or for which academic credit is received.
- Applications for projects that proselytize or promote religious activities, or which take place as part of a religious service.
- Programming, performances, and exhibitions unavailable and/or inaccessible to the public. This includes programming that occurs in a space that does not comply with the Americans with Disabilities Act.
- Expenses incurred or activity happening outside of the award period.

### Choices

YES

NO

### UPLOAD: Project Budget (saved as PDF).\*

All applications must include their Project Budget using the official **RISCA CEPG/MAG Budget Template**.

- Download the project budget template using the link located at the top of this application under Guidelines and Forms.
- Please use the notes section in the budget form to explain your project income and expenses related to this project. Be specific about hourly or daily rates for artists and other key members involved. Project income must equal project expenses. For help completing the budget, check out this video.
- Once the project budget form is completed, save in PDF format. Then click below to upload and attach the project budget to your application.

*File Size Limit: 5 MB*

## *Info for the Panel: ARTISTIC VIBRANCY & IMPACT*

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### How is art central to this project?\*

*Character Limit: 500*

### How will the artist/s provide a positive and purposeful experience for the participants?\*

*Character Limit: 1000*

### How does this project provide access to or engage underserved communities as identified by the NEA?\*

Refer to the intended participants/audiences the applicant identified under "Logistics."

*Character Limit: 1000*

**UPLOAD: bio/resume/cv of artist(s) involved (saved as PDF).\***

If there is more than one artist involved, combine the bio, resume or cv from each artist into one single PDF before uploading.

*File Size Limit: 5 MB*

**Link: Artist website, if available.**

*Character Limit: 2000*

**Link: Artist social media, if available.**

*Character Limit: 2000*

**Link: Creative Ground profile, if available.**

*Character Limit: 2000*

**UPLOAD: Work Samples List (saved as PDF).\***

Please describe each piece of art, including the title, year, medium, any additional technical details, and 1-3 sentences of context about the piece and how it is meant to be experienced. You must use the template.

*File Size Limit: 5 MB*

**Link: Documentation of up to 3 work samples.\***

- Please share up to three work samples showing the artist(s) involved in the project have experience relevant to this project. This may include images, video, audio, and/or writing. Pieces of art include, but are not limited to: a short film; a graphic novel; a dance; a painting; a piece of jewelry; a song; a sculpture; a performance in a public place; a poem; a class/lesson/workshop you taught or work of your students; or a quilt.
- You may submit a maximum of: 10 images; and 10 minutes of video; and 10 minutes of audio; and up to 20 pages of writing.
- Note: All files must be in a Google Drive folder, open to everyone with the link or link and password.

*Character Limit: 2000*

**Password to Google Drive folder, if necessary.**

If you do not want to make Google Drive folder password protected, open the folder in Google Drive. In the top right corner, click "Share". Click "Get shareable link" in the top right of the "Share with others" box. To choose whether a person can view, comment, or edit the file, click the Down arrow next to "Anyone with the link."

*Character Limit: 20*

## *Info for the Panel: COMMUNITY ENGAGEMENT*

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### How does this project incorporate active, two-way, and meaningful engagement with the participants?\*

*Character Limit: 1000*

### UPLOAD: Testimonial (saved as PDF).\*

This can be quotes, a short testimonial, or some other statement from a person or people who has experience with this program, organization, or the artist(s).

*File Size Limit: 5 MB*

## *Info for RISCA Staff: CONGRESSIONAL DISTRICT*

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### U.S. Representative District (select 1 or 2).\*

To look up your congressional district:

- Visit the United States House of Representatives Find Your Representative page: <https://www.house.gov/representatives/find-your-representative>
- Enter your zip code. If necessary, enter your street address.
- Select the district below, it will be either 1st Congressional district or 2nd Congressional district of Rhode Island.

### 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 <https://rules.sos.ri.gov/regulations/part/220-30-00-13>, 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.

All data, documentation, and material prepared and submitted by the grantee for the fulfillment of the grant contract will remain the property of the grantee. RISCA reserves the right to reproduce grantee products for educational, promotional, and noncommercial purposes, both electronically and in print.

### **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

### **Signature\***

Please enter your full name.

*Character Limit: 250*

### **Today's Date\***

*Character Limit: 10*