

State of Illinois  
Bruce Rauner, Governor

Illinois Arts Council Agency  
Shirley R. Madigan, Chairman  
Rhoda A. Pierce, Vice-Chairman  
Tatiana Gant, Executive Director



# **Summer Youth Employment in the Arts**

**GUIDELINES AND APPLICATION**

**Fiscal Year 2017**

**Deadline: January 13, 2017**

**Summer Youth Employment in the Arts**  
**Table of Contents**

PROGRAM DESCRIPTION .....3

GUIDELINES.....3

    Eligibility Requirements .....3

    General Information .....3

    Request Amount.....4

    How to Apply.....4

    Deadline .....5

    Application Components .....5

REVIEW CRITERIA AND PROCESS .....7

    Evaluation Criteria .....7

    Review Process .....8

NOTIFICATION AND COMPLIANCE.....8

    Notification .....8

    Final Report .....8

    Resources .....9

## **PROGRAM DESCRIPTION**

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.

Grant requests for Fiscal Year 2017 are for employment opportunities occurring between May 15, 2017 and September 15, 2017.

## **GUIDELINES**

### **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 2015 or 2016.
- Be compliant with all Fiscal Years 2015 and 2016 IACA requirements.
- Have no record of penalties or forfeiture of IACA grants from Fiscal Years 2015 through 2017.
- Submit all FY17 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 [Resource Section](#) for link to current rates).
- Students may only participate in one IACA supported position per year.
- Grant recipients must comply with Illinois state employment laws.
- Activities that occur before May 15, 2017 or after September 15, 2017 will not be supported with IACA funding.

### **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.

### **Request Amount**

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

### **Cash Match Requirement**

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.

### **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.

## **Deadline**

The deadline for the FY2017 SYEA Program is January 13, 2017. Applications must be successfully submitted to the IACA's eGrant system by 11:59 pm CST.

## **Application Components**

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 instructions go to the [Using eGrant section](#) of the IACA website.

The electronic form includes:

### **Applicant Information**

Under this tab provide contact information for applicant organization

### **Project Information**

Under this tab provide:

- Dates for the project
- Application attachments

All attachments for which a template is not provided must:

- Not be handwritten.
- Have at least a 1" margin.
- Use black, 12-point or larger font size.
- Have sequentially numbered pages.
- Not be typed in all capital letters.
- Not be photo reduced.
- Have the applicant organization's name and the attachment title (e.g. Narrative) on the upper right corner of each page.
- Adhere to page limits.
- Be saved as PDF files.

The following attachments must be uploaded:

### ***Application Narrative***

In no more than two pages that addresses the following topics. Clearly indicate each topic with a bold heading.

- List the student employee's specific responsibilities. Indicate if the jobs are artistic, administrative, or both.
- Describe the application and selection process for student employees, and how the opportunity will be promoted.

- Specify the potential benefits for the student employees involved in this program and how their jobs will lead to personal growth and skill attainment.
- Identify the organization's supervising staff and qualifications and detail how they will guide and mentor the student employees.
- Specify where the activities will take place.
- 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 and labeled: Organization name\_SYEA\_Narrative

***Proof of Illinois 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 and labeled: Organization name\_SYEA\_NFP.pdf

**Project Budget**

Under this tab provide:

- Costs for each student employee
- Costs for supervisor(s)
- Additional project costs
- IACA Grant Request amount
- Cash Match amount and source(s)

Listed below are descriptions of specific line items which directly correspond to the numbered line items in the Project Budget.

***Project Expenses***

1-4. Student Employee 1-4

- The IACA will support up to 20 hours per week per student.
- The stipend offered must be no less than the Illinois minimum wage.
- The requested amount for any single student employee can be no more than \$3,000.
- The amounts listed on the IACA Request Line and Applicant Cash Match Lines for each student must equal the total cost as listed: hours per week x hourly wage x number of weeks.

5. Project Supervisor

- Staff salaries attributed to time spent with the student employees or in preparation may be used to cover the cash match.

- Total amount listed on Applicant Cash Match Line must equal the total cost as listed: hours per week x hourly wage x number of weeks.
6. Project Expenses
    - Overhead expenses related to the project (i.e. materials or additional employee associated costs) may be used to cover the match.
    - Expenses must relate directly to the student employees' job responsibilities.
  7. Total IACA Request
    - The combined total of IACA Request Lines 1-4
    - Applicants may request no more than \$6,000 total.
  8. Total Applicant Cash Match
    - The combined total of Applicant Cash Match Lines 1-4 (if any listed) plus Project Supervisor and additional Project Expenses on Lines 5 and 6
    - Must meet or exceed Total IACA Request on Line 7
  9. Total Projected Expenses
    - The combined total of line 7, the IACA Grant Request, and line 8, the Sponsor Cash Match

***Projected Income***

10. IACA Budget Request
  - Must equal Line 7
11. Applicant Cash Match
  - Must equal Total Applicant Cash Match on Line 8
12. Total Projected Income
  - Total Projected Income must equal the Total Projected Expenses on Line 9

**Certification**

Under this tab certify eligibility and application content.

**Submit**

Under this tab submit application to the IACA's eGrant system.

**REVIEW CRITERIA AND PROCESS**

**Evaluation Criteria**

- Meaningful responsibilities that support personal growth and specific skill attainment.
- Clearly defined promotion, application process, and method for selecting student employees with skills that align with proposed responsibilities.

- Training, guidance, and mentoring plan for the student employee 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.

### **Review Process**

The application is received and assigned an application number that will be used in future communication regarding that application.

IACA staff reviews the application based on the review criteria 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.

## **NOTIFICATION AND COMPLIANCE**

### **Notification**

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.

### **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.

## Resources

- Illinois Child Labor Law (employment of workers under 16 years of age):  
<http://www.illinois.gov/idol/Laws-Rules/FLS/Pages/child-labor-law.aspx>
- Employment certificates for minors:  
<http://www.illinois.gov/idol/Laws-Rules/FLS/Pages/Employment-Certificates-Minors.aspx>
- Work permits for minors and other FAQ:  
<http://www.illinois.gov/idol/FAQs/Pages/child-labor-faq.aspx>
- Minimum wage:  
<http://www.illinois.gov/idol/Laws-Rules/FLS/Pages/minimum-wage-rates-by-year.aspx>
- Hiring Summer Interns: 101  
<http://sbshrs.adpinfo.com/adp-hr-newsletter-hiring-summer-interns-101>

---

For specific information on this program, contact:

**Encarnacion Teruel, Program Director**

**Phone: 312-814-6753, Email: [encarnacion.teruel@illinois.gov](mailto:encarnacion.teruel@illinois.gov)**

For general information about the IACA contact:

Illinois Arts Council Agency

James R. Thompson Center

100 West Randolph, Suite 10-500

Chicago, IL 60601-3230

312/814-6750

1/800/237-6994 Toll-free in Illinois

Email: [iac.info@illinois.gov](mailto:iac.info@illinois.gov)

Web site: [www.arts.illinois.gov](http://www.arts.illinois.gov)

Visit the [Illinois Arts Council Board Members](#) page on [Appointments.Illinois.Gov](http://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, sexual harassment, national origin, ancestry, citizenship status, disability, age, order of protection status, marital status, pregnancy, arrest record, military status, and unfavorable discharge from military service. Any individual who has been subject to such discrimination may file a complaint. Call the Illinois Arts Council Agency at 312/814-6750 or TTY 1-888-261-7957 and the Illinois Department of Human Rights at 312/814-6200 or TTY 312/263-1570.

**Individuals, who are blind or have low vision or have learning impairments, may obtain assistance regarding Illinois Arts Council Agency applications and written materials by contacting the IACA ADA/504 Access**

**Coordinator:**

**Encarnación M. Teruel**

**(312) 814-6753**

**[Encarnacion.Teruel@illinois.gov](mailto:Encarnacion.Teruel@illinois.gov)**

**TTY: (888) 261-7957**

---