



What: Community Engaged Project Grant.

Who: Artists that live in Rhode Island, and are over the age of 18.

What: To create art projects that are directly engaged with non- or new- artists.

Amount: \$500 to \$3,000

Grant Summary

RISCA Community Engaged Project Grants (CEPG) provide grants of up to \$3,000 in support of arts and culture projects that are directly and actively engaged with Rhode Island residents. Projects must be artist instigated and organized, outside of institutional support and structures. Open to projects of all arts disciplines, from artists of all levels, these experiences should welcome non- or new- artists to engage in making, experiencing, or learning about art as an active participant. The project should directly benefit the public in Rhode Island and/or engage a specific Rhode Island community. A deep impact on a small number of people is equally as valuable as an event that many people attend.

We know for many applicants this is their first time writing a grant or this may be the only grant they apply to. For that reason, RISCA provides application support through grant workshops, one-on-one meetings, and drop-in office hours. Support from RISCA staff people extends beyond the grant application itself! In addition to being available throughout the application period to support you in developing your proposal, the Individual Artists Program Director will be in contact once you've received your award notification to provide advice and ideas.

For more information on what support opportunities are currently available, visit the RISCA website: <https://risca.online/>.

Meet RISCA's Individual Artists Program Director, Mollie Flanagan.

Mollie is available to help you with your application!



Mollie Flanagan (she/her) is the Individual Artists Program Director at RISCA. She manages and oversees the agency's support for artists, including grants, programs, and services. After a decade long career as a lighting designer, stage manager, and production manager for a wide variety of performing arts, Mollie went to grad school for arts entrepreneurship and management. During grad school, she discovered a love for artist services – supporting individual artists in making art and making a living. She joined the RISCA staff in February 2017, and currently lives by the river in Central Falls. She is now a hobby crafter – knitting, crocheting, and making things out of cement (small planters, mostly). You can reach her by email at mollie.flanagan@arts.ri.gov.

Who is eligible to apply for this program?

To be eligible, you must:

- Be 18 years of age or older.

- Not currently be enrolled in an arts degree seeking program or attending high school full time.
- Have 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.
- Be 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.

I have a disability – what kind of assistance can Mollie provide me with my application?

Applicants who need assistance completing an application should contact Mollie in advance of the deadline. Mollie can provide – or arrange for the provision of – whatever assistance you require. For individuals with disabilities for whom writing a grant is prohibitive, Mollie can arrange for transcription support if an applicant discloses their needs. Please contact Mollie at least three weeks prior to the deadline.

Large print guidelines available here: [LINK](#).

I'm not comfortable writing or communicating in English – what kind of assistance can Mollie provide me with my application?

Applicants who need assistance completing an application should contact Mollie in advance of the deadline. Mollie can arrange for the provision of translation support for your application. We recommend you notify Mollie at least three weeks prior to the application deadline as we work with outside translation services.

Before I even think about applying for this grant, what are the TWO most important things I need to know?

1. First, Mollie is here to help you with your application – it is a big part of her job. Your email will not annoy her but please understand that it might take her a bit to respond since she will have many requests from other applicants.
2. Second, read these grant guidelines at least twice before contacting Mollie as they will answer 95% of your questions and save you both time. That way you can spend your time together focusing on your project and your application.

What are the deadlines for this program and time periods for what they fund?

The deadline to apply for Community Engaged Project Grant program is 11:59 pm on:

- **April 1.** This deadline supports projects occurring between July 1 and December 31. For applicants applying at the April 1 deadline, award notification might not occur until after July 1, as we are prohibited from making award announcements until one week after the state budget for the fiscal year (which starts July 1) is passed.
- **October 1.** This deadline supports projects occurring between January 1 and June 30th.

If a deadline falls on a weekend or holiday, the revised deadline will be 11:59 pm on the next business day. Late or incomplete applications will not be reviewed. Note that the application portal closes at 11:59pm, so you must hit submit before that time for your application to be considered.

This is called the Community Engaged Project Grant – but how does RISCA define a project?

RISCA defines a project as a discrete set of connected activities with a defined beginning and an end. Projects may be one-time events like a festival, show, or exhibition, or a defined series of events such as a roster of classes or series of performances. Projects with multiple components must show that there is a cohesive theme connecting the components together.

What are examples of the kind of projects does this grant program typically fund?

The kinds of things this program funds are broad, so it can be as responsive as possible to what communities want or need over time. Core to all funded programs is a connection and value to the community being engaged with, fulfilling RISCA’s charge to facilitate a meaningful cultural life for all Rhode Island residents. This grant is for projects that actively engage non- or new-artists as a participant and take place outside of a traditional arts space.

- **Example One:** 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.
- **Example Two:** Three artists will collaborate to create an interactive performance, featuring dance, music, and spoken word. This piece will be performed in Kennedy Plaza and is about how Providence residents use transit. Creation will include observation and interviews of folks using the transit hub, and the performance will be engaging, short, and created with a non-captive audience of folks that will be moving around in mind.
- **Example Three:** Screen printing in the park! People of all ages will be invited to bring blank anything (posters, t-shirts, canvas bags) to screen print under the guidance of artist Name Namerson. Name will provide templates that celebrate the history of the city of Woonsocket, and the state of Rhode Island. This will happen on three Saturdays over the summer, in River Island Art Park.

What other rules do I need to know about the Community Engaged Project Grant for Individuals program?

- **The maximum grant award in this category is \$3,000.** You can apply for any amount between \$500 and \$3,000 – we strongly encourage you to apply for the LEAST amount of funding you need to do this project. Money is limited, and we want to be able to support as many artists as possible. No partial grants will be awarded – meaning you will either receive the full amount you apply for or no funding.
- **Only one application per grant deadline per grant program.** An individual may only submit one application per grant deadline to the Community Engaged Project Grant program. You may only receive one CEPG per fiscal year, and if you are a current recipient of the Artist GOS grant you are ineligible to apply.
- **If you receive a grant, you must credit RISCA on all marketing materials.** Grants awarded by RISCA are provided by the Rhode Island State General Assembly and the National Endowment for the Arts, a federal agency, on behalf of the residents of Rhode Island. For that reason, awardees must credit RISCA on all printed material where funders and supporters are listed and on all printed programs (see *I got a grant award! What do I do now?* section for more details).
- **All RISCA grant awards are contingent upon the availability of funds from the Rhode Island State General Assembly and the National Endowment for the Arts.** Sometimes delays in passing the state budget will delay grant award notifications and processing of grant payments – we can't award grants if we don't know for sure we will have funds.
- **Grant applications are considered on a competitive basis.** Your application may meet all the eligibility criteria and be incredibly meaningful. But remember that there are anywhere between 40-70 other applications in an application cycle that are also amazing! Because of the many high-quality projects, panels *always* wish to award more grant awards than they are able with the funds they have – this is one reason applicants who apply for the support for the same project year after year may not always receive a grant award, and that the grant award amounts may vary in amount cycle to cycle.
- **The project must be artist-instigated and implemented.** This project can NOT be part of a nonprofit or business's operations or projects. This project must be taking place outside of the support and structure of a larger, more formal entity. You CAN receive in-kind donations from formal entities (like donated rehearsal space or materials), but the project must not be a program of the other entity. The applicant must be the primary force behind the project, though we actively invite groups of artists/collaborators to apply under a lead applicant.
- **This project may not receive other funding from RISCA in the same fiscal year.** There cannot be another application to support this project or aspects of this project through another RISCA granting program.
- **All project activities must take place within the state of Rhode Island.**

What can I use my grant award for? And what CAN'T I use my grant award for?

If you receive a grant award, it can be used for expenses related to your project and its

production or presentation, as well as marketing and accessibility efforts. This includes paying any artists or arts administrators involved for their time, including the applicant. You will use the grant for the expenses you planned for in the budget you submitted. We understand that this budget is just a plan, and that you may spend the funds in slightly different ways. This is ok, you just need to inform Mollie once your program is complete.

There are many things your grant awards cannot be used for. Because RISCA grants out money from the National Endowment for the Arts, we are obligated to follow these rules set forth by the NEA. Expenses that cannot be covered by your grant award:

- **Programs that occur in spaces that are not ADA compliant.** Persons with disabilities have the right to access all RISCA-funded programs. Section 504 of the Rehabilitation Act states, in part, that “no otherwise qualified person with a disability ... shall solely by reason of their disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

It is the applicant’s responsibility to ensure that all programs and facilities meet or exceed Americans with Disabilities Act (ADA) standards and are accessible to all. Rhode Island arts facilities, and the managers of arts projects in Rhode Island, must make their programs as accessible as possible to the widest number of people and work to remove barriers that may block accessibility. This includes addressing the structural, programmatic, communication and attitudinal barriers that keep people with disabilities from fully participating in arts programs. For more information, visit the NEA website: <https://www.arts.gov/accessibility/accessibility-resources/publications-checklists/accessibility-planning-and-resource> . If your facilities do not meet any one of the standards of the ADA, you are not in compliance and may be ineligible for RISCA funding.

- **Capital projects.** The construction or renovation of buildings or additions to buildings, with the exception of accessibility improvements to cultural facilities.
- Any **fundraising** expenses – like creating rewards for a Kickstarter or hosting a fundraising event for any purpose.
- **Prizes and awards.** You may not spend funds on a prize or award for another event/person/organization.
- **Alcohol and some Hospitality Expenses.** Purchase of alcohol with grant funds is strictly prohibited. You may not spend funds on any other food or beverage unless it is integral to the opportunity – please contact Mollie with specific questions. You may not spend grant funds on hospitality, travel, or food and beverage expenses if it was not described in the budget you submitted with your application.
- **Expenses outside of award period.** Your grant award can’t be used to cover expenses incurred or activities occurring outside of the funding period, either July 1 through December 31, or January 1 through June 30.
- **Regranting funds.** You may not use these grant funds to support grants to other artists or organizations through an application or award process.

- **Undergraduate or graduate school activities.** You may not use these grant funds for activities which are part of a graduate or undergraduate degree program, or for which academic credit is received.
- **Religious activities.** You may not use these grant funds for projects that proselytize or promote religious activities, or which take place as part of a religious service.
- **Private functions.** You may not use these grant funds for any programming that is not available/accessible to the general public.

Who makes grant award decisions at RISCA?

Because RISCA is a state agency granting out taxpayer funds, RISCA staff does NOT make any funding decisions: panels of Rhode Island residents do. This is great news for applicants! RISCA staff is available to answer questions and help applicants with their applications.

A typical review panel is made up of five people reviewing no more than 30 applications. This means in most cycles we have 2-3 different panels making grant award decisions for CEPGI. The panel is made up of five people:

- A minimum of two panel members will be BIPOC individuals (see definition in glossary).
- A minimum of one panel member will be a practicing artist (see definition in glossary).
- Two panelists will be people that are not directly engaged in the arts ecosystem – what the National Endowment for the Arts calls laypeople.

RISCA is committed to a peer review process that provides fresh and diverse input from an ever-changing field. In addition, RISCA will consider age, gender, disability, sexual orientation, geography, discipline of arts experience, relationship to arts and culture (e.g. being an artist, arts administrator, or arts enthusiast), and other factors when curating its application review panels. A panelist can serve on a review panel three times over the course of a three years – which encompasses 6 grant cycles. Panelists cannot serve on a panel in the same grant program during the three-year period. This ensures a changing and diverse array of individuals evaluating our grant applications and guarantees that panels are different every grant cycle.

Serving as a grant panelist is a fantastic way to learn about RISCA’s grantmaking process, as well as how to write grants in general. If you are interested in serving on a grant panel, please fill out this form. We can’t guarantee that we can accommodate your request because of our commitment to panel diversity, but we are always looking for new panelists. Panelists receive a small stipend of \$250 for their time and expertise.

How are grant applications evaluated by a panel?

You can view the full rubric grant panelists use to score your application here: [LINK](#). The three review criteria are:

Community Impact and Engagement (50%)

- Project incorporates active, two-way, and meaningful engagement with the participants.

- Project has a clearly defined target audience, and estimated participation is reasonable.
- Project has direct and deep relevance to the creative experience and/or cultural heritage of that community.
- Creates opportunities for all Rhode Island residents to participate in the arts, particularly persons in under-resourced geographic communities, and/or historically and/or continuously marginalized populations.
- This project directly relates to and serves residents of the state of Rhode Island.

Feasibility/Likelihood of Success (25%)

- The application clearly states:
 - what will be done.
 - when and where things will take place.
 - why the project should be supported with public funds.
 - how the applicant will go about organizing, managing, and evaluating the project.
- Budgets are clear, detailed, and accurate; the planned allocation of funds supports project goals.
- There is evidence that what is proposed is achievable by the applicant, on their own or in partnership with others. In the absence of past experience, information is provided that helps make a convincing case that this project will succeed.

Artistic Vibrancy and Intention (25%)

- Demonstrates ability to provide an excellent and intentional experience for the participants.
- This artist or group of artists can provide relevant and respectful engagement with the identified community.
- Project directly supports creation of art by, for, and with a specific community.
- Project provides opportunities to participate in art experiences that are either not available or currently difficult to access for the identified audience.
- Demonstrates a likelihood of a compelling and successful community-based project using the applicant's artistic approach and process.

What are the steps in the decision-making process for grant awards?

There are 12-steps in RISCA's decision-making process for CEPG grant awards:

- **STEP 1: Mollie assembles the grant panels starting prior to the grant deadline.** While this starts prior to the grant deadline, it often continues after the grant deadline once it is clear how many applications have been received, how many are eligible, and how many panels are needed.
- **STEP 2: You submit your application by the grant deadline.** Once the application deadlines pass, no alterations or additions may be made to your application.

Applications are reviewed by the grant panel based on the contents of your application only.

- **STEP 3: Mollie reviews applications and makes sure they are eligible.** Mollie reviews each application for compliance with eligibility and submission requirements. If Mollie detects any issues, she may contact applicants for more information.
- **STEP 4: RISCA staff provides orientation and training to panelists.** Panelists don't receive the applications they are to review until they complete a two-part panel training: the first part focuses on implicit bias; the second part focuses on the logistics of being a panelist, including a review of the applications and rubrics.
- **STEP 5: Mollie sends all eligible applications to the panel(s).** If more than one panel is needed, Mollie uses a randomization process to randomly assign applications to panels.
- **STEP 6: The panel(s) review and score their assigned applications.** Using the evaluation rubric for the program, panelists have typically between 4-6 weeks to review applications and score each application prior to their in-person panel meeting. We estimate that the panelists spend approximately 30 minutes reading and scoring each application.
- **STEP 7: Panel(s) meet for an all-day Panel Review and make funding recommendations.** The panel then meets in person at RISCA offices or via Zoom to discuss each application. Panels typically spend between 10-15 minutes discussing each application. After each discussion, panelists have the option of privately updating their scores. Mollie facilitates the discussion but does not participate in or influence the discussions. She and another RISCA staff person take notes during the panel to share with applicants later. At the end of the day, the panel is shown a spreadsheet that displays the applicants and their total panel scores (meaning the combined total of each panelist's scores on a given application) in descending order. Using their rankings as a guide, panelists make funding recommendations.
- **STEP 8: Mollie writes panel comments for each applicant.** Based on the panel's discussion, Mollie provides feedback for each applicant on their application, including ways applicants can make improvements for future applications. Whether or not an applicant is recommended for a grant, they will have the option of meeting or having a call with Mollie to discuss the panel comments and ways to improve their applications.
- **STEP 9: RISCA's Governing Council reviews and approves panel recommendations.** Mollie presents the panel's award recommendations to the Governor-appointed Council that oversees RISCA. They are responsible for reviewing and approving panel's recommended grant awards.
- **STEP 10: Applicants are notified as to whether or not they have received a grant award!** For applicants applying at the April 1st deadline, they will be notified about their grant award status one week after the state budget is signed by the Governor. This is a moving target – in an ideal year, the state budget will pass the legislature and be signed by the Governor in late June, with notifications happening around the first week of July. While you can of course reach out to Mollie and ask her the status of your April 1st application, her answer will typically be “you will be notified approximately one week after the Governor signs the state budget.”

- **STEP 11: Awardees will thoroughly read and sign their grant award agreements, AND register with Ocean State Procures (if necessary).** We cannot process your grant payment until you are an approved vendor of the State of Rhode Island (by registering with Ocean State Procures) with an approved W-9 form and you have signed your grant agreement form. Once those things are completed, applicants can assume it will take anywhere between 4-8 weeks to receive their grant payment. In many cases, grant funds may not be received prior to the start of a project. Applicants should be aware of this possibility and plan their cash flow accordingly.
- **STEP 12: Mollie will reach out to applicants and see if they want to discuss their panel comments.** This is totally optional – you are also welcome to reach out Mollie before she contacts you!

How do I apply for this grant and what things do I need to have to complete the application?

Community Engagement Project Grant for Individuals applications must be submitted online via <https://www.grantinterface.com/Home/Logon?urlkey=artsrischolarship>. You can view a PDF of the application form here: LINK.

While working on your application, you will want to gather the following materials to submit along with your application.

- **Support materials showing how this project is meaningful to your community.** This can be letters of support from community partners or valued members of the community; a document with quotes from past or current participants in the project; or anything else that is a testimonial from community members or partners outside of your project demonstrating why this project is important to the community being engaged.
Remember: the panel is reading up to 30 applications – keep your support materials targeted to what you want panelists to see, hear, and know.
- **Support materials showing how the artist(s) or culture-bearer(s) involved in the project that have experience relevant to this project.** These can be videos, images, resumes, short bios, CVs, resumes, or links to audio or video files, etc. Due to limitations on file size, we don't recommend uploading audio or video files directly to the grant system. Instead upload files to outside services like Vimeo, YouTube, or SoundCloud then share that link in the support materials box in your RISCA online application.
Remember: the panel is reading up to 30 applications – keep your support materials targeted to what you want panelists to see, hear, and know.

I've received a grant award! Now what do I do?

Congratulations! First things first, you will want to sign the grant agreement form and register with Ocean State Procures (ADD LINK TO VNDOR QUICK START GUIDE?) as soon as possible so we can start processing your grant payment. Once completed, your grant payment may take between 4-8 weeks to receive. Read your **Grant Award Email** thoroughly, as it will have instructions on how to register with Oceans State Procures and how to upload your W-9 to the state payment system.

Other things you will need to do:

- **You must acknowledge RISCA support** in a prominent manner in all materials and announcements, both audio and visual, related to the grant program. Grant recipients must also display, in a prominent manner, the RISCA logo in association with that acknowledgment. Further detail regarding acknowledgment can be found at <https://risca.online/grants/public-acknowledgment/>.
- **You must submit a brief final grant report to RISCA via the online grant system and have a one-on-one half hour call or meeting with Mollie.** All grantees are required to submit a brief final report and have a one-on-one half hour call with Mollie no later than the July 31 following the grant funding period. Mollie will reach out to applicants in December and June about scheduling calls, but you are also welcome to reach out to Mollie to arrange a time. You will not be able to apply for another RISCA grant if you have an overdue final report.
- **You must keep records of receipts and expenditures related to the funding.** You should be prepared to make your records available to RISCA if requested by RISCA. All grantees are subject to periodic audit or review by RISCA or the State of Rhode Island and must retain fiscal records for a period of seven (7) years following the grant period.
- **You must notify Mollie of any significant changes in your project.** Any changes must be reported to RISCA within two (2) months of the change.
- **The grant must be used exclusively for the purposes specified in the Grant Agreement.** Any alternative use of funds needs to be cleared by Mollie in advance in writing (by email), or the grant funds must be returned.
- **RISCA reserves the right to use any submitted materials for promotional purposes.** This includes any text, photographs, audio, or video submitted as part of funded grant applications 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.

What is Ocean State Procures, and how do I register?

All Rhode Island State Council on the Arts (RISCA) grant award recipients need to have an approved vendor profile in the Rhode Island OCEAN STATE PROCURES (OSP) system. This new online registration system is used by the State of Rhode Island for any vendor of the state, not just those working with or receiving grant awards from RISCA. **Use the Vendor Self-Registration Quick Start Guide** (<https://www.ridop.ri.gov/documents/vendor-self-registration-quick-start-guide.pdf>) for complete details on to fully register and create a login to access your secure Vendor Portal at <http://ridop.ri.gov/vendor-registration/>. Please note this is a 2-step process:

1. **Create Vendor Profile** - After completing Quick Start Guide step 6 “submit registration”, your login credentials and the login link will be emailed to you (with the subject line: “Welcome to WebProcure!”).

2. **Upload W-9** - Once you have registered (including uploading a new W-9) and been approved by OSP, RISCA can process your award payment.

What if I don't want my grant award because circumstances have changed and/or I can't complete the project?

Before deciding to decline your grant award due to changing circumstances or any other reason, we recommend you reach out to Mollie to see if you can accomplish your project with some modifications. If you do decide to decline your award, this is totally fine to do so. It will have no bearing on future grant applications you might submit to RISCA. You will send an email to Mollie indicating your desire to decline your award, and she will assist you.

Glossary

Practicing Artist - A person that intentionally creates or practices art in any discipline that:

- Has specialized training in the artistic field from any source, not necessarily in formal academic institutions.
- Is committed to devoting significant time to artistic activity, as is possible financially.
- Is or is working towards earning some portion of their income from their art.
- Disciplines include, but are NOT limited to: musician, painter, poet, choreographer, teaching artist, ceramicist, storyteller, performer, playwright, sculptor, photographer, wampum artist, printmaker, animator, cartoonist, textile and fashion designer, and filmmaker.

Rhode Island residency: Have 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.

BIPOC: Black, Indigenous, and People of Color. <https://www.merriam-webster.com/dictionary/BIPOC>