



**Creative Youth Workforce Development Grant**  
**Notice of Funding Availability (NOFA)**

NOFA Posted On: November 20, 2024

Grant Applicant Workshop: December 5, 2024

NOFA Questions: December 12, 2024

Grant Application Closes: January 10, 2025, 11:59 p.m. PT

Contact: Melissa Cirone, Grants and Program Manager, Office of Arts and Culture

Part I: GRANT INFORMATION

## **Background on the Creative Youth Workforce Development Grant**

As part of its American Rescue Plan Act (ARPA) framework for Creative Youth Workforce Development, the City of Sacramento's Office of Arts and Culture (OAC) is launching its 2025-26 Creative Youth Workforce Development Grants. On February 15, 2022, City Council allocated \$10 million and approved the ARPA framework and funding priorities for the Arts and Creative Economy. \$1.25 million of these funds are for Creative Economy-focused youth workforce development.

To provide support for organizations with different levels of experience and capacity, two different grant categories will be offered and funding awarded to Sacramento-based nonprofit cultural organizations and for-profit creative businesses to create high impact training and work readiness experience for youth and young adults ages 16-24.

### **Grant Categories**

- **Creative Youth Workforce Pilot Grants** Up to seven grants of \$75,000 each will be awarded to organizations with some level of experience in youth workforce training who are piloting a more formal creative youth workforce program.
- **Creative Youth Workforce Program Grants** Up to three grants of \$220,000 each will be awarded to organizations with a strong existing youth workforce development program that they are planning to scale and will be sustainable after the end of the grant period.

### **Grant Program Overview**

OAC will provide grants for programs that provide youth workforce readiness, training, apprenticeship or pre-apprenticeship opportunities, skills development, placement services and/or coaching and mentoring in the creative economy.

*Grants must be dedicated towards creative economy subsectors that represent high growth potential and/or reflect Sacramento's unique strengths and industry opportunities.*

The grant awards will aid communities that sustained negative impacts due to COVID-19. Programs must be designed to provide services to youth in the [US HUD qualified census tracts](#), US HUD adjacent and/or the [Sacramento Opportunity Zone](#).

THE OBJECTIVES of the Creative Youth Workforce Development program are to:

- Invest in the development and expansion of high-quality programs offered by organizations that can demonstrate significant experience, industry connections and student placement rates in high potential areas of the creative economy.
- Invest in the broader ecosystem of service providers who offer exposure to creative industries employment opportunities.
- Provide productive opportunities for youth engagement and create pathways to future employment opportunities in growing industries.

To be eligible for a Creative Youth Workforce Development grant, an Applicant must submit a grant application outlining how the Applicant will use the funding to implement youth and young adult training and internship programs in one of the four priority areas listed below. Applicants may be non-profit organizations or creative businesses that are ready to administer pathway internships, apprenticeships, pre-apprenticeships, and training for a minimum of five (5) youth and young adults for \$75,000 pilot grants or a minimum of twelve (12) youth and young adults for \$220,000 grants.

### **Priority Pathways**

In 2023, OAC commissioned a report on high-growth potential subsectors of the creative economy, tailored to Sacramento's diverse creative economy strengths. Broadly, this study identified four pathways to be cultivated and that would provide opportunities in training and development for our workforce. Before applying, applicants are encouraged to review the [report](#), *Sprout to Growth: Potential Pathways for Growing Sacramento's Creative Economy*.

Creative businesses and organizations in the following creative fields that are piloting or growing youth workforce programs are encouraged to apply:

- Media Production – production of traditional, digital, and experiential media, including long and shortform film/video content, video games, extended reality, and music production.
- Design – micro-customized design, including specialties in fashion, interior, sustainable, and industrial design and innovation.
- Experience Creation – creativity in the fields of hospitality/event technology and music festivals.

- Civic Innovation – innovation in civic life, including architecture, public service infrastructure, planning, health technology, and educational technology.

Professional pathways in these fields include:

- Motion picture & video production
- Fashion design and production
- Industrial and sustainable design
- Visual effects and animation
- AR/VR & immersive experiences
- Game design
- Web and UX design
- Sound, music, and new media production

### **Participant Eligibility**

Program participants must be individuals ages 16 – 24 years of age and residents of the City of Sacramento. Priority should be given to youth who:

- May have difficulty finding internship, apprentice, or employment opportunities.
- Reside in a low- or moderate-income household.
- Reside within a Qualified Census Tract.

### **Grant Amounts**

\$75,000 grants will be awarded to organizations that are piloting a creative youth workforce training program.

\$220,000 grants will be awarded to organizations that have established youth training programs in the one or more of the four priority areas listed above and can demonstrate experienced industry-specific leadership and training providers and proven connections to job placement.

The grants will be awarded based on a number of qualifying factors, including but not limited to the total number of applicants, completeness of an application, expense eligibility under federal regulation, and the organization's annual operating budget.

### **ELIGIBLE APPLICANTS**

An Applicant must meet the minimum requirements outlined below:

1. An Applicant must be located and operate training facilities in the City of Sacramento, and primarily serve youth and young adults living in the City.
2. An Applicant must be a nonprofit organization or a registered for-profit creative business. Government entities, schools, colleges, and universities are not eligible to apply.
3. If an Applicant is a non-profit organization, it must be registered as a charitable trust with the California Attorney General: Registry of Charitable Trusts, and the California Secretary of State: Registry of Charitable Trusts. Registry verification search tool must show that the organization's registry status is "current."
4. If an Applicant is a non-profit organization, the organization must provide evidence of tax-exempt status pursuant to Section 501(c)(3) of the Internal Revenue Code.
5. If an Applicant is a non-profit, the organization must have been in existence for at least one full year with non-profit status prior to June 30, 2024, and be able to provide budget and program information beginning July 1, 2023, if requested.
6. If an Applicant is a for-profit business, the business must have been in existence for at least one full year prior to June 30, 2024 and be able to provide budget and program information beginning July 1, 2023, if requested.
7. An applicant must maintain a business address in the City of Sacramento.
8. An applicant must have professional staff devoted to training and mentoring youth.
9. An applicant cannot discriminate in violation of any state or federal law, including laws that prohibit discrimination based on race, color, sex, creed, religion, age, marital status, ancestry, medical condition, disability (including HIV and AIDS), sexual orientation, or gender identity.
10. An Applicant must meet the City's requirements for general liability insurance (\$1 million per occurrence). Proof of insurance must be provided prior to executing a grant agreement.

11. An Applicant must be registered as a supplier with the City of Sacramento prior to executing a grant agreement. Please [register as a supplier](#).
12. An Applicant must have a [Business Occupancy Tax Certificate](#) or exemption prior to executing a grant agreement.
13. An Applicant must disclose other Coronavirus Relief Funds received from the City (e.g. a loan through the City's Small Business Loan Program), or other grant funds received from the City or other government agencies (e.g., PPP or EIDL).
14. Grant recipients are required to work with the City staff throughout the grant process, and all grant funds must be expended by no later than October 31, 2026.

For Creative Youth Workforce Program Grants, applicants must additionally provide:

1. Data-supported case demonstrating that the applicant's industry represents a high potential area for creative economy growth.
2. Minimum two-year history of providing classes, training, workshops, and/or internships to youth ages 16-24.
3. Strength of organizational leadership including recognition in the field.
4. Letters of support from industry contacts that demonstrate strong creative industry connections and pathways to future employment or growth opportunities
5. Current programs that demonstrate breadth and depth of training opportunities for youth, including paid internships and apprenticeships.
6. Detailed plan for scaling the work beyond the grant period.
7. Ability to demonstrate that program meets industry standards for industry credentialing or certification (or other generally established benchmark for the field) and curriculum for learning.

## **INELIGIBLE APPLICANTS**

Youth serving organizations that have received project grant funds (including Capital Region Creative Corps grants) from the Office of Arts and Culture in 2023 and 2024 are ineligible to apply. This does not include Cultural Arts Award (CAA) or American Rescue Plan Act (ARPA) general operating support.

## **Required Activities**

A grantee shall use the funds to complete the following:

For all grants:

- Participants – The grantee will be responsible for recruiting eligible program participants between the ages of 16-24 to participate in an internship, pre-apprenticeship, apprenticeship, or training in Creative Economy Workforce Program.
- Training – The grantee will be required to provide the necessary training for participants to succeed in their internship or apprenticeship programs. The training must be relevant to the placement and must be related to creative economy activities in high impact industries.
- Internships & Employment – The grantee must engage as interns or employ at least 5 individual for Creative Youth Workforce Pilot Grants and 12 for Creative Youth Workforce Program Grants. Program participants must earn at least \$16.00 per hour and be employed for at least 15 hours per week (based on an average number of hours for the duration of the grant to accommodate school year and summer break availability).
- Reporting – The grantee will be required to provide quarterly reports. The grantee must collect and report on the information listed below:
  - Number of youth participating in the program
  - Number of youth enrolled in job training programs
  - Number of hours spent in job training programs
  - Number of youth participating in summer programs
  - Number of youth participating in non-summer or full year programs
  - Total and average wage and hours worked of participants

For Creative Youth Workforce Program grants:

- Wraparound Services – The grantee or its subgrantee will be required to provide or participate in wrap-around services for youth participating in the Creative Youth Workforce Development Program. Wrap-around services include but are not limited to the following:
  - Conduct intake and needs assessments.

- Provide weekly coaching sessions.
- Provide regular check-ins with employer to gauge success, identify needs, and respond to challenges.
- Provide transportation support.
- Support the acquisition of work documents (ID, Driver’s License, etc.).
- Provide job readiness preparation (work etiquette, conflict resolution skills, professional attire consultation).

**Payment Disbursement**

Grant funds will be disbursed as follows:

1. 50% once the agreement is fully executed with an approved budget.
2. 40% with evidence that initial funds paid have been expended (paid invoices and receipts provided) or incurred (signed contracts with vendors or subcontractors, rental agreements, payroll records) and approved mid-term report.
3. 10% reimbursement for final expense with proof that all previous funds have been expended and with approved final narrative and budget report.

**Questions and Accommodations**

All questions regarding this solicitation must be submitted in writing to [artgrants@cityofsacramento.org](mailto:artgrants@cityofsacramento.org). All questions must be submitted no later than **December 12, 2024, at 4:00 p.m. PT.**

Answers to all questions submitted by the deadline will be posted **on December 15, 2024, at 4:00 p.m. PT** on the OAC website.

**Applicants’ Workshop**

A workshop for prospective applicants will be held on **December 5, 2024**. This meeting will be recorded, and a link made available for viewing. [Zoom Registration Link](#). Applicants with questions about the application or their eligibility are encouraged to attend the live presentation.

**Timeline**

Activity	Estimated Date
NOFA Published	November 20, 2024



NOFA Information Session	December 5, 2024
NOFA General Question Deadline	December 12, 2024
General Question Answers Published	December 15, 2024
Application Period	November 20 – January 10, 2024
Application Submission Deadline	January 10, 2024, 11:59 pm PT
Application Review Period	1 month from Application Submittal Deadline
Award Notification and Grant Agreement Execution	1 month from Application Review Period
Anticipated Grant Term	12 month for \$75,000 Pilot Grant 18 month for \$220,000 Program Grant

The City reserves the right to modify the dates listed above at its discretion. Schedule changes will be issued via addendum through the City's online application portal.

Part II: APPLICATION PROCESS
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### **Application Instructions**

Completed grant applications must be submitted no later than January 10, 2025, at 11:59 p.m. PT. Grant applications must be submitted electronically via the OAC's [Submittable grant portal](#). The City will not accept mailed or emailed versions of the application.

- No extensions will be granted
- Incomplete applications will be considered ineligible and will not continue to panel review.
- Separate applications must be completed for both the \$75,000 Creative Workforce Pilot Grant and the \$220,000 Creative Workforce Program Grant.
- An Applicant can only receive one grant.

The following information and materials must be submitted for all Applicants:

1. Application Questionnaire – Complete a grant application questionnaire.

2. Budget for use of funds
3. ATTACHED W-9 Form (PDF) which identifies applicants' current business address, EIN, and dated with a signature of authorized representative.
4. ATTACHED proof of current certificate of Good Standing (PDF) with the California Secretary of State.
5. FOR NONPROFIT ORGANIZATIONS ONLY, additional ATTACHED proof of current certificate of Good Standing (PDF) with the California Department of Justice.
6. Biographies of staff leadership and individuals providing training (no more than two pages).
7. Financial statement representing organization's 2023 fiscal year. (Nonprofit organizations with annual revenue of \$50,000 or more must submit a copy of their IRS Form 990 for fiscal year 2023.)

Complete and eligible applications will be reviewed by a review panel. The panel will review all applications individually in advance and then meet to discuss and score the applications.

Based on the panel scores, staff will recommend grant award amounts. Due to the limited funding available, Applicants are not guaranteed to receive grant funding.

### Review Criteria

After determining that an Applicant and the Applicant's program meet the minimum requirements to be eligible to receive funding, the panel shall score applications and supporting materials using the Evaluation Criteria in the rubric.

### Review and Scoring Rubric

<b>Review Criteria:</b> <b>Organizational Capacity and Accountability (30 pts)</b>	Does not meet/minimally meets expectations for this criterion	Satisfactorily meets expectations for this criterion	Meets and exceeds expectations for this criterion
<b>Demonstrates ability to carry out the program through:</b>			
Employment of experienced staff and training personnel to implement and monitor the program to ensure it is meeting intended goals and outcomes	1-3	4-7	8-10
Well-managed resources and evidence of financial sustainability	1-3	4-7	8-10

A detailed marketing and recruitment strategy to reach the intended population.	1-3	4-7	8-10
<b>Review Criteria: Diversity, Equity, Inclusion, and Accessibility (DEIA) (20 pts)</b>	Does not meet/minimally meets expectations for this criterion	Satisfactorily meets expectations for this criterion	Meets and exceeds expectations for this criterion
Provides training programs that center the identity and experiences of BIPOC, LGBTQIA+, youth and young adults with disabilities, or other marginalized communities	1-3	4-7	8-10
Experience working with the City's disadvantaged and low-income communities, in particular the prioritized communities listed in Grant Program Overview	1-3	4-7	8-10
<b>Review Criteria: Program Impact (30 points)</b>			
Provides a training plan and structure that creates a pathway to workforce readiness	1-3	4-7	8-10
Demonstrates an innovative approach to training in a priority pathway	1-3	4-7	8-10
Has capacity to sustain youth employment or industry contacts to support external youth employment	1-3	4-7	8-10

<b>Review Criteria: Industry Expertise (20 points)</b>	Does not meet/minimally meets expectations for this criterion	Satisfactorily meets expectations for this criterion	Meets and exceeds expectations for this criterion
Demonstrates technical and artistic skill, production value, educational impact and/or	1-3	4-7	8-10

service impact as demonstrated by work samples			
Produces products or events that highlight the Sacramento region's reputation for innovation and cultural relevance	1-3	4-7	8-10

**Additional Criteria for \$220,000 Workforce Readiness Grants ONLY (60 points)**

Provides evidence of a plan to provide wraparound services to program participants	1-3	4-7	8-10
Demonstrates that identified industry represents a high potential area for creative economy growth	1-3	4-7	8-10
Strength of organizational leadership, demonstrated through biography and recognition in the field and letters of support from industry contacts	1-3	4-7	8-10
Current programs demonstrate the breadth and depth of training opportunities for youth already in place	1-3	4-7	8-10
Includes detailed plan for scaling work beyond the grant period	1-3	4-7	8-10
Demonstrates that program meets industry standards for credentialing or certification and curriculum for learning	1-3	4-7	8-10

**Grant Agreement**

All grant recipients must execute a grant agreement with the City. The applicant is responsible for reading and understanding the grant agreement's terms and conditions prior to applying. Any exceptions to the grant agreement must be noted in the applicant's proposal narrative and may be a basis for non-award.

**Grant Agreement Requirements**

To sign an agreement with the City of Sacramento, the grant recipient must meet the following conditions.

1. Must possess an active City of Sacramento Business Operations Tax (BOT) Certificate.
2. Must comply with the applicable City of Sacramento's Commercial General Liability, Automobile, Workers Compensation, and Professional Liability Insurance requirements.
3. Must comply with California law regulating employment of minors, including work permits for minors under 18 and allowable working hours.

### **Reporting Requirements**

Additionally, all grant recipients must comply with the following reporting requirements:

1. Mid-term Report. In advance of a second payment, the grant recipient shall provide the City with a detailed and properly documented invoice that must include both a completed narrative survey (template provided by OAC) and an accounting of costs already incurred in sufficient detail for the City.
2. Final Report. As a condition of receiving final payment, the grant recipient shall provide the City with a written report (template provided by OAC) on the authorized activities and a closeout report documenting all costs incurred for the project.

### **Close-out Report**

All grant recipients shall provide a final closeout report from the grantee within thirty (30) days of program completion. The closeout report must demonstrate quantitative and qualitative evidence of successful efforts benefitting the community; outline all completed grant activities as proposed in the original scope or executed modifications; and include materials provided to the public such as marketing pieces, video, and photographs, where applicable.

The closeout report must also include all the following: 1) an itemized list of all expenditures of ARPA funds; 2) the name of each subrecipient of ARPA funds; 3) the amount of each subaward of ARPA funds; 4) a copy of each grant subaward agreement between the grantee and a subrecipient of ARPA funds; 5) a statement explaining how the ARPA funds were used, including information about programming type distribution, geographical distribution of programming, and the number of people served; and 6) any

other information that the City may request to demonstrate that the ARPA funds were used solely for activities in accordance with the ARP Act. Grantee shall include a statement in the closeout report that identifies all items listed that do not apply. If any of the items listed above are inapplicable, the closeout report must state that they are "not applicable" and provide a detailed explanation.

With the closeout report, the grantee shall also provide a certificate that the grantee used the ARPA funds solely for activities authorized under the ARP Act.

### **Part III: MISCELLANEOUS**

#### **Allowable Costs and Indirect Costs**

All costs of any program must be reasonable. No applicant shall claim any indirect cost recovery of more than 10% of the direct program costs (unless the grantee has negotiated a higher indirect cost rate with the federal government).

All grantees shall track grant money as a standalone project, activity code, or assigned project to prevent the commingling of other expenses not related to the grant.

#### **Amendments**

The City reserves the right to revise or amend any part of this Notice of Funding Availability (NOFA) by issuing an addendum up to the due date/time for submittal. If necessary, due to the revisions or amendments, the due date for applications may be postponed.

#### **Public Records**

All applications and application materials are public records. All information received from an application, whether received in connection with a grant application or in connection with any grant funded activities performed, will be disclosed upon receipt of a request for disclosure pursuant to the California Public Records Act. Application scores may also be disclosed. Submission of an application gives the City permission to use it for training purposes in future workshops.

#### **Records Retention**

Grant recipients, as applicable by award amount, shall maintain records of all matters related to the grant agreement including:

1. General ledger and subsidiary ledgers used to account for the receipt of grant funds and the disbursement of grant funds.
2. Budget records for 2024, 2025, and 2026, as applicable.
3. Payroll, time records, human resources records to support costs incurred for payroll expenses related to this grant.
4. Contracts and subcontracts entered, and all documents related to such contracts.
5. Grant subaward agreements and all documents related to such awards.
6. All documentation of reports, audits, and other monitoring of contractors, subcontractors, the grantee, and subrecipients.
7. All documentation supporting the performance outcomes of contracts, subcontracts, grant subaward agreements, and this agreement.
8. Receipts of purchases made related to this grant.
9. All internal and external email/electronic communications related to the use of grant funds.
10. All other pertinent records sufficient to reflect all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this grant agreement, and all other matters covered by this grant agreement.

### **Rejection of Applications**

The City of Sacramento may, at its discretion, determine not to award any grant in response to this request or to negotiate with any grantee in any manner necessary to serve the best interests of the City. No applicant shall receive any compensation for preparing a grant application.

### **Right to Audit**

The City and the United States Department of the Treasury's Office of the Inspector General ("OIG") retain the right to review all records and always request an independent audit of this grantee's financial records during and up to five years after the final payment is made and the grant is complete. If an audit is conducted, the grantee must provide access to personnel, personal documents, facilities, financial documents, and any other pertinent documents as part of the audit process.

If it is determined that a grant recipient expended funds in a manner inconsistent with this policy or the terms of the grant award, the grantee shall return the funds to the City within 60 days of a demand from the City.