

Creative Youth Workforce Development Grants Frequently Asked Questions

The following FAQ is compiled from questions received from potential applicants for the Creative Youth Workforce Development Grants. If your question is not answered below, please feel free to reach out by email at artgrants@cityofsacramento.org before the grant deadline.

For onsite support, drop by at our Office Hours Session, to be held on Wednesday, December 18th from 1:00 pm to 3:00 pm at City Hall, Room 1119.

May I apply for both the program and project grant?

Yes, you may apply for both but, remember, these are separate applications and each needs to be completed and submitted by the deadline. Most applicants will be suited to one or the other so ONLY apply to both if you feel that you can carry out each program at the maximum level of excellence.

May I receive both grants or only one?

You may only receive one grant. Program grants will be reviewed first. If you are recommended for this grant funding your project grant will not be reviewed by the grant panel unless you decline the program grant and only wish to be reviewed by the panel for project grants.

How does an organization prove they are a creative for-profit business?

Your organization or business will need to provide evidence of status when filling out the initial eligibility survey in the application. You will need to upload screen shots of your filing status with the CA Secretary of State and provide financial documents that verify your type of business.

Can you provide a list of eligible zip codes where participating youth must live?

We do not provide zip code lists. We ask that every applicant reviews the eligible neighborhoods and zip codes and highlights specifically where they will market their programs and where their current participants live. We know that no map can adequately capture the individual experiences of every participant so we ask that

applicants demonstrate their ability to provide adequate outreach to support youth and young adults from historically marginalized communities.

Can you tell me which pathway our organization should apply under?

We can't determine everyone's eligibility by profession or industry but we do offer guidance by outlining preferred pathways in the guidelines. If you feel that your business falls into one of the four guidelines, it is up to you to determine how you demonstrate your fit. We encourage all applicants to read the *Sprout to Growth* report located on the Office of Arts and Culture website.

The guidelines mention that participants must earn at least \$16 per hour and be employed for at least 15 hours per week. However, the exact duration over which these hours must be averaged is not explicitly stated. Could you clarify the expected number of weeks for this requirement, particularly if the program will span both the school year and summer months?

We did not specify the duration of the program because we want businesses and organizations to determine what works best for their type of training. Not all workforce training is alike. Some may benefit by shorter, more intensive training and other programs are suited to a longer time frame. Every applicant should explain what they have chosen and why it works best for them, if they include 1) minimum number of participants, 2) minimum payment of \$15 per hour, and 3) minimum of 15 hours of paid employment per week. The expectation for this program is that youth are involved in ongoing training rather than just a short term, workshop-like program.

Can funds be used to buy and rent equipment and spaces?

This program assumes that an organization already has adequate space for training and equipment necessary for doing business. If, however, a case can be made for additional training space or specific equipment to aid youth workforce learning, some funds can be used for this purpose. We do not expect that to be a substantial portion of the grant.

For tax purposes, if a grant is awarded, is the money awarded taxed or does the organization have to claim it on their taxes?

The City of Sacramento does not weigh in on tax liability. We suggest applicants discuss this with their business manager or accountant for advice.

When trying to open the guidelines on the website, I received a 404 error message. What should I do?

We periodically check all links to be sure they are open and available and currently there is no problem with the guideline's links. We suggest changing your web browser, restarting your computer, or, if necessary, asking someone else who is not experiencing the problem to download for you. If you experience other issues, contact our offices immediately. If there are any issues with the Submittable platform, you will need to contact the Submittable help desk during their posted office hours. As always, we encourage applicants to save all their application answers offline to ensure that text is not lost in case you forget to save your drafts.

Would students funded by this program be strictly restricted to age 16 and up? Is an age waiver possible assuming a school principal signs off that the student is ready to participate?

For this grant program, newly enrolled youth must be at least 16 years of age. If your program currently serves younger students, you do not need to discontinue their training, but under the City agreement, they will not be able to be paid or supported with grant funds.

The grant guideline mentions four distinct fields for workforce development: Media production, design, experience creation and civic innovation. This applicant has flexibility to cover industrial design skills as well as experience creation. In this case can the applicant submit two applications?

No, an applicant cannot submit two applications in one grant category for different expertise. They would have to choose in which category their strongest program lies. To be competitive, applicants should lead with the primary industry in which they are most closely aligned.

Will you be selecting applicants with the highest scores, or will multiple pathways be considered when awards are made?

For the most part, the highest scoring applicants will be recommended for awards. The panel will, however, have some discretion, if scores are relatively close, to award a grant in a pathway that has not been represented. The goal of this program is to best serve the youth of our community and give them multiple pathways for future employment.

For organizations applying for the \$220,000 program grants, how detailed should the plan be for scaling the program beyond the grant period. Should future or additional funds be listed?

The more detailed the information provided, the better. Plans for scaling the program are strengthened if there is a realistic plan for targeting new funding sources or already secured funding sources available.