File No. 100532

Committee Item No. 2
Board Item No. 4

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: City Operations & Neighborhood Ser. **Date:** May 24 2010

Board of Supervisors Meeting **Date** 6/8/10

Cmte	Board	
☐	☐	Motion
☒	☒	Resolution
☐	☐	Ordinance
☐	☐	Legislative Digest
☐	☐	Budget Analyst Report
☐	☐	Legislative Analyst Report
☒	☒	Ethics Form 126
☐	☐	Introduction Form (for hearings)
☐	☐	Department/Agency Cover Letter and/or Report
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☒	☒	Grant Budget
☐	☐	Subcontract Budget
☐	☐	Contract/Agreement
☐	☐	Award Letter
☐	☐	Application
☐	☐	Public Correspondence

OTHER **(Use back side if additional space is needed)**

☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	

Completed by: Victor Young **Date** May 20, 2010
Completed by: Victor Young **Date** 5/26/10

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

[Accept and Expend Grant - National Endowment for the Arts Learning in the Arts Program for the San Francisco Arts Commission's WritersCorps Program - $60,000]

Resolution authorizing the San Francisco Arts Commission to retroactively accept and expend a grant in the amount of $60,000 from the National Endowment for the Arts Learning in the Arts Program for general operating support for WritersCorps.

WHEREAS, The award-winning WritersCorps program of the San Francisco Arts Commission celebrated its 15th anniversary in 2009 teaching creative writing to 450 San Francisco's at-risk youth in public schools, detention facilities, libraries and after-school programs each year by placing professional writers in these community settings; and

WHEREAS, WritersCorps publications also in 2009 received the New York Public Library's Best of Teen Books award and was featured in the *New York Times Review of Books;* and

WHEREAS, this WritersCorps grant from the NEA does not require an ASO amendment, and;

WHEREAS, WritersCorps has received a grant award from the National Endowment for the Arts to help support teaching artists working in community settings; now therefore be it

RESOLVED, That that the Board of Supervisors allows for the retroactive accepting and expending of this awarded NEA grant to the Arts Commission, with a grant cycle of 7/1/09-6/30/10, waiving inclusion of indirect costs in the grant budget; now, therefore, let it be

Further RESOLVED that the Arts Commission's request, which has been funded, be carried out in accordance with all grant requirements and may be spent and reported upon accordingly.

Recommended: _____

Department Head: Luis R. Cancel, Director of Cultural Affairs

Approved: _____

For Mayor Gavin Newsom

Approved: _____

Controller

File No.__100532_____

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
(S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information *(Please print clearly.)*	
Name of City elective officer(s): Members, SF Board of Supervisors	City elective office(s) held: Members, SF Board of Supervisors

Contractor Information *(Please print clearly.)*	
Name of contractor: Myron Hardy, Neela Banerjee, Carrie Leiser-Williams, Richard D'Elia	
Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary. These are independent contractors and are not part of an organization or company.	
Contractor address: Myron Hardy: 1435 1st Avenue, #8; Oakland, CA 94606 Neela Banerjee: 2752A Folsom Street; San Francisco, CA 94110 Richard D'Elia: 2197 Golden Gate Avenue, #A; San Francisco, CA 94118	
Date that contract was approved: **August 3, 2009** **0803-09-192:** Motion for the Director of Cultural Affairs to enter into contract with the following teaching artists to work in the WritersCorps program for 2009-2010: Milta Ortiz, $37,000, Cindy Je, $37,000 Myron Michael Hardy, $37,000, Martha Aracely Gonzalez, $37,000 Judith Tannenbaum, $59,000, Neelanjana Banerjee, $33,000 Carrie Leilam Love, $33,000, Richard D'Elia, $33,000	Amount of contract: Myron Hardy: $37,000 Neela Banerjee: $12,000 Rick D'Elia: $8,720
Describe the nature of the contract that was approved: These two individuals will teach creative writing to San Francisco youth.	
Comments: An additional $2,280 of the $60,000 contract will be used for postage and delivery, and the purchasing of office supplies.	

This contract was approved by (check applicable):

☐ the City elective officer(s) identified on this form

☐ a board on which the City elective officer(s) serves San Francisco Board of Supervisors
Print Name of Board

☐ the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

_____
Print Name of Board

Filer Information *(Please print clearly.)*	
Name of filer:	Contact telephone number:
Address:	E-mail:

_____ _____
Signature of City Elective Officer (if submitted by City elective officer) Date Signed

_____ _____
Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk) Date Signed

Office of the Mayor
City & County of San Francisco

Gavin Newsom

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: For Mayor Gavin Newsom
RE: Accept and Expend Grant – National Endowment for the Arts Learning in the Arts Program for the San Francisco Arts Commission's WritersCorps Program
DATE: May 4, 2010

Dear Madame Clerk:

Attached for introduction to the Board of Supervisors is the resolution authorizing the San Francisco Arts Commission to retroactively accept and expend a grant in the amount of $60,000 from the National Endowment for the Arts Learning in the Arts Program for general operating support for WritersCorps.

I request that this item be calendared in the City Operations and Neighborhood Services Committee.

Should you have any questions, please contact Starr Terrell (415) 554-5262.

100532

1 Dr. Carlton B. Goodlett Place, Room 200, San Francisco, California 94102-4641
gavin.newsom@sfgov.org • (415) 554-6141

SAN FRANCISCO ARTS COMMISSION

GAVIN NEWSOM
MAYOR

LUIS R. CANCEL
DIRECTOR OF
CULTURAL AFFAIRS

PROGRAMS

CIVIC ART COLLECTION
CIVIC DESIGN REVIEW
COMMUNITY ARTS
& EDUCATION
CULTURAL EQUITY GRANTS
PERFORMING ARTS
PUBLIC ART
STREET ARTISTS LICENSES

ARTS COMMISSION GALLERY
401 VAN NESS AVENUE
415.554.6080

WWW.SFARTSCOMMISSION.ORG

ARTSCOMMISSION@SFGOV.ORG

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Luis Cancel, Director of Cultural Affairs

DATE: April 27, 2010

SUBJECT: Accept and Expend Resolution for Subject Grant

GRANT TITLE: National Endowment for the Arts Learning in the Arts Program

Attached please find the original and 4 copies of each of the following:

_x_ Proposed grant resolution; original signed by Department, Mayor, Controller

_x_ Grant information form, including disability checklist

_x_ Grant budget

_x_ Grant application

_x_ Grant award letter from funding agency

___ Other (Explain):

Special Timeline Requirements: ***Please expedite approval of these materials.***

Departmental representative to receive a copy of the adopted resolution:

Name: Robynn Takayama Phone: (415) 252-2598

Interoffice Mail Address: 25 Van Ness Ave., Suite 240, SF, 94102

Certified copy required Yes ☐ No ☒

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

CITY AND COUNTY OF
SAN FRANCISCO

25 VAN NESS AVE. SUITE 240. SAN FRANCISCO, CA 94102 TEL. 415.252.2590 FAX 415.252.2595

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective March 2005)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **National Endowment for the Arts Learning in the Arts Program**

2. Department: **San Francisco Arts Commission**

3. Contact Person: **Rachelle Axel** Telephone: **415.252.2564**

4. Grant Approval Status (check one):

   [x] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: **$60,000**

6a. Matching Funds Required: **$60,000**
b. Source(s) of matching funds (if applicable): **SF Library, California Arts Council**

7a. Grant Source Agency: **National Endowment for the Arts**
b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:

The San Francisco WritersCorps will place 3 professional writers in 3 underperforming public schools to teach creative writing to 300 at-risk youth. 75% of students will improve their writing skills. With reduction of funds, WritersCorps has reduced the number of students, sites and teachers to reflect the NEA award. WritersCorps youth and teachers will perform during the year at bookstores, art spaces and community settings. They will also produce site-based books, braodsides, 'zines, and multimedia presentations. WritersCorps youth and teachers will also perform at local venues.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

   Start-Date: **7/1/09** End-Date: **6/30/10**

10a. Amount budgeted for contractual services: **$60,000**

b. Will contractual services be put out to bid? **Yes they were.**

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? **Yes**

d. Is this likely to be a one-time or ongoing request for contracting out? **One-time.**

11a. Does the budget include indirect costs? [ ] Yes [x] No

b1. If yes, how much? $

b2. How was the amount calculated?

c. If no, why are indirect costs not included?
[x] Not allowed by granting agency [ ] To maximize use of grant funds on direct services
[ ] Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments:

****Disability Access Checklist*****

13. This Grant is intended for activities at (check all that apply):

[x] Existing Site(s) [x] Existing Structure(s) [x] Existing Program(s) or Service(s)
[ ] Rehabilitated Site(s) [ ] Rehabilitated Structure(s) [ ] New Program(s) or Service(s)
[ ] New Site(s) [ ] New Structure(s)

14. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: E. SAN SAN WONG
(Name)

Date Reviewed: 28 April 2010

Department Approval: ELEANOR SAN SAN WONG Director of Grants + Human Resources.
(Name) (Title)

(Signature)

Revised Project Budget

OMB No. 3135-0112
Expires 11/30/10

Application number (pre-award changes): 08-804356 or Grant number (post-award changes):

1. Applicant (official IRS name/mailing address):

San Francisco Arts Commission
25 Van Ness Ave, Suite 240
San Francisco, CA 94102

2. Period of Support Requested
(Use 2-digit numerals, e.g., 01/01/06 for Jan. 1, 2006):

	Starting		Ending		
07	01	09	06	30	10

3. Revised Project Description. If it is necessary to revise your project, clearly describe how the recommended grant and matching funds would be spent. Give a justification for the change (e.g., reduced amount of funding recommended as conveyed by the Endowment).

The San Francisco WritersCorps will place 3 professional writers in 3 underperforming public schools to teach creative writing to 300 at-risk youth. 75% of students will improve their writing skills. With reduction of funds, WritersCorps has reduced the number of students, sites and teachers to reflect the NEA award. WritersCorps youth and teachers will perform during the year at bookstores, art spaces and community settings. They will also produce site-based books, braodsides, 'zines, and multimedia presentations. WritersCorps youth and teachers will also perform and present a panel at the Association of Writers and Writing Programs annual conference in Denver, CO in lieu of travel to Sante Fe, NM.

4. Project Budget Summary:

Amount Recommended (see accompanying memo)	Plus "Total match for this project"	Must equal "Total project costs"
$ 60,000	+ $ 173,500	= $ 233,500

5. Authorizing Official (Last, first): Cancel, Luis R. (Check one) ☒ Mr. ☐ Ms.

Title: Director of Cultural Affairs

Telephone: (415) 252 - 2591 ext. **Fax:** (415) 252 - 2595 **E-Mail:** luis.cancel@sfgov.org

Signature of Authorizing Official: X Luis R. Cancel **Date:** 04/17/09

6. Project Director (Last, first): Heller, Janet (Check one) ☐ Mr. ☒ Ms.

Title: WritersCorps Project Manager

Telephone: (415) 252 - 2546 ext. **Fax:** (415) 252 - 2595 **E-Mail:** janet.heller@sfgov.org

Project Budget

Income

7. Total match for this project. Be as specific as possible. Asterisk (*) those funds that are committed or secured.

Cash (refers to the cash donations, grants, and revenues that are expected or received for this project.)	Amount
* Department of Children, Youth and Their Families	75,000
* San Francisco Public Library	61,500
California Arts Council	12,000
Lurie Foundation	25,000
Total cash a. $	173,500

In-kind (these same items also must be listed as direct costs under "Expenses" below.)

Total in-kind b. $

Total match for this project (a. + b.) $ 173,500

Revised Project Budget

OMB No. 3135-0112
Expires 11/30/10

Expenses

8. Direct costs: Salaries and wages (Do not include salaries associated with fund raising.)

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount
Project Manager	1	75,000	30	22,500
Project Associate	1	50,000	30	15,000

Total salaries and wages a. $ 37,500

Fringe benefits **Total fringe benefits b. $** 5,625

Total salaries, wages, and fringe benefits (a. + b.) $ 43,125

9. Direct costs: Travel (Include subsistence.)

# of travelers	From	To	Amount
5 youth (& staff)	Airfare from San Francisco	Denver	1,750
	Lodging		1,650
	Transportation		800
	Meals		900

Total travel $ 5,100

10. Direct costs: Other expenses (such as consultant and artist fees, contractual services, telephone, utilities, photocopying, postage, supplies and materials, publication, distribution, transportation of items other than personnel, rental of space or equipment, etc.)

	Amount
Artist Fees for WritersCorps (3 @$900 per week x 40 weeks)	108,000
Training Coordinator ($75 per hour x 400 hours	30,500
Photographer in Residence ($50 per hour x 250 hours)	12,500
Supplies (journals, pens, books, art supplies, paper)	4,500
Books and subscriptions for teaching library	1,100
Food for youth poetry readings ($154 each x 13 readings)	2,000
Artist honorarium for readings	4,000
Graphic design and printing for flyers, announcements, programs	4,250
Phone/Fax	1,000
Design for site publications	3,500
Printing for site publications	4,500
Copy editor for site publications	525
Events coordinator	1,500
Website maintenance and updates	3,500
Video and photo documentation	3,000
T-shirts for youth	900

Total other expenses $

11. Total direct costs (8.+9.+10.) $ 185,275

12. Indirect costs (if applicable, attach federal rate negotiation agreement):

Federal Agency: **Rate (%)** x **Base** = $ 0

13. Total project costs (11. + 12.) $ 233,500

GRANTS.GOV

Grant Application Package

Opportunity Title:	NEA Learning in the Arts for Children and Youth, FY2009
Offering Agency:	National Endowment for the Arts
CFDA Number:	45.024
CFDA Description:	Promotion of the Arts Grants to Organizations and Indiv
Opportunity Number:	2008NEA01LITA
Competition ID:	NONE
Opportunity Open Date:	01/09/2008
Opportunity Close Date:	06/09/2008
Agency Contact:	Learning in the Arts Specialists: Dance, Music, Opera: brandenburg@arts.gov or 202/682-5044 Literature, Media Arts, Musical Theater, Theater:

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

*** Application Filing Name:** San Francisco Arts Commission

Mandatory Documents

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

Application for Federal Domestic Assistance-Sho
NEA Supplemental Information
NEA Organization & Project Profile
Attachments

Optional Documents

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

Instructions

1. **Enter a name for the application in the Application Filing Name field.**

- This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
- You can save your application at any time by clicking the "Save" button at the top of your screen.
- The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.

2. **Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.**

- It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.

- The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".

- To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.

- All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

3. **Click the "Save & Submit" button to submit your application to Grants.gov.**

- Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
- Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
- The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
- You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

OMB Number: 4040-0003
Expiration Date: 07/31/2008
Version 01

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

*** 1. NAME OF FEDERAL AGENCY:**
National Endowment for the Arts

2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
45.024

CFDA TITLE:
Promotion of the Arts_Grants to Organizations and Individuals

*** 3. DATE RECEIVED:** 06/09/2008 **SYSTEM USE ONLY**

*** 4. FUNDING OPPORTUNITY NUMBER:**
2008NEA01LITA

* TITLE:
NEA Learning in the Arts for Children and Youth, FY2009

5. APPLICANT INFORMATION

* a. Legal Name:
San Francisco Arts Commission

b. Address:

* Street1: 25 Van Ness, Suite 240	Street2:
* City: San Francisco	County:
* State: CA: California	Province:
* Country: USA: UNITED STATES	* Zip/Postal Code: 94102

c. Web Address:
http:// www.sfartscommission.org

* d. Type of Applicant: Select Applicant Type Code(s): C: City or Township Government	* e. Employer/Taxpayer Identification Number (EIN/TIN): 94-6000417
Type of Applicant:	* f. Organizational DUNS: 0703842550000
Type of Applicant:	* g. Congressional District of Applicant: 8
* Other (specify):	

6. PROJECT INFORMATION

* a. Project Title:
San Francisco WritersCorps

* b. Project Description:
The San Francisco WritersCorps will place 5 professional writers in 5 underperforming public schools to teach creative writing to 500 at risk youth. 75% of the students will improve their writing skills. Since its inception in 1994, WritersCorps has helped over 14,500 youth improve their literacy and increase their desire to learn. 2009-2010 will be the 16th year of our program. WritersCorps will release a national anthology with HarperCollins (TELL THE WORLD: FOREWORD BY SHERMAN ALEXIE) and youth will be touring locally and nationally to celebrate the 15th anniversary in 2009.

c. Proposed Project: * Start Date: 07/01/2009 * End Date: 06/30/2010

OMB Number: 4040-0003
Expiration Date: 07/31/2008

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational Version 01

7. PROJECT DIRECTOR

Social Security Number (SSN) - Optional:

000-00-

Disclosure of SSN is voluntary. Please see the application package instructions for the agency's authority and routine uses of the data.

Prefix:	* First Name: Janet
Middle Name: Marian	
* Last Name: Heller	Suffix:
* Title: Project Manager	* Email: janet.heller@sfgov.org
* Telephone Number: 415-252-2546	Fax Number: 415-252-2595
* Street1: 25 Van Ness, Suite 240	Street2:
* City: San Francisco	County:
* State: CA: California	Province:
* Country: USA: UNITED STATES	* Zip/Postal Code: 94102

8. PRIMARY CONTACT/GRANTS ADMINISTRATOR

[X] Same as Project Director (skip to item 9):

Social Security Number (SSN) - Optional:

000-00-

Disclosure of SSN is voluntary. Please see the application package instructions for the agency's authority and routine uses of the data.

Prefix:	* First Name: Janet
Middle Name: Marian	
* Last Name: Heller	Suffix:
* Title: Project Manager	* Email: janet.heller@sfgov.org
* Telephone Number: 415-252-2546	Fax Number: 415-252-2595
* Street1: 25 Van Ness, Suite 240	Street2:
* City: San Francisco	County:
* State: CA: California	Province:
* Country: USA: UNITED STATES	* Zip/Postal Code: 94102

OMB Number: 4040-0003
Expiration Date: 07/31/2008

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational Version 01

9. * By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (U.S. Code, Title 218, Section 1001)

** I Agree ☒

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

AUTHORIZED REPRESENTATIVE

Prefix:	* First Name: Luis
Middle Name: R	
* Last Name: Cancel	Suffix:
* Title: Director of Cultural Affairs	* Email: luis.cancel@sfgov.org
* Telephone Number: 415-252-2592	Fax Number: 415-252-2595
* Signature of Authorized Representative: Nancy Gonchar	* Date Signed: 06/09/2008

Authorized for Local Reproduction

Standard Form 424 Organization Short (04-2005)
Prescribed by OMB Circular A-102

National Endowment for the Arts

OMB Number: 3135-0112
Expiration Date: 11/30/2007

Supplemental Information

1. Applicant

* Legal Name: San Francisco Arts Commission

Popular name (if different):

* For this application, the applicant is serving as a: IC: Parent of a Component

* For: WritersCorps

* Total organizational operating expenses for the most recently completed fiscal year: $ 511,475.00

* For year ending (Month/Year, e.g., 00/0000): 06/2007

2. Application Information

* Project Field/Discipline: 52: Literature

* Category: 8510027: Learning in the Arts for Children and Youth: School-Based

* Intended Outcome (select one):

- [ ] A1Z: Artists and arts organizations have opportunities to create, interpret, present, and perform artistic work.
- [ ] AA2Z: Artistic works and cultural traditions are preserved.
- [ ] A3Z: Organizations enhance their ability to realize their artistic and public service goals.
- [ ] A4Z: Audiences throughout the nation have opportunities to experience a wide range of art forms and activities.
- [ ] A5Z: The arts contribute to the strengthening of communities.
- [x] B1Z: Children and youth will demonstrate increased levels of appreciation, knowledge, and understanding of and skills in the arts based on the application of national, state, or local arts education
- [ ] B2Z: Teachers, artists, and others will demonstrate increased knowledge and skills necessary to engage children and youth in arts learning consistent with national, state, or local arts education standards.
- [ ] B3Z: National, state, and local entities demonstrate a commitment to arts learning for children and youth consistent with national, state, or local arts education standards.

3. Project Budget Summary

* Amount Requested: $ 125,000.00

* Total Match for this Project: $ 181,000.00

* Total Project Costs: $ 306,000.00

Organization & Project Profile

OMB Number: 3135-0112
Expiration Date: 11/30/2007

* Applicant (official IRS name): San Francisco Arts Commission

The National Endowment for the Arts collects basic descriptive information about all applicants and their projects. The information below will help the Arts Endowment to comply with the Government Performance and Results Act (GPRA) and will be used to develop statistical profiles of the projects that it funds to report to Congress and the public. While your responses will not be a factor in the review of your application, this form is a required part of all application packages.

PART 1
This section collects information about the applicant. If you are a parent organization or the lead member of a consortium, your responses should relate to your organization, not the group or component on whose behalf you are applying.

*** A. ORGANIZATIONAL STATUS:** Select the one item which best describes the legal status of the organization:

- [ ] 02: Nonprofit organization
- [x] 08: Municipal government
- [ ] 05: State government
- [ ] 09: Tribal government
- [ ] 07: County government
- [ ] 99: None of the above

*** B. ORGANIZATIONAL DESCRIPTION:** The following codes work in conjunction with the Organizational Discipline codes in C. below. (e.g., select "Performing Group" here and "Theater" below to indicate that your organization is a theater company). Select the one item which best describes the organization:

- [ ] 49: Artists' Community, Arts Institute or Camp
- [ ] 15: Arts Center
- [x] 16: Arts Council or Agency
- [ ] 17: Arts Service Organization
- [ ] 26: College or University
- [ ] 32: Community Service Organization
- [ ] 14: Fair or Festival
- [ ] 30: Foundation
- [ ] 10: Gallery/Exhibition Space
- [ ] 38: Government
- [ ] 28: Historical Society/ Commission
- [ ] 29: Humanities Council or Agency
- [ ] 12: Independent Press
- [ ] 27: Library
- [ ] 13: Literary Magazine
- [ ] 11: Media-Film
- [ ] 45: Media-Radio
- [ ] 46: Media-Television
- [ ] 08: Museum-Art
- [ ] 09: Museum-Other
- [ ] 07: Performance Facility
- [ ] 03: Performing Group
- [ ] 47: Presenter/Cultural Series Organization
- [ ] 19: School District
- [ ] 48: School of the Arts
- [ ] 50: Social Service Organization
- [ ] 18: Union or Professional Association
- [ ] 99: None of the above

*** C. ORGANIZATIONAL DISCIPLINE:** Select the one item which best describes the organization's area of work in the arts (not the project for which it is applying):

- [ ] 07: Crafts
- [ ] 01: Dance
- [ ] 06: Design
- [ ] 12: Folklife/Traditional Arts
- [ ] 13: Humanities
- [ ] 10: Literature
- [ ] 09: Media Arts
- [ ] 02: Music
- [ ] 03B: Musical Theater
- [ ] 03A: Opera
- [ ] 08: Photography
- [ ] 04: Theater
- [ ] 05: Visual Arts
- [ ] 11: Interdisciplinary
- [x] 14: Multidisciplinary
- [ ] 99: None of the above

Organization & Project Profile (continued)

* Applicant (official IRS name): San Francisco Arts Commission

D. ORGANIZATIONAL RACE/ETHNICITY (OPTIONAL): Select the one item which best describes the predominant racial/ethnic identity of the organization. If at least half of the board, staff, or membership belongs to one of the listed racial/ethnic groups, use that designation. If no one group predominates, select "General":

- [ ] N: American Indian or Alaska Native
- [ ] A: Asian
- [ ] B: Black or African American
- [ ] H: Hispanic or Latino
- [ ] O: Native Hawaiian or Other Pacific Islander
- [ ] W: White
- [x] G: General

E. ACCESSIBILITY (OPTIONAL): Check below as applicable to indicate if the organization's board or staff includes an older adult (65 years of age or older) or a person with a disability (a physical or mental impairment that substantially limits one or more major life activities); otherwise leave blank.

- [x] Older Adults
- [ ] Individuals with Disabilities

PART II

This section collects information about the project.

*** A. PROJECT DISCIPLINE:** Select the one item which best describes the project discipline or subject matter:

- [ ] 07: Crafts
- [ ] 01: Dance -
  - [ ] 01A: Ballet
  - [ ] 01C: Modern
- [ ] 06: Design
- [ ] 12: Folklife/Traditional Arts
- [x] 10: Literature
- [ ] 09: Media Arts -
  - [ ] 09B: Audio
  - [ ] 09A: Film
  - [ ] 09C: Video
  - [ ] 09D: Technology/ Experimental
- [ ] 02: Music -
  - [ ] 02B: Chamber
  - [ ] 02C: Choral
  - [ ] 02F: Jazz
  - [ ] 02D: New
  - [ ] 02I: Orchestral
- [ ] 03B: Musical Theater
- [ ] 03A: Opera
- [ ] 08: Photography
- [ ] 04: Theater -
  - [ ] 04E: Theater for Young Audiences
- [ ] 05: Visual Arts
- [ ] 11: Interdisciplinary
- [ ] 14: Multidisciplinary
- [ ] 99: None of the above

B. PROJECT RACE/ETHNICITY (OPTIONAL): Select the one item which best describes the predominant racial/ethnic identity of the project. If the majority of activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group. If the activity is not designated to represent or reach any one particular group, select "General":

- [ ] N: American Indian or Alaska Native
- [ ] A: Asian
- [ ] B: Black or African American
- [ ] H: Hispanic or Latino
- [ ] O: Native Hawaiian or Other Pacific Islander
- [ ] W: White
- [x] G: General

OMB Number: 3135-0112
Expiration Date: 11/30/2007

Organization & Project Profile (continued)

* Applicant (official IRS name): San Francisco Arts Commission

*** C. ACTIVITY TYPE:** Select the one item which best describes the main activity of the project:

- [ ] 04: Artwork Creation
- [ ] 05: Concert/Performance/ Reading
- [ ] 06: Exhibition
- [ ] 08: Fair/Festival
- [ ] 09: Identification/ Documentation
- [ ] 16: Recording/Filming/ Taping
- [ ] 17: Publication
- [ ] 28: Writing About Art/Criticism
- [ ] 18: Repair/Restoration/ Conservation
- [ ] 22: Seminar/Conference
- [ ] 25: Apprenticeship
- [ ] 02: Audience Services
- [ ] 36: Broadcasting
- [ ] 24: Distribution of Art
- [ ] 13: Marketing
- [ ] 14: Professional Support: Administrative
- [ ] 15: Professional Support: Artistic
- [ ] 29: Professional Development/Training
- [ ] 19: Research/Planning
- [ ] 33: Building Public Awareness
- [ ] 34: Technical Assistance
- [ ] 12: Arts Instruction
- [x] 20: School Residency
- [ ] 21: Other Residency
- [ ] 31: Curriculum Development/ Implementation
- [ ] 30: Student Assessment
- [ ] 35: Web Site/Internet Development
- [ ] 99: None of the above

D. PROJECT DESCRIPTORS: Select up to four items that represent a significant aspect of the project:

- [ ] 9F: Accessibility
- [ ] 9O: Arts for Older Adults
- [x] 9L: Arts for Youth
- [x] 9E: Arts for "At Risk" Persons (Adults or Youth)
- [ ] 9Q: Arts and Health/Healing
- [x] 9D: Arts for Inner-City Communities
- [ ] 9C: Arts for Rural Communities
- [ ] 9I: International Activity
- [ ] 9B: Touring
- [ ] 9M: Presenting
- [ ] 9A: Computer/Digital Technology

*** E. ARTS EDUCATION:** Select the one response that best characterizes the extent to which this project involves arts education (i.e., systematic educational efforts with measurable outcomes designed to increase knowledge of and/or skills in the arts):

- [ ] 99: None
- [ ] 02: Some, but less than 50%

50% or more with activities primarily directed to:

- [x] 01A: K-Grade 12 Students
- [ ] 01D: Adult Learners
- [ ] 01C: Pre-Kindergarten Children
- [ ] 01B: Higher Education Students
- [ ] 01: Multiple Groups of Learners

OMB Number: 3135-0112
Expiration Date: 11/30/2007

Organization & Project Profile (continued)

* Applicant (official IRS name): San Francisco Arts Commission

For items F. and G. below, your figures should encompass only those activities and individuals directly affected by or involved in your project during the "Period of Support" that you have indicated for your project (with one exception for broadcasts as noted in help tip for that item). Leave blank any items that are not applicable or for which you do not have actual figures or reasonable estimates.

F. PROJECT ACTIVITY:

	# of artwork(s) to be created
17	# of concerts/performances/readings
215	# of lectures/demonstrations/ workshops/symposiums
	# of exhibitions to be curated/presented
7	# of books and/or catalogues to be published
	# of artworks to be conserved/restored to save or prevent from decay or destruction
	# of artworks to be identified/documented
5	# of artists' residencies
5	# of schools (pre-K through grade 12) that will actively participate
5	# of organizational partners
5	# of apprenticeships/internships
	# of hours to be broadcast on radio, television, or cable

G. PARTICIPANTS/AUDIENCES BENEFITING:

5	# of artists
12	# of teachers
500	# of children/youth
600	Total # of individuals benefiting
	For radio, television, and cable broadcasts, total audience

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	WritersCorpsOrgBackground.pd	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	WritersCorpsDetailsofProject	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	WritersCorpsBios.pdf	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	WritersCorpsProjectBudget.pd	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5		Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	WriterscorpsFinancialInfo.pd	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7		Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	WritersCorpsOrgActivities.pd	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	WritersCorpsStatements.pdf	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	WritersCorpsWorkSampleIndex.j	Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11		Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12		Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13		Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14		Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Delete Attachment	View Attachment

WritersCorps Organizational Background

Date Organization was incorporated: WritersCorps was founded July 1, 1994

Mission/purpose of Organization: The San Francisco WritersCorps places professional writers in community settings to teach creative writing to low-income youth. Since its inception in 1994, the program has helped over 14,500 young people in San Francisco improve their literacy and increase their desire to learn. WritersCorps, with other programs in the Bronx and Washington DC, seeks to transform and strengthen individuals and communities through the written word.

a) Organization Overview: For the past 14 years WritersCorps has helped more than 50,000 people at its three sites, which are in some of America's most economically disadvantaged neighborhoods. WritersCorps has transformed the lives of youth at risk by teaching creative writing and giving voice to young people who have been systematically ignored. WritersCorps was born out of discussions between Jane Alexander, former chair of the NEA, and Eli Siegel, then director of AmeriCorps. Today, over 300 writers have committed to teach in their communities, inspire youth, serve as mentors, and work to create safe places for young people to write and discover themselves in the process. The teachers in WritersCorps are serious writers, first and foremost. They have published and performed widely; many have graduate degrees in writing from notable universities including the University of Iowa, Stanford and New York University. Poets in WritersCorps have performed on HBO's *Def Poetry Jam* and in theaters across the country. Novelists have won distinguished fiction prizes and published with Norton, HarperCollins and Random House. After working with this diverse body of artists, young people learn that they can also — with hard work and dedication — become respected writers and artists in their communities.

b) Previous Activities: In addition to providing writing workshops, the San Francisco WritersCorps has published 30 anthologies featuring writing produced in WritersCorps. These books have received critical acclaim from *School Library Journal, Publishers Weekly, Kirkus* and others. *City of One* (Aunt Lute Books) was selected as a Book of the Year by *Foreword Magazine* and was listed by The American Library Association as a Best Book for Teens. WritersCorps youth have appeared on the *News Hour with Jim Lehrer*, NPR's *All Things Considered, Voice of America*, CNN and other national media. WritersCorps youth have traveled nationally to perform and teach writing workshops. For the past two years, WritersCorps has been a featured charitable organization of the San Francisco Giants. *Jump Write In* (Jossey-Bass, 2005) offers many lesson plans that adhere to state and national standards, and is widely used by classroom teachers.

c) Audience: 500 public school youth, aged 12 to 18, will participate in WritersCorps 2009-10. Demographics from 2007-08, include 17% African American, 25% Asian or Pacific Islander, 25% Latino, 11% Caucasian, 20% Multi-Racial, 2% Other.

d) Special Efforts: We have selected five public schools which have a disproportionate number of immigrant or low-performing students.

WritersCorps Details of the Project Narrative

A) Goals: Improve Writing Skills
A typical day in WritersCorps begins with a breakout of a large classroom into small groups. During a 9th grade language arts class, WritersCorps will develop writing skills by teaching poetic forms, tools or figures of speech. WritersCorps will bring in model poems by contemporary writers such as Ruth Forman, Pablo Neruda or Justin Chin. In a 10th Grade Ethnic Lit class, WritersCorps will lead creative writing activities thematically linked to the literature. For example, after reading "Two Brothers" by Franz Kafka, WritersCorps would teach a point of view writing exercise asking students to write from the point of view of a bus driver, napkin or homeless woman. ESL classrooms will focus on vocabulary building and stimulating writing by teaching games like Charades with 30 verbs. All of these sample lessons can be tied to many of the NCTE standards 1-12 and this can be exemplified by the WritersCorps signature classroom text, *Jump Write In*, culled from the classroom experiences of WritersCorps teachers as they adhere to standards. WritersCorps often incorporates the visual arts and bookmaking with English Learners. Final projects include chapbooks, anthologies, poetry newspapers, broadsides, public performances or multimedia presentations.

B) Major Project Activities
WritersCorps will provide weekly creative writing workshops in five public schools to improve the academic performance and writing skills of 75% of the students who are primarily low-income, immigrant or educationally disadvantaged. Participating schools include Newcomer High School, Downtown High School, Mission High School, Ida B. Wells High School and International Studies Academy. WritersCorps teachers will work 15 hours per week for 8 months with between 100 to 150 youth at each site. Recent data show the majority of these students are attending "underperforming schools" and are therefore below grade level standards. These schools seek WritersCorps to supplement the curriculum with content and experiences that strengthen writing skills and bolster student confidence. WritersCorps will work primarily in language arts classrooms providing additional support during poetry clubs at lunch and after school. Students will be published in site-based chapbooks, broadsides, 'zines, poetry newspapers and multimedia presentations. All of the WritersCorps teachers adhere to the literary standards as stipulated by the National Council of Teachers of English, NCTE. Students will participate in the 2010 Spring Literary Series produced by Intersection for the Arts. They will also be invited to particiapte in both the Teen Open Mic Series located at the San Francisco Public Library, Park Branch and the end-of-year Literary Festival at the San Francisco Main Library.

From January-April 2010, WritersCorps and Intersection for the Arts will produce a poetry reading each month to showcase youth from the five public schools. Youth will have opportunities to read with well-known writers such as Luis J. Rodriguez, Diane di Prima, Al Young, Ruth Forman and devorah major while they will share the stage with their WritersCorps teachers.

Up to five young writers will be selected to travel to Santa Fe, New Mexico in May 2010 to teach and perform at the Santa Fe Indian School. Youth will gain valuable experience traveling to a rich and culturally diverse community, meeting other writers and experiencing the world as a working artist. Youth will work directly with middle and high school students from 19 tribes throughout New Mexico. WritersCorps developed a partnership with the Santa Fe Indian School in May 2005 and has participated in several cross cultural exhanges, with the Santa Fe youth coming to San Francisco and WritersCorps youth traveling to New Mexico to teach and perform. This exchange is vital and intergral to the program in many ways; not only do the youth make report backs and write of their experiences, but they have the opportunity to see how teaching and writing can bridge cultural divides and can make a real difference in the world.

Over the past 14 years, WritersCorps has developed a national model for literary arts programs serving youth. From its inception there has been a plan to disseminate and expand the model throughout the US beyond the three pilot cities of San Francisco, Bronx and Washington, DC. In fact there has been a great deal of interest from urban and rural communities throughout the country. Beginning October 2004, San Francisco conducted a feasibility study to determine support for project expansion. The results, published in February 2005, recommended that WritersCorps bolster its visibility and increase market share through its anthologies and newly released curriculum guide *Jump Write In*. Based on this enthusiasm and support WritersCorps is continuing to work with a consultant to further disseminate the WritersCorps model to new communities.

C) Schedule

In June 09, teachers currently serving in WritersCorps will submit letters of intent to request a new contract for 09-10. The WritersCorps year will begin in October 2009 after teacher training and planning ends. The first site representative meeting takes place in October as well. WritersCorps teachers and staff meet bi-weekly from October through June. The Spring Literary Series kicks off in February 2010 with monthly readings on the last Tuesday of each month. The WritersCorps annual reading with the Santa Fe Indian School in Santa Fe will take place in May. Teachers submit all evaluation and final paperwork in June. Our multi-genre site publications will be released in early June at the San Francisco Public Library.

D) Key Individuals

The 5 WritersCorps teachers will be selected for their literary accomplishments, teaching experience, cultural literacy and familiarity with urban youth populations. Eligible applicants must have two years teaching experience in language arts; one year service with communities in-need; evidence of literary accomplishment; and a BA or experiential equivalent. If any of our current teachers leave or we expand programming in the Spring 2010, WritersCorps will conduct open houses and post residency announcements on-line, at libraries and at literary arts organizations throughout the Bay Area.

The review panel will include a current WritersCorps teacher, WritersCorps Program Manager, Training Coordinator, San Francisco Arts Commission staff, and a member of the community. In addition to artistic accomplishment and integrity, panelists consider

teaching experience, background and administrative ability. WritersCorps candidates must present a lesson in the interview to demonstrate his/her teaching abilities. The lesson presented must adhere to standards for the language arts and be substantiated as such. The Director of Cultural Affairs of the San Francisco Arts Commission conducts the final interview, and takes recommendations from the panel to make the final decision.

The WritersCorps teachers currently working in public schools have committed to teach through June 2010. WritersCorps will make every effort to place the most qualified teacher at the sites. We have received site applications and letters of commitment from participating public schools: Mission High School, Downtown High School, Newcomer High School, International Studies Academy and Ida B Wells High School.

E) Target Population

This project will serve 500 at risk youth aged 12 to 18. WritersCorps has been serving this population for the past 14 years. Our primary mission is to offer creative writing workshops for low-income, immigrant, or educationally disadvantaged youth. In 09-10 we will teach youth who attend 5 participating public schools identified as "underperforming" by the California State Department of Education. Demographics from youth served in 2007-08 include 17% African American, 25% Asian or Pacific Islander, 25% Hispanic, 11% Caucasian, 20% Multi-Racial, 2% Other.

F) Plans for Promoting WritersCorps

Following the high profile publicity of WritersCorps' 2008-09 15th anniversary season with the release of two national anthologies (HarperCollins and City Lights) and a gallery exhibition from November 2008 to January 2009, WritersCorps will be keeping the momentum focused on the books released and the gaining interest in WritersCorps as a model for other communities who want to build arts/service programs

- Continue promoting *Tell the World: Teen Poems by WritersCorps* through readings at schools, literary festivals and spring reading series (Litquake, National Poetry Month, Intersection for the Arts)
- Distribute our creative writing exercise book *Jump Write In* nationally through Wiley (Jossey-Bass) and our Web site
- Present our standards-based work at conferences nationally
- Publish more of our work, both creative and academic, in national journals such as *Teaching Artist Journal*
- Develop local plan with school and non-school sites to present the work generated in WritersCorps workshops in the immediate community, i.e. local showcases, placing work in local businesses, etc.

G) Plans for Assessing WritersCorps

WritersCorps has a comprehensive approach to determine its impact on youth and the site. At the beginning and at end of the school year, teachers will submit participants' writing samples with confidential rubric scores. An increase in scores will represent participants' improvement in writing mechanics, voice and style. WritersCorps will also collect in-depth surveys from youth, site representatives and WritersCorps teachers. The information collected will be used to hone the lessons for the coming year in our in-

depth teacher trainings. These assessment tools will also be used to help identify youth who are falling behind and work with the schools to offer them supplementary support to increase their literary arts achievement. All of these processes are linked to the NTCE standards and will insure that youth are meeting their educational goals for success within the public school system.

H) Plans for Making the Project Accessible

WritersCorps will take place in 5 public school buildings in San Francisco. All buildings are ADA compliant. WritersCorps events are held in ADA compliant buildings.

I) Budget

The budget for this project is within the range of an annual budget for WritersCorps. We are seeking funds to find support for a program in the schools. This year the City's budget offers fewer dollars for WritersCorps. If we receive 50% less than our requested amount, we will decrease number of artists hired and number of schools/youth served.

WritersCorps Biographies of Key Project Personnel

Myron Michael Hardy, teaching artist, is a poet and recording artist. He is a Cave Canem fellow and earned an MFA in writing from California College of the Arts. His songs are featured on *Songs of Experience* and the forthcoming *Masters Thesis*. His words have appeared in *Beeswax, Words+Images*, and *Pluck*.

Cindy Je, teaching artist, was born in Korea and moved to the United States as a child. She earned her BA at University of California, Riverside and her MFA in writing at the University of Oregon. She has taught students from a range of backgrounds, including homeless youth and university students. She is the recipient of the Ina Coolbrith Memorial Prize and the Roy T. Thompson Poetry Award.

Milta Ortiz, teaching artist, is a poet, playwright, performer and revolutionary arts educator. She earned her BA in creative writing from San Francisco State University and is the recipient of a 2006 individual artist grant from the City of Oakland. She is a member of Las Manas, an all women spoken word collective. She also performs a one-woman hybrid theater piece *Scatter My Red Underwear.*

Beto Palomar, teaching artist, is a Xicano poet and artist born and raised in Los Angeles and Watts, California. He learned and taught poetry in June Jordan's Poetry for the People at University of California, Berkeley, where he graduated with a degree in interdisciplinary studies with a self-designed major, political poetry of the world. He is a recipient of a 2007-08 individual artist grant from the City of San Francisco.

Karla Robinson, teaching artist, is an artist and activist who has taught theater and writing to people of all ages, including at-risk youth, incarcerated youth and female drug offenders. She's performed with Starfish Theatreworks in New York and has been seen in *BeatBox: A Raparetta* and The Herstories Projects' *Bone Songs: Echoes of the Unknown Mother.*

Janet Heller, program manager, is the founding director of the San Francisco WritersCorps. She has taught English in high schools, colleges and community settings in Louisiana and Florida. She is the co-founder of Runaway with Words, a creative writing program for runaway and homeless youth in Florida. She co-authored a chapbook, *Back to Front*, published by Red Window Press, and has been published in *Florida in Poetry: A History of the Imagination*, *Apalachee Quarterly*, and the *Southeast Review.* Janet graduated with a MA in creative writing from Florida State University and is the recipient of an Arts Administration Fellowship from the National Endowment for the Arts.

Judith Tannenbaum, training coordinator, has served on the training staff of WritersCorps since the program's inception. A panelist and keynote speaker on prison arts and education, she has taught through California Poets in the Schools, Arts-in-Corrections and University of California, Berkeley's Academic Talent Development Program. She received two cycles of California Arts Council Artist-in-Residence grants,

one to teach poetry at San Quentin State Prison, and another to develop a multi-age community poetry project. She is the author of two books: *Teeth, Wiggly as Earthquakes: Writing Poetry in the Primary Grades*; and a memoir, *Disguised As a Poem: My Years Teaching Poetry* at San Quentin. Judith has also edited several WritersCorps books.

Melissa Hung, program associate, is a writer and journalist. A graduate of Northwestern University's creative writing and journalism programs, Melissa has written for newspapers, magazines and literary journals. She is the founding editor of *Hyphen*, a national magazine about Asian American culture, and a frequent speaker on the topic of Asian American media and independent media. Melissa was a member of Gynomite, a Texas-based women's spoken word group. For eight years, she has also served as curator of the Slant Film Festival, hosted at the Aurora Picture Show in Houston.

WritersCorps staff is dedicated to working for the WritersCorps project. There is no overlap in staff who work for WritersCorps and our parent organization, the San Francisco Arts Commission.

NEA Application

Project Budget, Page 1 of 2

Read the instructions for this form before you start.

OMB No. 3135-0112
Expires 11/30/2010

Applicant (official IRS name): San Francisco Arts Commission

INCOME

1. **Amount requested from the Arts Endowment:** $ 125,000

2. **Total match for this project** Be as specific as possible. Asterisk (*) those funds that are committed or secured.

Cash (Refers to the cash donations, grants, and revenues that are expected or received for this project)

	AMOUNT
*Department of Children, Youth and Families	75,000
*San Francisco Public Library	61,500
*Youth Arts Fund	15,000
San Francisco Giants Community Fund	10,000
Earned	7,500
California Arts Council	12,000
Total cash a. $	181,000

In-kind: Donated space, supplies, volunteer services (These same items also must be listed as direct costs under "Expenses" below or in Page 2 of the Project Budget form; identify sources)

Total donations b. $ 0

Total match for this project (2a. cash + 2b. donations) $ 181,000

3. **Total project income (1 + 2)** $ 306,000

EXPENSES

1. **Direct costs: Salaries and wages**

TITLE AND/OR TYPE OF PERSONNEL	NUMBER OF PERSONNEL	ANNUAL OR AVERAGE SALARY RANGE	% OF TIME DEVOTED TO THIS PROJECT	AMOUNT
Project Manager	1	75,000	30	22,500
Project Associate	1	49,000	30	14,700

Total salaries and wages a. $ 37,200

Fringe benefits **Total fringe benefits b. $** 3,720

Total salaries, wages, and fringe benefits (a. + b.) $ 40,920

NEA Application

Project Budget, Page 2of 2

Read the instructions for this form before you start.

OMB No. 3135-0112
Expires 11/30/2010

Applicant (official IRS name): San Francisco Arts Commission

EXPENSES, CONTINUED

2. **Direct costs: Travel** (Include subsistence)

# OF TRAVELERS	FROM	TO	AMOUNT
5 youth (& staff)	Airfare from SF	Santa Fe, NM	1,750
	Lodging		1,000
	Transportation		800
	Meals		650
		Total travel $	4,200

3. **Direct costs: Other expenses** (Include consultant and artist fees, contractual services, promotion, acquisition fees, rights, evaluation and assessment fees, access accommodations, telephone, photocopying, postage, supplies and materials, publication, distribution, translation, transportation of items other than personnel, rental of space or equipment, and other project-specific costs)

	AMOUNT
Artist Fees for WritersCorps (5 @$900 week/40 weeks)	180,000
Training Coordinator ($75 per hour x 400 hours)	30,500
Supplies (journals, paper, pens, books, art supplies, copy paper)	4,500
Books and subscriptions for teaching library	1,500
Food for youth poetry readings ($100 ea x 20 readings)	2,000
Photographer in Residence ($50 hour x 200 hours)	10,000
Artist Honorarium for Intersection at the Arts	5,000
Printing flyers, announcements, parent cards, programs for events	5,000
Design for reading series	1,000
Phone/Fax	1,000
Video Documentation	3,000
Design for site publications	3,500
Printing of site publications	5,800
Publicist for national anthology	7,500
T-shirts for youth	580
Total other expenses $	260,880

4. **Total direct costs** (1. from Project Budget, Page 1 +2.+3.) $ 306,000

5. **Indirect costs** (if applicable)

Federal Agency: Rate (.00) x Base = $ 0

6. **Total project costs** (4.+5.) $ 306,000
Must equal total project income (3. From Project Budget, Page 1)

NEA Application

Financial Information

Read the instructions for this form before you start.

OMB No. 3135-0112
Expires 11/30/2010

If you are a parent organization, this information should refer to the component on whose behalf you are applying. Do not complete this form if you are applying for a *Challenge America Fast-Track Review Grant.*

Applicant (official IRS name): San Francisco Arts Commission

OPERATING BUDGET	MOST RECENTLY COMPLETED FISCAL YEAR (07/01/06--06/30/07) START DATE END DATE	CURRENT FISCAL YEAR (ESTIMATED) (07/01/07--06/30/08) START DATE END DATE	NEXT FISCAL YEAR (PROJECTED) (07/01/08--06/30/09) START DATE END DATE
Income:			
Earned	$ 5,000	$ 8,900	$ 5,000
Contributed	$ 506,475	$ 553,250	$ 464,000
Total Income	$ 511,475	$ 562,150	$ 469,000
Expenses:			
Artistic salaries and fees	$ 302,203	$ 367,000	$ 259,743
Production/exhibition/ service expenses	$ 60,529	$ 42,884	$ 67,257
Administrative expenses	$ 148,743	$ 152,266	$ 142,000
Total Expenses	$ 511,475	$ 562,150	$ 469,000
Operating surplus/(deficit)	$ 0	$ 0	$ 0

In the space below, discuss the fiscal health of your organization. You must explain 1) any changes of 15% or more in either your income or expenses from one year to the next, and 2) plans for reducing any deficit (include the factors that contributed to the deficit and its amount):

In 07-08, WritersCorps received an additional (one time only) $50,000 from the Arts Commission due to an increase of funds from the City. With those funds, 2 teaching artists were added to the staff. Additionally, our photographer-in-residence expanded her role in the program to develop a multi-media gallery exhibition including a 30 minute documentary film to honor the 15th anniversary of WritersCorps.

In 08-09, WritersCorps budget has been decreased due to the City's economic shortfall. Fewer funds are available through the Youth Arts Fund. There will be 5 teachers working in our program. 2 teachers who completed their service in June 07 will not be replaced. We are hopeful that the 15th anniversary, book tour and gallery exhibition will increase our foundation contributions for 09-10.

WritersCorps Organizational Activities

2005-06

Program/Location	Participating Artists	Dates	Attend.
Martin Luther King, Jr Celebration / Bill Graham Auditorium WritersCorps youth Shawn Williams performs his poem	Chad Sweeney	1/16/06	5,000
Intersection Spring Literary Series / Intersection for the Arts Multi-generational reading featuring 5 WritersCorps youth with established writers	Francisco Alarcon Chrissy Anderson-Zavala Beto Palomar	1/31/06	78
Intersection Spring Literary Series / Intersection for the Arts Multi-generational reading featuring 5 WritersCorps youth with established writers	Jack Hirschman Mahru Elahi Chad Sweeney	2/28/06	69
Intersection Spring Literary Series / Intersection for the Arts Multi-generational reading featuring 5 WritersCorps youth with established writers	Cherri Moraga Kim Nelson Michelle Matz Andres Saito	3/28/06	73
The Hybrid Project / Intersection for the Arts Performance of artists from different genres, including WritersCorps youth	One Love Hip Hop EMSpace Dance Dolissa Medina Adam Theis	4/19/06	70
Santa Fe Tour / Various Locations Performances and workshops at Santa Fe Indian School and Center for Contemporary Arts featuring WritersCorps interns and teachers	Robin Black Mahru Elahi Andres Saito Gloria Yamato Annie Yu	4/30/06	275 total
2006 WritersCorps Book Party / San Francisco Public Library Main Branch 27 youth perform in celebration of the release of the year's site publications	Chrissy Anderson-Zavala Mahru Elahi Beto Palomar Andres Saito Chad Sweeney	6/7/06	113
Write Like a Giant! / AT&T Park WritersCorps youth read at home plate at a San Francisco Giants game	Antonio Caceres Martrice Candler	6/19/06	30,000

2006-07			
Program/Location	**Participating Artists**	**Dates**	**Attend.**
Intersection Spring Literary Series / Intersection for the Arts Multi-generational reading featuring 6 WritersCorps youth with established writers	Piri Thomas Kim Nelson Beto Palomar	1/30/07	75
Intersection Spring Literary Series / Intersection for the Arts Multi-generational reading featuring 8 WritersCorps youth with established writers	Jaime Jacinto Mahru Elahi Gloria Yamato	2/27/07	60
Intersection Spring Literary Series / Intersection for the Arts Multi-generational reading featuring 21 WritersCorps youth with established writers	Daisy Zamora George Evans Chrissy Anderson-Zavala Michelle Matz	3/27/07	85
WritersCorps Reading / International Studies Academy Performance featuring WritersCorps Teachers	Chrissy Anderson-Zavala Mahru Elahi Michelle Matz Beto Palomar Chad Sweeney	5/9/07	150
Write Like a Giant! WritersCorps youth read at home plate at a San Francisco Giants game	Robin Black Marie Antoinette Osborne	5/21/07	30,000
2007 WritersCorps Book Party / San Francisco Public Library Main Branch 30 youth perform in celebration of the release of the year's site publications	Chrissy Anderson-Zavala Mahru Elahi Michelle Matz Beto Palomar Chad Sweeney Gloria Yamato	5/24/07	275
WritersCorps Apprentices Party / San Francisco Arts Commission Gallery Performances and film screenings in celebration of the release of CDs and chapbooks by WritersCorps Apprentices	Robin Black Indiana Pehlivanova Sandra Pulido Elizaveta Sergeeva Annie Yu	6/17/07	30

2007-08			
Program/Location	**Participating Artists**	**Dates**	**Attend.**
WritersCorps at Litquake / Muddy Waters WritersCorps Teaching Artists perform in this annual city-wide literary festival	Mahru Elahi, Myron Hardy, Cindy Je, Milta Ortiz, Beto Palomar	10/13/07	70
Live From the Park Branch / Park Branch Library Open mic for up to 12 youth, hosted by WritersCorps Teaching Artists	Myron Hardy Milta Ortiz Karla Robinsonz Melissa Lozano	1/16/08	25
Martin Luther King, Jr Celebration / Bill Graham Auditorium WritersCorps student Eric Foster performs his poem at this annual event	Myron Hardy	1/21/08	4,500
Intersection Spring Literary Series / Intersection for the Arts Multi-generational reading featuring 7 WritersCorps youth with established writers	Luis J. Rodriguez Myron Hardy Milta Ortiz Beto Palomar	2/26/08	95
Intersection Spring Literary Series / Intersection for the Arts Multi-generational reading featuring 12 WritersCorps youth with established writers	Octavio Solis Mahru Elahi Cindy Je Karla Robinson	3/25/08	75
Intersection Spring Literary Series / Intersection for the Arts Multi-generational reading featuring 10 WritersCorps youth with established writers	Linda Watanabe McFerrin Karla Robinson	4/29/08	55
2008 WritersCorps Book Party / San Francisco Public Library Main Branch 30 youth perform in celebration of the release of the year's site publications	Mahru Elahi, Myron Hardy, Cindy Je, Milta Ortiz, Beto Palomar, Karla Robinson	5/22/08	200
Write Like a Giant! / AT&T Park WritersCorps reads at home plate at a San Francisco Giants game	Beto Palomar Angela Starks	6/3/08	30,000
What is the Cure? / Galeria de la Raza Youth perform at this open mic, hosted by and featuring the WritersCorps Apprentices	Christiam Morales Indiana Pehlivanova Sandra Pulido	6/10/08	TBD

WritersCorps Statements of Support

Ida B. Wells High School is very pleased to commit to hosting a WritersCorps teacher for the 2010-11 school year. We have been excited to see the program grow and evolve over the past fifteen years while it has become an important part of our school. It should also be noted that WritersCorps activities fit directly into the standards and supplement the core curriculum lessons. Whether the lessons focus on poetry, journal writing or performance, WritersCorps increases students' vocabulary, learning opportunities and improves their interpersonal skills. I truly appreciate how much encouragement WritersCorps provides our students.

Claudia Anderson, Principal, Ida B. Wells High School
415-241-6315, andersonc@sfusd.edu

I am pleased to support the Arts Commission's proposal to the National Endowment for the Arts to fund a WritersCorps teacher in 2010-11. This year was the third year Downtown High School hosted a WritersCorps teacher. Myron Hardy led poetry classes and produced gorgeous posters of our students' poems and photography. Over 48 Downtown students participated and were deeply inspired by WritersCorps.

Mark Alvarado, Principal, Downtown High School
415-695-5860, alvaradom@sfusd.edu

It is my pleasure to invite WritersCorps back to our school in 2010-11. This year we veteran WritersCorps teacher Milta Ortiz taught creative writing in our ESL classes and worked with seven different language arts teachers. Milta brings a great energy to Mission High School. She is especially embraced by the newly arrived students in the ESL classes where she makes learning a new language fun while meeting both state and national standards.

Eric Guthertz, Principal, Mission High School
415-241-6240, guthertze@sfusd.edu

International Studies Academy would be honored to place a WritersCorps teacher at our school for 2010-11. This year we worked with WritersCorps teacher Aracely Gonzalez who taught creative writing in our language arts and ESL classes to over 100 students. Aracely is perfect for ISA because of her background, artistic talent and ability to engage with youth on so many levels. ISA's ethnically diverse population, particularly recent immigrants from Mexico and Central America, benefit from having the opportunity to express themselves in their second language, English. As most ISA students come from low-income families, WritersCorps provides them with valuable opportunities to apply for summer arts programs and to perform and publish their work in city-wide venues.

Bill Sanderson, Principal, International Studies Academy
415-695-5866, sandersonb@sfusd.edu

Hilltop High School provides pregnant girls and parenting teens an opportunity to complete their secondary education. Hilltop was privileged to be a WritersCorps site this year where we worked with Cindy Je. Cindy created broadsides featuring poems and photography by Hilltop students. Working with WritersCorps gives our students an ability to connect with their pregnancy, their children and their dreams for the future. We look forward to deepening our collaboration with WritersCorps in 2010-11.

Conor Hallinan, English Teacher
415-695-5606, conorh@sbcglobal.net

WritersCorps Work Sample Index

Work Sample A
Format: books/publications
Description of the Work: *Tell the World: Teen Poems by WritersCorps with foreword* by *Sherman Alexie*
National anthology of WritersCorps youth published by HarperCollins featuring poetry by youth ages 12 to 19 who have worked with WritersCorps for one year or more. This is a classic example of the kind of quality writing produced within our program, including the wide range of topics and forms.
Date: Published October 2008
Relationship of Work Sample to the Project: Includes many submissions by high school aged youth who attend "underperforming schools" in urban neighborhoods. The selected sample poem marked is by an advanced student, a 10th grader who emigrated from Bulgaria a few years ago and has worked with WritersCorps at Mission High School. She is now part of the WritersCorps Apprentice Program, receiving instruction from a WritersCorps teacher in a small group.
Instructions: See page 44, "A Collage" by Indiana Pehlivanova.

Work Sample B
Format: books/publications
Description of the Work: *Tell the World: Teen Poems by WritersCorps with foreword* by *Sherman Alexie*
National anthology of WritersCorps youth published by HarperCollins featuring 75 youth and two teacher essays. The essay by Beto Palomar demonstrates the experience and background of one of our teaching artists.
Date: Published October 2008
Relationship of Work Sample to the Project: Beto Palomar teaches at International Studies Academy and has been working with ESL students for over 5 years.
Instructions: See page 84, "Why I Write" by Beto Palomar.

Work Sample C
Format: DVD
Description of the Work: Film created by WritersCorps photographer-in-residence Katharine Gin and sound artist Kjell Nordeson who documented eight youth who have participated in WritersCorps from 1996-present. Youth are filmed reading poetry and talking about the role of poetry in their lives.
Date: May 2008
Relationship of Work Sample to the Project: An example of former students who are now college aged or older who reflect on the meaning of writing in their lives. Some of these students are also published in the HarperCollins book and will be touring.
Instructions: Play track 1, featuring Annie Yu

Work Sample D
Format: books/publications
Description of the Work: Year-end site publication *Mangos Have No Borders*, featuring work by youth ages 14 to 17 from Mission High School who have worked with WritersCorps weekly for up to 8 months in a school year.
Date: Published May 2008
Relationship of Work Sample to the Project: This work represents beginning students whose English skills are improving and who are gaining self-confidence in their work. The selected sample poem marked is by a beginning student who recently emigrated from Guatemala and is a 9th grade English Language Learner.
Instructions: See page 57, "Untitled" by Christiam Morales.

Work Sample E
Format: books/publications
Description of the Work: *Jump Write In: Creative Writing Exercises for Diverse Communities, Grades 6-12,* edited by Judith Tannenbaum and Valerie Chow Bush, is a compilation of lessons plans created by teachers in our program. Classroom teachers often feel pressure to choose between using standards-based lessons and activities that engage their students' creativity. This guide offers numerous exercises that do both: build key standards-based writing while encouraging personal expression. The guide has good plans for activities to use during the classroom day, especially with English learners and students with below average literacy skills.
Date: Published August 2005 by Jossey-Bass.
Relationship of Work Sample to the Project: This popular book of sample lesson plans is used in all our public school settings. All the lessons included can be matched to NCTE/IRE standards for the language arts.
Instructions: See page 77 "Exercise: In the Hear and Now." This lesson plan, with a model poem, teaches students about point of view.

Work Sample F
Format: printed evaluation
Description of Work: WritersCorps Year in Review represents a final report sharing evaluative data and student outcomes. WritersCorps teachers assess student writing skills using a rubric developed by our program. Student scores are reported in a pre and post format. Students submit surveys which share data about increases in communication, writing, presenting and overall mechanics. Sites (teaching staff at schools) also submit surveys.
Date: October 2005
Relationship of Work Sample to the Project: Our teaching staff will use this rubric and collect data from students. Sites will be required to complete evaluative materials by June 1, 2010.
Instructions: See page 1 (Evaluative Results) and inserted rubric

Work Sample G
Format: publication
Description of Work: "WritersCorps: A Look Under The Hood" was written by WritersCorps' training coordinator, and published in *Teaching Artist Journal*. It is an overview of how WritersCorps operates.
Date: Published January 2008
Relationship of Work Sample to the Project: This essay examines the core values in teaching and community work at WritersCorps.
Instructions: See page 35, "WritersCorps: A Look Under the Hood," by Judith Tannenbaum

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March 30, 2009

Janet M. Heller
San Francisco Arts Commission
25 Van Ness, Suite 240
San Francisco, CA 94102-6053

RE: Application # 08-804356, for WritersCorp

Dear Ms. Heller:

We are happy to inform you that your application to the National Endowment for the Arts was recently reviewed by an advisory panel and has been tentatively recommended by the National Council on the Arts for funding in the amount of $60,000. Please see the enclosed sheet for details on your grant recommendation and the steps that you must now take.

Congratulations on reaching this point in the review process. We look forward to working with you.

Sincerely,

Robert H. Frankel
Acting Deputy Chair for Grants and Awards

Enclosure

PS: As was the case this year, **FY 2010 applications must be submitted electronically through Grants.gov**. We advise you to apply at least 10 days prior to the deadline, to allow time to resolve any technical problems you may encounter. Also, even though you have already registered with Grants.gov, you will need to renew your information annually. You may download guidelines, information on Grants.gov, or other information from the agency's web site at www.arts.gov.

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AUG 3 2009

Mr. Luis R. Cancel
Authorizing Official
San Francisco Arts Commission
25 Van Ness Ave, Suite 240
San Francisco, CA 94102-6053

Dear Mr. Cancel:

On behalf of the National Endowment for the Arts, it is a pleasure to inform you that your organization has been awarded a grant.

Grantee:	San Francisco Arts Commission		
For:	WritersCorps		
Grant #:	09-5100-8156	CFDA #:	45.024
Grant Amount:	$60,000		
Period of Support:	July 1, 2009 to June 30, 2010		
Discipline/Program:	Learning in the Arts for Children & Youth		
Grant Project:	To support the WritersCorps program, as described in your application (A08-804356) and the enclosed project budget.		

Award materials are available online at www.arts.gov/manageaward. The *General Terms & Conditions* provide detailed information concerning the Endowment's regulations and procedures, the administrative requirements that apply to your grant, and your responsibilities as a grantee. Instructions for requesting grant funds and reporting on your project are also online. General information about this award can be found at www.arts.gov/mygrant.

If you have any questions regarding the administrative requirements of this grant, our Grants & Contracts Office staff will be happy to assist you. They may be reached at (202) 682-5403.

Congratulations on your grant award!

Sincerely,

Patrice Walker Powell
Acting Chairman

Enclosures