



# 2018 Arts Education Grant



**Council on  
the Arts**



**Deadline**

Mail or hand-deliver to arrive by  
Thursday, Nov. 10, 2017, 5pm

**Assistance**

**Robin Schwartz, Program Director**  
e-mail: [programs@artspartner.org](mailto:programs@artspartner.org)  
phone: 607-273-5072, ext. 20

**Deliver or Mail to**

Community Arts Partnership  
171 E. State/ MLK Street, Ithaca, NY 14850

Center Ithaca, atrium level  
Office Hours: Generally 10 to 5:30 M to F  
(If office is closed, drop off at adjacent Visitor Center.)

# Arts Education Grant Guidelines

## **The Arts Education Grant & the Community Art Partnership**

Funds for the Arts Education grant is provided to the Community Arts Partnership (CAP) by the New York State Council on the Arts (NYSCA), as part of NYSCA's Decentralization grant program. CAP administers three Decentralization grants in Tompkins County. Please visit [www.artspartner.org](http://www.artspartner.org) to learn about our other grants.

## **The Arts Education Grant:**

Arts Education grants support not-for-profit organizations, cultural groups and/or individual artists in providing in-depth, arts education projects to students up to 18 years of age. This funding is designed to support effective and innovative approaches to artist-led instruction both in and outside the school setting. These grants are meant to build the capacity of local artists and nonprofit arts organizations while providing public school aged students in high-quality artistic learning experiences.

Projects should draw on arts education practices to engage participants in the creation and interpretation of artistic works. Instruction must be sequential, age- and skill-based and focused on the exploration of art forms and the artistic process. Emphasis is placed on the depth and quality of the creative process through which participants learn through or about the teaching artists' art form and the arts in general.

A priority is that the grant fulfill a cultural need, or otherwise unmet need in terms of artistic discipline, geography or community engagement, increases access to the arts, or reaches a broad and diverse audience.

## **The Grant Funds Partnerships, "Applicants" and "Partners":**

The official "**Applicant**" to the grant must be a Tompkins County not-for-profit arts & cultural organization, or an individual artist(s).

The project can take place at a Tompkins County public school during the school day, or in an after-school program at the school or at a Tompkins County community-based organization. The school or community-based organization is referred to as the "**Partner.**"

Note: If individual artists are the "Applicant", they must be from Tompkins County. However, if the "Applicant" is a Tompkins County not-for-profit arts & cultural organization, their teaching artists do not have to be from Tompkins County.

### **Requirements for In-school projects, during the school day:**

1. Eligible projects will involve a direct collaboration between at least one **non-arts** classroom teacher and at least one teaching artist not currently affiliated with the Partner school.
2. Students should not be taken out of regular classes to participate, or be self-selected for participation in the program.
3. Projects at schools are expected to be collaboratively designed, planned and taught by the participating teaching artist(s) and non-arts teacher(s).

4. Art Education funds must not replace, or appear to replace, the role of certified arts teachers in schools. However, it is recommended that the school's certified art, music, dance, and/or theater teachers participate in the project.
5. Project must involve at least **three** hands-on learning sessions with teaching artist(s), and the same teacher/group of students (called the "core group"). Each session should be at least 30 minutes long. (Each time an artist connects with a group of students, separated by time, can be considered one contact session.) It is highly recommended that contact sessions are separated by enough time for reflection and refining.
6. Project must have an evaluation plan in place to assess the level of student achievement and understanding.
7. A letter of commitment from the Partner to the Applicant must be included with the application in order to be eligible for funding. The letter of commitment must outline in detail the Partner's support of the project (monetarily and/or otherwise) and anticipated roles and responsibilities for each team member involved. The Principal or Executive Director should sign this letter of agreement and it should appear on the Partner's letterhead.

### **Requirements for After-School and Community-Based Organization Projects:**

Teaching artists can work in after-school programs or in community settings. For the after-school or community-based setting, only #5, #6, and #7 above apply. #1-#4 do not apply to this category. **Note that it must be clear that the exact same group of students will definitely be present for all sessions with the teaching artist.**

### **What is not eligible?**

- A project whose main focus is at-risk/social service, recreational, rehabilitative, or therapeutic, and/or liturgical in nature is not eligible, even if there is an artistic component. This includes mental health programs, and projects whose focus is to use the arts to heal.
- Local cultural organizations that already receive funds from New York State Council on the Arts (NYSCA) in 2017/2018.
- Projects taking place in private or parochial schools.
- Stand-alone assembly programs, single performances, single visits to or from cultural institutions.
- College-level courses, scholarships, contests, or student performing groups.
- Equipment. (The grant can fund supplies which is defined as materials that are used up during the course of the project, but not permanent equipment.)

### **The Budget**

- The maximum request is \$2,500.
- This grant can fund up to 75% of the Applicant's total project budget. Additional funding can come from school, artist or organization contributions, PTA, BOCES, in-kind, or school supporters.

### **Consultation, Draft Review**

- E-mail or call the CAP Program Director (Robin) if you would like to discuss your request.
- **Optional BUT HIGHLY RECOMMENDED: Send Robin a draft well before the deadline for feedback.**

### **Evaluative Criteria - The Grant Panel considers:**

A panel of artists, educators, arts administrators and community members will review proposals using the following criteria. The criteria are not listed in order of priority; each is equally important. Please make sure your application materials, taken as a whole, address these criteria, and clearly describe your proposal. Each proposal is rated individually as well as in relation to the entire pool of applicants.

- Adherence to these guidelines.
- Application clarity and completeness.
- Appropriateness of the educational and artistic goals and expected student outcomes of the project.
- Degree to which these goals relate to the proposed project activities and grade levels served.
- Quality of expertise and appropriateness of proposed artists.
- Quality of evaluation plans.
- Appropriateness and cost-effectiveness of the proposed budget.

### **Funding Priorities**

- Higher consideration will be given if the project addresses specific challenges that the students may have.
- Higher consideration will be given if the project fulfills a cultural need, or otherwise unmet need in terms of artistic discipline, geography or community engagement, increases access to the arts, or reaches a broad and diverse audience.
- For In-School Programs: Higher Consideration will be given if the school's certified art, music, dance and/or theater teachers participate in the project in addition to the non-arts teacher(s).
- For In-School Programs: Higher Consideration will be given if the project meaningfully aligns with student's curriculum.

### **Submissions and Timeline**

- Request must be e-mailed, delivered or mailed to arrive by Thursday, Nov. 10, 2017, 5pm.
- Applicants are notified in mid-December, after review of panel's recommendations by the CAP board.
- Award funds are distributed to the "Applicant" when the Community Arts Partnership receives funds from New York State Council on the Arts. This can occur as early as January or as late as August.
- Projects occur in calendar year 2018. Final Reports are due in November 2018.

### **SUBMIT ONE SET, of application & attachments:**

- Application: "Cover page", followed by "Narrative" (up to 3 pages for the narrative), then "Budget".
- A written letter of commitment from the Partner.
- Teaching Artist(s) Information: It is crucial that this information be submitted. Cultural organizations can submit information about an arts education program, and list the credentials of participating artists in narrative format, or through resumes. For individual artists, artist resumes are required. If there are many artists involved, narrative that lists the artist's professional accomplishments and experience as a teaching artist is also fine.
- If artists or arts organizations have brochures, etc. please include. If the artist has a website, please make sure it is listed on the application cover page.

### **INSTRUCTIONS FOR FILING OUT APPLICATION**

- Please read all questions before you begin.
- The application questions are all in italics. Because the questions take up so much room, please erase all text in italics from your submitted application. But **Keep the headings** (which are not in italics).
- Answer the questions on the Narrative Section using no more than **3 pages**.

# Application Part 1: Cover Page

➤ Please do not exceed **1 page** when answering the Part 1: Cover Page questions.

## **APPLICANT:**

Artist Name OR Arts Organization Name:

Full Address:

Artist or Arts Organization Contact Person:

E-mail:

Phone Number:

Artist AND/OR Arts Organization websites:

## **CONTACT INFORMATION**

Who will be the primary contact person for this project?:

Title of contact person:

Full Address:

E-mail:

Phone Number:

## **PARTNER**

School or Community Organization:

Full Address:

School Contact Person:

E-mail:

## **PROJECT INFORMATION**

Name of Project:

Proposed Project Date Range:

Grant Amount Requested:

Who should the grant check be made out to?:

Where should the grant check be mailed?:

Who will be responsible for submitting the final report?:

**CORE GROUP(S):** A set of students that meet with the same teaching artist a minimum of 5 visits

Grade(s):

Number of Students:

Number of Teachers:

Number of Contact Sessions with Core Group (Each visit is a “contact session”):

**INDIRECT GROUP(S):** Students that may participate marginally in the project or partnership

Grade(s):

Number of Students:

Number of Teachers:

Number of Contact Sessions with Indirect Group(s):

# Application Part Two: Narrative

- Please do not exceed **3 pages** when answering these Part Two: Narrative questions.
- To assist in keeping the narrative to 3 pages, **please erase the questions** (all the text that is in italics) (Please do not erase the underlined Headings)

## **SUMMARY STATEMENT**

*Briefly summarize your project in one or two sentences.*

## **TEACHER AND ARTIST LIST**

*Using the format below, list the Artists & Teachers involved in the planning & implementation of the project. Examples of “**Role in Project**”: “Teaching Artist”, “2<sup>nd</sup> Grade Teacher”, “Planning Team”, “Music Teacher,” etc.*

<b>Name</b>	<b>Role in project</b>	<b>E-mail</b>
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## **TEACHING ARTIST(S)**

*Briefly describe the previous experience of the teaching artist(s) for this particular project. (Artist resumes are part of the attachments, so you don't need to repeat resume type information.)*

## **THE DETAIL STATEMENT NARRATIVE**

*Give us an overview of your proposed project. You don't need to address the questions below one by one, or in the order listed – just make sure the questions below are addressed somewhere in your narrative.*

- *What is the art form that the teaching artist(s) will be teaching?*
- *Is there a topic or theme associated with the project? Please describe.*
- *Describe what the students will be doing during this project and the role of the teaching artist and/or school teachers. (Please go into some detail.)*
- *What grade/classes will comprise your core group? If the rest of the school or community organization will experience part of your program, describe that.*
- *What is the time frame for the project & number of sessions with the teaching artist?*

## **GOALS, OUTCOMES, ASSESSMENTS**

- *What do you want the students to know, understand or be able to do as a result of this project?*
- *Are there any specific challenges you are trying to address? Learning Standards you are trying to meet? Be specific.*
- *How will you measure the extent to which the students have met the learning goals?*

## **TIMELINE:**

*Provide a brief timeline of the project activities. Include any planning meetings, artist contact sessions with students, sessions where teachers will work with students before or between teaching artist sessions, any reflection meetings, evaluation, etc.*

## **PREVIOUS FUNDING**

*If you previously received funding for this project or a similar project, describe what you learned from your evaluation process and what improvements you are planning to implement.*

# Application Part 3: Budget

➤ Please use the format outlined below for your budget. See sample on next page.

	<b>A.</b>		<b>B.</b>	<b>C.</b>	<b>D.</b>
<b>Type of Expense</b>	<b>List each project expense</b>	<b>Breakdown of each project expense</b>	<b>School will pay the following toward expense</b>	<b>Cult. Org will pay the following toward expense</b>	<b>Grant Request</b>
Sub. Teachers					
Buses					
Teacher after School Time					
Materials/Supplies					
Cult.Org Admin Personnel					
Teaching Artist Fees					
Travel					
Other:					
<b>*** TOTALS:</b>					
					<b>↑Grant request</b>

**\*\*\* Total Column A, minus columns B & C, equals your grant request, Column D.**

# Sample Budget

	A.		B.	C.	D.
Type of Expense	List each project expense.	Breakdown of each project expense	School will pay the following toward expense	Cult. Org will pay the following toward expense	Grant Request
Sub. Teachers	\$250	2 teachers @ \$125 ea	\$250 (in-kind)		
Buses					
Teacher after School Time	\$500	4 teachers x 5 hrs x \$25/hr	\$500 (PTA)		
Materials/Supplies	\$425	Art Supplies, see attached list			\$425
Cult. Org Admin Personnel	\$100	Mary Brown			\$100
Teaching Artist Fees	\$2,400	12 classes x \$50/class x 4 classrooms	\$800 (BOCES coser)	\$500 (in-kind)	\$1,100
Travel	\$54	12 trips x 9 miles x .50/mile			\$54
Other:	\$50	CDs for class plus preparation			\$50
<b>*** TOTALS:</b>	<b>\$3,779</b>		<b>\$1,550</b>	<b>\$500</b>	<b>\$1,729</b>
					<b>↑Grant request</b>

**\*\*\* Total of Column A (\$3,779) minus totals of columns B & C (\$1,550 + \$500) equals your grant request in Column D (\$1,729).**