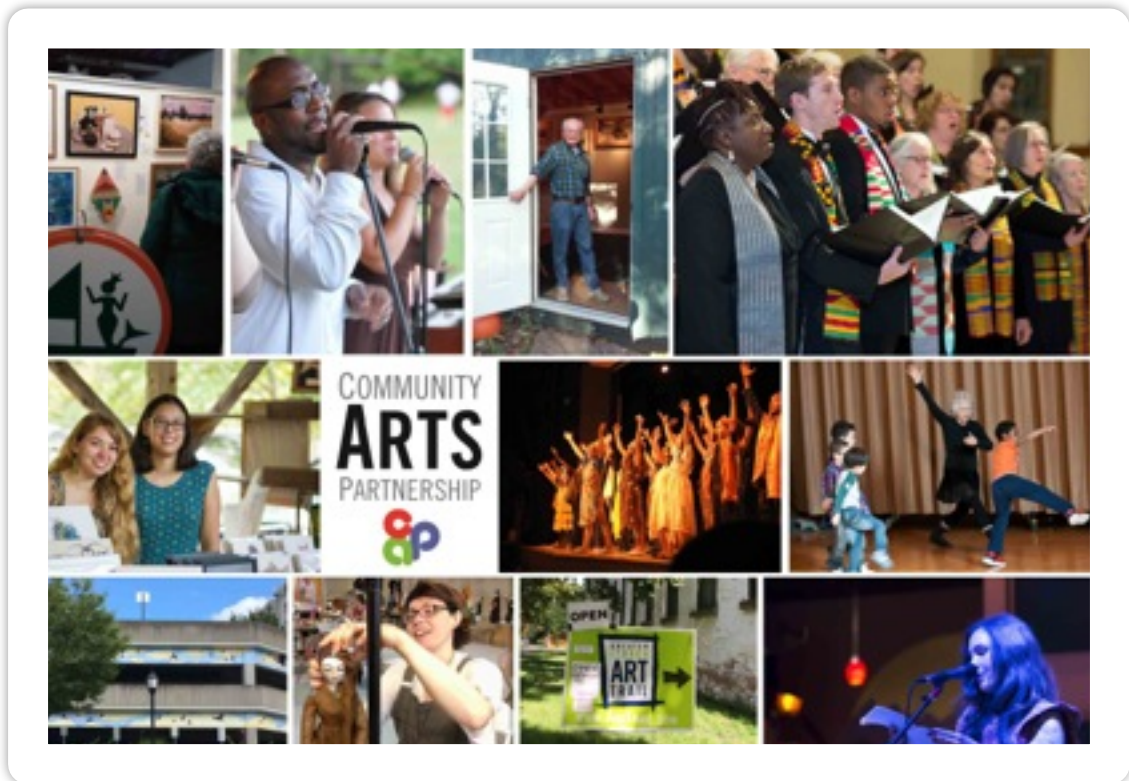


## 2020 Guidelines Arts Education Grant

Deadline: Friday, November 8, 2019



### **Free Information Sessions about all CAP Grants**

(bonus: includes some Grant Writing Advice)

(Workshops will be at CAP, and the Groton, Trumansburg, Lansing and Dryden libraries. Dates and times will be posted on the CAP website grant page on July 10th)

**Registration is preferred** so we know how many chairs to set up!

E-mail [programs@artspartner.org](mailto:programs@artspartner.org). Walk-ins are also welcome.

Information about all of CAP's grants and programs at [www.artspartner.org](http://www.artspartner.org)

Robin Schwartz, Grant and Program Director, [programs@artspartner.org](mailto:programs@artspartner.org)

**Registration is preferred** so we know how many chairs to set up!

## **“DEC” Grants are for Exemplary Arts Programming**

The Arts Education Grant is part of New York State Council on the Arts (NYSCA) Decentralization (DEC) Program, a statewide effort to make exemplary arts programming available to geographically, ethnically and racially diverse segments of the State's population, and to support the continued development of local cultural resources responsive to community cultural needs.



**The Community Arts Partnership** administers this grant for NYSCA in Tompkins County. The grant enables CAP to foster county-wide cultural development based on community cultural needs, and to

### **The Arts Education Grant:**

Arts Education funds support local cultural not-for-profit organizations, cultural groups and/or teaching artists in providing in-depth, meaningful arts education projects to K-12 students up to 18 years of age. Arts Education funds serve to bring teaching artists and their classroom skills into dedicated learning environments for all ages.

Funds offer two funding strands: K-12 In-School Projects and After-School community based learning. Funds can support arts education projects that take place in school during the school day/and in after-school and community based settings for K-12 youth and must be carried out in partnership with a public school or in partnership with a community based cultural organization.

Emphasis is placed on the depth and quality of the creative process through which participants learn through or about the arts. Projects must focus on the exploration of art and artistic process. Inter-curricular collaboration for in-school projects is encouraged but not required.

Projects must provide:

- Sequential, skill-based study that incorporates one or more art forms and includes a minimum of 3 sequential hands-on learning sessions.
- In depth, age and skills appropriate learning opportunities
- Hands-on participatory creation and/or learning opportunities in one or more art forms that may (optional) culminate in exhibitions, productions, or demonstrations.
- Stated learning goals, methodologies and outcomes as a means for evaluation.

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 “**Applicant**” to the grant must be a Tompkins County not-for-profit arts & cultural organization, or an individual artist(s). Public schools are ineligible to apply directly.

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 cultural 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.

## **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.

## **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. Projects are expected to be collaboratively designed, planned and taught by the participating teaching artist(s) and non-arts teacher(s).
2. Students should not be taken out of regular classes to participate, or be self-selected for participation in the program.
3. 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.
4. 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.
5. Project must have an evaluation plan in place to assess the level of student achievement and understanding.
6. 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 & Community-Based Org Projects:**

Teaching artists can work in after-school programs. For the after-school or community-based setting, only #4, #5, #6 above apply. #1-#3 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 have applied directly to New York State Council on the Arts (NYSCA) in 2019/2020, whether funded or not.
- 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.

## **Workshop, Consultation, Draft Review**

- E-mail the CAP Program Director (Robin) if you would like to discuss your request.
- 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.

## **Submissions and Timeline**

- Request must be e-mailed, delivered or mailed to arrive by Friday, November 8, 5pm.
- Applicants are notified in mid-December, after review of panel recommendations by 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 2020. Final Reports are due in November 2020.

## **Submission Instructions - submit via e-mail as .doc or .pdf. You can submit as one long document, or as separate documents.**

- Application: "Cover page", followed by "Narrative" (up to 3 pages for the narrative), then "Budget".
- If an individual artist is working with a school, a letter of commitment from the school is required.
- Resumes for artists needing funding.

# Application Part 1: Cover Page

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

## **APPLICANT (Individual artist working in school; or cultural organization):**

### **Applicant:**

Full Address:

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:

## **INDIVIDUAL ARTIST SCHOOL PARTNER**

School:

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 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 3 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 “Part Two: Narrative” questions.**
- **To assist in keeping the narrative to 3 pages, you can erase any 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> |
|-------------|------------------------|---------------|
|-------------|------------------------|---------------|

## **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.**

|                           | <b>A.</b>      | <b>B.</b>                  | <b>C.</b>                      | <b>D.</b>             |
|---------------------------|----------------|----------------------------|--------------------------------|-----------------------|
| <b>Type of Expense</b>    | <b>Provide</b> | <b>Narrative breakdown</b> | <b>If the school, cultural</b> | <b>Subtract</b>       |
| Substitute teachers       |                |                            |                                |                       |
| Buses                     |                |                            |                                |                       |
| Teacher after School Time |                |                            |                                |                       |
| Materials/Supplies        |                |                            |                                |                       |
| Admin Personnel           |                |                            |                                |                       |
| Teaching Artist Fees      |                |                            |                                |                       |
| Travel                    |                |                            |                                |                       |
| Other:                    |                |                            |                                |                       |
| <b>TOTALS:</b>            |                |                            |                                |                       |
|                           |                |                            |                                | <b>↑Grant request</b> |

**SAMPLE:**

|                        | <b>A.</b>              | <b>B.</b>                                     | <b>C.</b>  | <b>D.</b>                  |
|------------------------|------------------------|---|--|----------------------------|
| <b>Type of Expense</b> | <b>Provide Expense</b> | <b>Narrative breakdown of Project Expense</b> | <b>If the school, cultural organization or artist is paying part of an expense, put the amount here with explanation</b> | <b>Subtract C. from A.</b> |

|                           |                |  |                                      |                       |
|---------------------------|----------------|--|--------------------------------------|-----------------------|
| Sub. Teachers             | \$250          | 2 teachers @ \$125 ea                  | \$250 (in-kind)                      | \$0                   |
| Buses                     |                |  |                                      |                       |
| Teacher after School Time | \$500          | 4 teachers x 5 hrs x \$25/hr           | \$500 (PTA)                          | \$0                   |
| 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)<br>\$500 in kind | \$1,100               |
| Travel                    | \$54           | 12 trips x 9 miles x .50/mile          |                                      | \$54                  |
| Other:                    | \$50           | Preparation of materials by artist     |                                      | \$50                  |
| <b>TOTALS:</b>            | <b>\$3,779</b> |  | <b>\$2,050</b>                       | <b>\$1,729</b>        |
|                           |                |  |                                      | <b>↑Grant request</b> |

