COMMUNITY ARTS PARTNERSHIP

2027 Guidelines
Arts Education Grant

Provides funding for Tompkins County teaching artist residencies in pre-K-12 public schools/after school programs, or for a closed group of pre-K-12 learners at community organizations.

APPLICATION DEADLINE
Wednesday, February 10th, 2027, at 11:59pm

CAP Grants Page

At ArtsPartner.org (Grant tab) you'll find information about four CAP Grants, Application budget forms, Grant writing workshop dates with registration links.

Questions and Assistance

Robin Schwartz, Program & Grant Director, programs@artspartner.org

Robin is available anytime to answer questions, offer advice or help navigate the grant process.
It's always a good idea to run your request by Robin before starting the application.

Accommodations: If you need assistance with any aspect of the grant process, please email Robin.

Applicant Support

Free Grant Information & Advice Sessions

- CAP hosts **live and Zoom workshops** from November 2026 through January 2027.
- Robin Schwartz, CAP Program & Grant Director, discusses CAP's grants and shares **grant writing advice** to help your request rise to the top of the pile!
- **Registration is required.**
- A **recorded workshop** is available to watch anytime.
- For **workshop dates** (or the link to the recording), visit the "Grants" Page at ArtsPartner.org.

Grant Draft Review

- **Robin can review application drafts.** Sending them by February 1st is preferred (to leave time for any recommended changes), but she can comment on applications through 5:00pm on February 10th.
- **Drafts can be sent as a word document (preferred) or a pdf.**
- (If working on the application on the online grant portal, you can save your draft as a pdf.)
- Sending the filled-in **budget form** along with the application is recommended.

Applicant Alert

- Although Robin facilitates CAP's grant panel meetings, she does not make recommendations or state her opinions to the grant review panel. Any recommendations she may give are based on her experience and do not constitute a guarantee of funding. **The grant is competitive.**
- Each request is rated by an independent grant panel based on the requirements, preferences and criteria outlined below. The panelists, the number of requests and the amount available change from year to year.

NYSCA and CAP

- This grant is part of New York State Council on the Arts **(NYSCA) Statewide Community Regrants** Program (SCR), which CAP administers for Tompkins County. Statewide Community Regrants serve as an umbrella for three distinct funding categories that CAP has named the **Grants for Arts Programs (GAP), Artist in Community Grant,** and **Arts Education Grant.**
- The SCR program forms the cornerstone of NYSCA's partnership with local arts agencies throughout the state, providing a link between the Council and portions of the community that might not otherwise be able to access funding from NYSCA.
- A hallmark of SCR has always been the tailoring of program implementation and funding priorities based on the needs of each SCR site's service area.
- CAP and NYSCA preferences align: The **community benefit** of the project is considered, along with whether the programming is available to **geographically, ethnically and racially diverse segments of the county**, and if the request supports the **development of cultural resources responsive to community needs.**
- (See "Panel Rating Criteria and Request Priorities" below.)

What Does "Arts Education" Mean?

- Art instruction (visual, dance, music, theatre, literary…) helps children with the development of motor skills, language skills, social skills, decision-making, creative problem solving, and inventiveness.
- Youth who participate regularly in the arts are more likely to be recognized for academic achievement, to have fewer disciplinary infractions, higher attendance, graduation rates, and test scores.
- Arts Education projects allow the children to use their imagination and creativity to create their own interpretation of the art form being taught.
- Weaving the arts into pre-K-12 core curriculum, as well as teaching youth new artistic skills and abilities. Integrating art with non-arts subjects reaches students who might not otherwise be engaged in classwork.
- Ideally, art instruction is used to help students understand a non-arts subject or address a potential student challenge. Examples: fiber art to teach math and measurements; playwriting and performing to teach history; poetry to explore current issues; art projects that foster collaboration to teach social skills.

Type of Projects Funded by This Grant

- Visual art (painting, sculpture, fiber art, ceramics, photography, drawing…), performing arts (theatre, music, playwriting, dance), literary arts (poetry, fiction or creative non-fiction, spoken word), or art film/video.
- Artists teach **in-depth skill-based learning** that provides the students one or more of the art forms above.
- Projects must focus on the **exploration of art and the artistic process.**
- Projects must be **hands-on and participatory.**
- **Students need to create something from their own imaginations using the art form they are learning** (rather than primarily copying or memorizing).
- Emphasis is placed on the **depth and quality of the creative process** by which students learn about the arts.
- (Not a requirement) **The project can culminate in exhibitions, productions, or demonstrations.**
- Along with the core group, there may also be an **"indirect group"** consisting of students who may benefit indirectly by experiencing the core group's project.

Teaching Artists Partner with Schools or Community Organizations

- All Arts Education grant projects must be carried out with Teaching Artists in **partnership** with **a public school** (for in-school or after-school programs) or with a **community organization's group of learners.** The latter can include (but is not limited to) an after-school program, a library group, a club, or students receiving social services.
- **The same group of students (12 or more is a priority) must be present for at least 3 sessions with the artist(s).**
- Funded projects can occur **from January 1st, 2027 through January 31st, 2028.**

Applicants Can Be:

(Note: Applicants cannot be schools, school staff, or a community organization's staff)

Tompkins County Artists/Groups of Artists

- Artists can apply directly. They must be full-time residents of Tompkins County as of October 1, 2026. (Proof may be requested after the deadline. A driver's license or other form of legal ID is ideal.
- All artists must be from Tompkins County.
- Artist applicants must be at least 18 as of 1/1/2028, and not enrolled in a full-time degree program in 2027.

Tompkins County Community Organization, Municipality, Tribal Nations

1. A not-for-profit corporation* can apply directly if they have an active board, are are incorporated in Tompkins County with an address and EIN in Tompkins Count. (See exceptions below.)
2. Libraries or museums (NY State chartered educational institutions) can also apply directly.
3. A government or quasi-governmental entity in Tompkins County, or Tribal Nation present within NY State can apply directly.
4. For #2, #3 and #4 applicants, the Teaching artists you partner with do not have to be from Tompkins County.

* Exceptions: Direct NYSCA Applicants

Organizations applying through New York State Council on the Arts for 2027 funding, whether funded or not, cannot apply for this grant and cannot serve as a community partner. The following organizations

have applied to NYSCA in the past. Robin will have the 2027 list in late November. Email Robin anytime for confirmation that the following have or have not applied for 2027.

C*ayuga Chamber Orchestra, Cherry Arts, Center for Transformative Action, Cinemapolis (Seventh Art Corp), Civic Ensemble, CSMA, Cornell Cinema, Cornell University, Dorothy Cotton Jubilee Singers, Downtown Ithaca Alliance, Hangar Theatre, Historic Ithaca, History Center in Tompkins County, Ithaca College, Ithaca Murals, Ithaca Shakespeare Company, Johnson Museum of Art, Kitchen Theatre, NYS Early Music Association, Opera Ithaca, Opus School of Music, Running to Places Theatre, Saltonstall Foundation, Sciencenter, Story House Ithaca, State Theatre, Traditional Center for Indigenous Knowledge and Healing, Trumansburg Conservatory of Fine Arts.*

Note of Commitment by February 12th

- For Artists working with **School Partners:** A Note of Commitment from the Principal is required.
- If Teaching Artists are applying directly and working with a **community organization partner,** we require a Note of Commitment from the Director of the organization.
- (Not-for-profit organizations applying directly do not need to provide a Note of Commitment.)
- The Note should confirm the partnership and outlines artist and partner responsibilities.
- The Note is uploaded via google form before Friday, Feb. 12th, 11:59pm (two days after the application deadline.)

Requirements or Priorities

In-School Projects

1. Higher priority is given if in-school projects involve an outside teaching artist and a **direct collaboration between at least one non-arts classroom teacher**. Projects that are collaboratively designed, planned, and taught by the participating teaching artist(s) and non-arts teacher(s) are given high consideration.
2. **Students should not be taken out of regular classes to participate, be self-selected, or hand-selected** by the teachers or teaching artists for participation in the program. (Some exceptions apply. Contact Robin.)
3. **Arts Education funds are not meant to supplement classes for existing art students.** However, it is recommended that the art, music, dance, and/or theater teachers participate in the project.
4. **The number of students in the core group** is a funding consideration. 12 or more students is ideal.
5. Project must involve **at least three hands-on art learning sessions** with the teaching artist(s) and the core group of students. 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 learning session.) It is highly recommended that sessions are separated by time for reflection. It's great if the students have activities related to the project with their classroom teachers in between teaching artist visits.
6. **Project must have an evaluation plan** to assess the level of student achievement and understanding.
7. **A Note of Commitment from the principal is required** described above.

After-School or Community Partner Requirements

- For the after-school or community organization settings, **#4** to **#7 above apply**. (#1 to #3 do not.)
- After-school programs can be at public schools or community partner organizations.
- Since three sessions are required for the same group of students, drop-in programs are not eligible.

Request Amount, # of Requests, Award Amounts

- **The maximum request is $5,000.**
- **Note**: The average grant amount for all 2026 grants was $2,700. There is a question in the application about how you could handle funding that may be less than you requested.
- An applicant can submit **up to three different grant requests** for our three NYSCA grants (GAP grant, Artist in Community Grant and Arts Education grant) for completely different programs.
- The total request amount if one entity is applying for multiple grants is $7,500. (*i.e., If an artist applies directly for a mural project for an Artist in Community GAP grant and also applies for an unrelated teaching artist residency at a local school (Arts Education grant), the total for both cannot exceed $7,500.*
- Note: In 2026, we were able to fund 60% of the applicants to all three SCR grants with $200,000. Most awardees received less than requested.

The Grant Can Fund

- Artist fees (Requests that prioritize artist fees may receive higher ratings.)
- Consumable supplies (used during the course of the project)
- Mileage (up to $75)
- Space rental, printing, or other expenses directly related to the project.
- Staff or school teachers can be paid for hours spent on project that are not part of their regular salary.
- If an organization is the applicant, some administration expenses can be included.
- Projects where students are not self-selected or not hand-selected by the school or organization.

The Grant Cannot Fund

- Fees to artists that are students in high school or are currently enrolled in a degree program in 2027.
- Artists applying directly that are not full-time Tompkins County residents.
- Programs in existing art classes for art students only.
- Projects where the students need to pay to participate.
- Programs where students are taken out of regular classes to participate, self-selected, or are hand-selected by the teachers or teaching artists. (Some exceptions apply. Email Robin.)
- Projects with very few participants. At least 12 is a priority. (Exceptions may apply. Email Robin.)
- Projects with fewer than 3 hands-on sessions with the core group of students.
- Programs with religious content.
- Local artists or cultural organizations that have applied directly to New York State Council on the Arts (NYSCA) in 2027, whether funded or not.
- Projects taking place in private or parochial schools, or for home-schooled students.
- Stand-alone programs without the learning sessions, e.g. a performance, or a visit to a cultural institution.
- College-level courses, scholarships, contests, or student performing groups.
- Staff salaries for time during their regular work day/salary. (Payment for hours outside of their regular hours can be part of the request.)

Funding Priorities

Higher consideration will be given if:

- the project addresses specific non-arts related challenges that the students may have.
- the project prioritizes paying teaching artists.
- the project fulfills a cultural need, or unmet need in terms of geography or community engagement, increases access to the arts, or reaches a broad and diverse student body.
- (For In-School Programs) the project meaningfully aligns with the student's curriculum.
- (For In-School Programs): if the school's certified art, music, dance and/or theater teachers participate in the project in addition to a non-arts teacher(s).

Panel Review Criteria

Panelists rate each request using this criteria

Ratings range from "1" (does not meet any of the criteria) to "4" (meets and exceeds all criteria).

- Adherence to these guidelines and "Funding Priorities" stated above .
- Application clarity and completeness. Were questions answered in full?
- Depth and quality of the artist(s) interactions with students. Anticipated student impact.
- Number of students involved in the core group.
- 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 the proposed artists.
- Quality of evaluation plan.
- Appropriateness of the proposed budget.

How Decisions Are Made

- A diverse panel composed of community leaders, artists, business people, and educators will be sent the Arts Education requests after the due date. They'll have at least three weeks to review.
- The panel will meet on Zoom in early March to discuss each request and rate them based on the criteria above.
- Requests may or may not be fully funded based on a) availability of funds, b) applicant's budget, and/or c) place in the ratings.

After The Deadline

- Applications received after 11:59pm on the day of the deadline will not be accepted except in the case of electricity and wi-fi outages.
- Applications will be checked for eligibility, completeness, and accuracy.
- Applicants may be contacted for clarification and/or additional information.
- Schools and partnering organizations will be contacted to confirm the partnerships.
- Applicants will be informed of decisions regarding their requests in (ideally) mid-March.
- Grantees will be listed in CAP's publicity, website, and press.

fGrantee Responsibilities if Funded

- All awarded artists must sign and return a **contract**. The contract outlines the obligations and the procedures for the grant, providing a final report, and proper acknowledgement language on all publicity materials.
- **A required google form** will keep CAP posted on program dates.
- Grants are considered as income, so funded individual artists will provide a W-9 and receive a 1099.

When Does Award Payment Arrive?

- The contract will ask for the correct name and address for check.
- CAP hopes to have funds to send to grantees from March through July. NYSCA sends funding to CAP in increments, so artists with events happening sooner will get their award check sooner.
- **Disclaimer:** In 2024, CAP (and all statewide agencies administering this grant) did not receive funds until August. This delay affected many of the funded projects. Some had to be postponed, and a few were cancelled. 2026 funds arrived in increments starting in March and were distributed according to funded event dates. We expect the same scenario for 2027 but we cannot make that promise. In the event of delayed funding, CAP will be very flexible if funded projects need to be postponed.
- CAP may hold back the award until proof of event scheduling is received.

Arts Education Submission Instructions

DUE: Wednesday, February 10th, 2027, 11:59pm

Questions: Robin at programs@artspartner.org

1. BUDGET FORM

Locate the form:

- The Arts Education grant budget form **is available as an .xlsx** on the ArtsPartner.org grant page (Make sure you are in the "Arts Education Grant" section).
- (You must use this form and not create your own.)
- (Your completed **budget form will be uploaded** to the application platform.)
- If you need the form in a different format or need assistance, contact Robin.

Filling out the Budget Form (Sample below)

- You can add or delete lines or expand lines (hover over row number on the left and drag line down.)
- Provide a **detailed breakdown** in "Explain" columns.
- **"Expenses" minus "Income"** is the amount you need for your project and can be your request amount. If that number is over $5,000, your max request is $5,000.
- **Please be as accurate as possible.**
- **Best practice tip:** Determine your budget before filling out the application.
- **If you need any assistance** putting together a budget or understanding the budget form, we can help.

2. ONLINE APPLICATION at commongrantapplication.com

Required: Watch Five-Minute Instructional Video

The Video explains how to find our Applications. (There are many clickable links on the grant platform that won't get you to the right place. Watching this video will save you time and energy.)
youtube.com/watch?v=b1TermKUhY8

Video Synopsis

First time users "Register" or "Login"

Click "Start Draft Application" from dashboard

Find on List: "Community Arts Partnership"
(*Don't click "Community Arts Partnership")*
Click the blue button Select Programs

Locate: which grant you want to work on.
(Don't click the name of the grant).
Click the blue button Start Draft App

Navigating the Application

- You'll see the sections of the application you'll need to fill out on the left side of your screen.
- You can navigate through the sections by clicking there or by using the back and forward buttons.
- * indicates required questions.
- Most of the fields have **character limits** which include spaces between words.
- **"Save"** frequently! If a glitch happens or you accidentally close the screen you won't lose data.
- Click **"Pause"** when you wish to stop. Your work will be saved and you can go back anytime.
- You can **create a PDF** copy anytime
- Next time you log back in: **"Resume Draft Application"**

"Submit" when Complete

- If any fields were not filled out, you'll see "**Not Ready for Submission**" and a list of incomplete fields.
- Once submitted, you will get a confirmation email and you can see your completed application by clicking on the "Grants" tab from the dashboard.

(Application Questions are Listed Below)

- The grant questions are listed below. If you prefer to fill the application out initially offline to then cut and paste into the grant application platform, please **note the character limits with spaces.**

To Work on More than One Application at a Time

- Exit an application by clicking **"Pause"** Then, from the dashboard, **click "Exit draft application."**
- Then **click** "**Start Draft Application**" and follow the directions from above.

3. NOTE OF COMMITMENT by Fri, February 12th

- Attach as .jpg or .pdf to https://forms.gle/Q2Yfnr4LeLtjawVh6
- See page 4 for details

Questions on Application Portal

APPLICANT INFORMATION*

- Name *(person writing application),* Pronouns, Email, Phone, Website
- (If applicant is a Not-for-Profit Organization) Name of Organization, and EIN Number
- Tompkins County Address and Municipality
- For Individual Applicants Applying Directly) Are you over 18 years of age as of 1/1/2027?
- (For Individual Applicants Applying Directly) Are you in college/university full time in 2027?
- For Teaching Artists/Public School Partnerships: Name the school(s)
- For Teaching Artist/Community Partner Organizations, provide Organization Name
- Name, Email & Role of School or Community Partner Organization Contact

PROJECT INFORMATION

- **Name of Project*:** *(up to 8 words)*
- **Proposed Project Date Range*:** (*There's a more detailed timeline question below. For this field, just write the start and end dates, e.g. "March to April 2027")*
- **Grant Amount Requested*:** *(must match budget form)*
- **Core Group Grade(s) and Number of Students*:** *The core group is the students that meet with the same teaching artist(s) a minimum of 3 visits. List the grade(s) and total number of students (e.g. Two 3rd grade classrooms, 42 students each = 84 students)*
- **Number of Core Group Contact Sessions*:** *Number of sessions with each core group of students (e.g. 3 sessions with each classroom = 6 artist visits total)*
- **Indirect Group Grade(s) and Number of Students**: *(The indirect group is students that might participate indirectly i.e. via an exhibit, presentation, or performance) List the indirect group grade(s) and approximate number of students.*
- **Summary Statement***: (750 characters with spaces) *Summarize your request in one or two sentences.*
- **Teacher and Artist List*:** (1,000 characters with spaces) *List the names and emails of teaching artists, and (if applicable) classroom teachers, and others involved in your project. Example: John Gibson, 2nd grade teacher, jgibson@icsd.k12.ny.us / Tara Rivera, teaching artist, tara@gmail.com*
- **Detail Statement*:** (6,000 characters with spaces) (*Address the following questions. You don't need to address them in the order below – just make sure the answers are included.)*
    - *Tell us all about your project! (who, when, what, where)*
    - *Describe the art form that the teaching artist(s) will be teaching?*
    - *Is there a topic or theme associated with the project?*
    - *Describe the grade/classes that will comprise your core group. Tell us (if applicable) about an indirect group as well.*
    - *Describe what the students will be doing during this project and the role of the teaching artist and/or school teachers. Include project impact. (Please go into some detail)*
    - *FOR COMMUNITY ORGANIZATION PARTNERS: If you are working with a community organization or are a community organization, how will you guarantee participants, i.e. is it an existing group?*
- **Goals, Outcomes, Assessments*:** (3,500 characters with spaces)
  What do you wish 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? (Details are good.)

How will you measure the extent to which the students have met the learning goals? Is there an evaluation plan?

- **Previous Funded Projects or Similar Projects*:** (1,700 characters with spaces) :
  Have you conducted this or similar projects in the past and/or were you funded with a CAP grant recently for a similar project Tell us about that! How did they go? What did you learn?
- **Project Timeline*:** (1,000 characters with spaces): *Provide a 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. This can be in list format, e.g. "September - planning, October 1, 8, 15 - classroom sessions..." If you do not know exact dates, write preferred months.*
- **Optional Budget Notes:** (1,700 characters with spaces)
  Use this section if there are items on the budget form which need explaining (and are not explained above). For example, if you list printing costs or supply costs, what are those for?
- **Reduced Funding***: (700 characters with spaces):
  If you receive funding at a reduced level, would you be able to adjust your project? What are crucial costs?
- **2025 and/or 2026 Funded Projects** *(1000 character limit with spaces)* If applicant received an Arts Education grant in 2025 and/or 2026, how did it go?

NYS REPORTING Provide just one number for each of these.

(This is for a report CAP fills out for the State. Guesstimates are fine.)

- *Number of Participating Artists / Total Number of Expected Audience / Total Number of K-12 in Audience*

(UPLOAD COMPLETED BUDGET FORM)

APPLICATION CERTIFICATION

"I certify that all statements in my submitted 2027 Arts Education Grant are true to the best of my knowledge. I have read, understand and agree to the guidelines set forth in the separate "Arts Education Guidelines 2027" document. I understand that the grant administrator may confirm information given in the application.

Sample Budget

FOR	EXPENSE AMOUNT	*(EXPLAIN EXPENSE in detail)*	List any INCOME AMOUNT that may be offsetting this expense	*(EXPLAIN INCOME in detail)*	
Teaching Artist(s)	$1,600.00	Teaching artist - 4 sessions in 2 classrooms = 8 sessions @$200ea	$500.00	School contribution	
Other Personel	$800.00	Additional support - 8 x $100/ea	$800.00	School contribution	
Materials, Supplies, Printing	$350.00	notebooks x 40 ($160), colored pencils, pencils and markers ($190),			
Not for profit admin (if applicable)					
Travel	$85.00	7 miles x 2 (back and forth x 8 sessions = 112 miles			
Other					
EXPENSE TOTAL	**$2,835.00**	**INCOME TOTAL**	**$1,300.00**	**Expense Total minus Income Total**	**$1,535.00**
				Grant Request (Above or $5,000 max)	**$1,535.00**